2018-19
STUDENT HANDBOOK
Student Handbook
Non discrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district’s programs and activities is prohibited. The principal, 620 892 5215 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

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

District Goals

1. Manage the district’s budget
2. Believe in all students
3. Effective communication between all stakeholders
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ACADEMICS

Requirements for Graduation: Twenty-four units are required for graduation
- Four units of language arts. (Must include English I, English II, English III, and English IV or Comp I and II)
- Three units of social studies. (Must include one unit of American history and one-half unit of American government)
- Three units of science. Must include Physical Science and Biology I/App. Biochem or an equivalency as determined by building principal. Certain CTE classes may count as the third science
- Either four units of math, one of which needs to be taken in the senior year, or three units of math with a Math ACT score of 22 obtained before enrollment of senior year
- One-half unit of health and one-half unit of physical education
- One unit of fine arts. (Band, Choir, Drama, or Art)
- One unit of career education
- One-half unit of personal financial literacy (taken either junior or senior year)

Guidelines for Early Graduation
The current Kansas State Board of Education graduation requirements will constitute the basic requirements for graduation from the high school of U.S.D. 509. In addition, a student must complete the graduation requirements as outlined in the Student Handbook and the requirements of this policy as listed below. If all of the requirements are met, a student may graduate early.
- Students who are less than 18 years old must have signed parent(s) consent to graduate early.
- Credit for graduation is awarded to the student only at the conclusion of a semester. No partial credit will be awarded to students during the middle of a semester.
- Student must notify the building principal and receive Board approval with an approved graduation plan, (October board meeting for December graduation, March board meeting for May graduation)
- Once a student graduates they will no longer be classified as a student for attendance or participation in school activities.
- Graduates will have the option to participate in May Graduation Ceremonies. His/her picture will be included on the class panel.
- Seniors continue to be allowed to graduate at semester. Principal, counselor, and parent approval and a presentation to the Board is required.
- Seniors who are on track to graduate would only be required to attend for those courses they need to graduate. (If student is attending less than 5 hours, they would lose their eligibility to play sports) Principal, counselor, and parent approval is required.

Inter-District Cooperative Agreements
Inter-district agreements are entered between specific districts. The following guidelines address issues not specified in those agreements.
- Participating students will be limited to grades 9th-12th.
- Students taking classes at the Host District that are offered at South Haven (Home District) will be charged the home district costs for such classes. Class cost will be paid at enrollment.
- Students will pay class fees charged by Host District for specific classes and vice versa.
- Administration will determine method of transportation to and from Host District and will require students to provide transportation to and from Host District unless district
transportation is available at no extra cost to the district.

Definitions: “Home District”—means the school district in which the pupil is enrolled. “Host District”—means the school district in which the pupil attends classes.

Guidelines for Determining Credit
The Board of Education will accept for high school credit course work completed at the university level, summer school courses, and independent correspondence courses provided they have the prior approval of the administration.
Definitions;
1. One Credit: Course offered a full year.
2. One-half Credit: Course offered one semester and/or semester work not contingent on prior semester.
3. One-half Credit: Course offered for a nine-week period or equivalent. e.g. Summer School Driver Ed.

School-To-Career Program
Students who are juniors or seniors, or younger students who have permission of the instructor, may enroll in one of the school-to-career programs. Students who enroll in these classes are subject to the same expectations and rules as in any other class. Within the class, additional rules or standards may be adopted by the class members and the instructor. Students will be expected to adhere to those adopted rules as well.

If fundraising occurs within these school-to-career programs, money will be distributed to students in the form of scholarship awards subject to the following conditions:
• The student graduates from South Haven High School.
• The student continues with his/her education. (Any money comes to the student in the form of a scholarship. Therefore, the money can only be used to further that student’s education)
• The student must provide South Haven Schools verification of enrollment in an institution of higher learning or vocational program.
• A student has a year from the date of their graduation to continue their education. After that date, any money due the student will be returned to the program that awarded the scholarship.
• The exception to this “one year” rule will be students who enter military service. Any money awarded to a student who enters military service will be kept for one year following discharge from military service or when a student who stays in the military provides verification of enrollment in an institution of higher learning while in the military. Any scholarship money will then be distributed to those students.
• Final determination of any scholarship awards rests with the instructor of the class and the school administration. Completion of a class does not guarantee any scholarship money will be available or awarded.

Class Schedule Changes
Students may change their class schedule within three days following the start of a semester. Any schedule change must have the written approval of the classroom instructors, the principal, and the counselor.
Homework, Grades and Grading System
South Haven school district believes homework is an important instructional tool and should be a part of the educational experience that supports students’ efforts toward reaching students’ goals. Homework should not be a substitute for classroom instruction, nor used for disciplinary purposes or as a measure of rigor. Instead, homework is a continuation of school assignments that will reinforce the content and skills learned in the classroom. Children shall have a balanced life including academics, social, emotional, and physical activities.

The amount of homework assigned to students should be different from elementary to junior high to high school.

The purpose of homework is to practice new skills mastered in class, refresh and review previously mastered skills, develop independent study skills which will help prepare for assessments, enrich and extend the curriculum, and develop independent thinkers and problem solvers.

The school believes that homework is an extension of the school day and therefore should be completed by the student. The school encourages teachers at the elementary level to work closely with the parent/guardian to enhance the student's academic success. The school encourages teachers at the secondary level to structure homework assignments so that students are able to independently complete the work.

The school recognizes that when assigning homework, teachers should be cognizant of the age and ability of the student and conditions that exist within the community that may hamper the homework process. The effective use of homework should not require an unnecessary commitment of time on the part of the student or the student's family.

The school is committed to using research-based information to support the district work related to homework. To this end, homework must be given for a specific purpose and feedback will be given by the teacher in a timely manner. We know that quality feedback on homework is more motivating for students than completion points.

South Haven USD 509 believes that student performance should be assessed against curriculum that is aligned with the content standards. Grades should directly reflect student performance in demonstrating proficiency related to the curriculum. To this end, homework assigned should align with the district curriculum. Assessment of student performance on homework should be handled consistently by all staff.

The school believes that each stakeholder has a given set of responsibilities as they relate to homework. Defining those roles and responsibilities lessens the burdens on each party and provides direction for helping students achieve.

Responsibilities of Staff
- Assign meaningful and appropriate homework that is challenging and aligns with the learning objectives
- Provide ongoing and clear guidance to ensure students understand the directions and reasons for the homework
- Provide timely and specific feedback for all homework assignments
- Recognize student effort
• Inform parents of the homework policy and their roles related to homework
• Promote quality work
• Assist students in being successful and in believing they are capable of doing the work
• Academic Breaks: No new work will be assigned over Thanksgiving, Winter or Spring Break, however, students with missing assignments are encouraged to use this time to complete them.
• Use Parent Link and email to communicate with parents/guardians
• If students miss a lab activity, they will be given the opportunity to make it up or to have a replacement activity.
• Allow students time to write down assignments in planners.

K-5
Homework will be tailored to meet students’ academic needs and home support systems. K-3 will not exceed approximately 30 minutes of homework per night while 4-5 grades will not exceed approximately 60 minutes of homework per night. These times do include teacher assigned reading. Teachers will not use recess to complete unfinished work nor as a consequence for incomplete assignments. Provide all necessary materials for homework.

6-12
For Middle School, Core Subjects homework will not exceed approximately 20 minutes each night per subject with the ideology that elective courses typically will not have homework unless the student does not use their time effectively in class. For High School, Core Subjects will not exceed approximately 30 minutes each night per subject with the ideology that elective courses typically will not have homework unless the student does not use their time effectively in class.

Responsibilities of Parents/Guardians:
• Establish routines related to study times and study habits.
• Provide a suitable environment and study area away from interruptions.
• Provide encouragement to students concerning their work.
• Communicate with the school/teacher if difficulties arise.
• Check homework for completion and quality of elementary student work.
• Actively monitor homework completion on Powerschool and using Parent Link.

Responsibilities of Students:
• Keep track of all homework assignments (use a planner or computer)
• Follow routines related to study times and study habits
• Establish an environment for learning (keep distractions to a minimum)
• Believe you can do the work and produce high-quality work at all times
• Complete all assignments on time
• Before or immediately after an excused absence or suspension, it is the student’s responsibility to coordinate and make up any assignment or assessment with each teacher
• In 6-12th grade, formative late work loses 5% per day and will be accepted up to three days after due date, and is not accepted after summative assessment (i.e. Chapter Test) has been completed.
• Take home all necessary resources, such as packets, textbooks, notes, and study guides.
• Be responsible for taking care of, and returning, any borrowed resource materials including having a charged (or charger) computer.
• If homework is submitted past the due date for any reason, excused or unexcused, all students will include a completed Late Homework Form. Forms will also be used for students who are unwilling to complete homework.

Responsibilities of Administration:
• Publish, Promote, Support this homework/assessment policy
• Ensure that homework is consistent with the district educational goals.
• Facilitate communication between classroom and specialist teachers concerning homework.
• Monitor and support the teachers in the implementation of homework guidelines.
• Encourage teachers to use homework as a tool to reinforce learning.
• Be aware of the assignment of major projects and their impact on students’ overall educational program.
• Support the need for balance among the many learning activities besides homework in students’ lives.
• Facilitate the communication process between the school and home and help maintain the parent/school partnership as it relates to homework.

The following grades and grading scale will be used for all grade levels in the district.
  A 90-100 Excellent Work 4 grade points
  B 80-89 Above Average 3 grade points
  C 70-79 Average 2 grade points
  D 60-69 Inferior 1 grade point
  F Below 60 Unsatisfactory 0 grade points
  I Incomplete becomes an F if not made up within a reasonable amount of time to be determined by the administration.

Class Standing
• Freshman: A student who has completed the eighth grade will be classified as a freshman,
• Sophomore: A student who has earned at least 5 high school credits prior to enrollment will be classified as a sophomore.
• Junior: A student who has earned at least 11 high school credits prior to enrollment will be classified as a junior.
• Senior: A student who has earned at least 17 high school credits prior to enrollment will be classified as a senior.

Honor Rolls
Students receiving all A’s will be listed on the Superintendent’s Honor Roll. Students receiving all A’s and B’s will be listed on the Principal’s Honor Roll. The honor rolls will be released to local newspapers unless written request not to do so is received from the student and/or student’s parent(s) stating that he/she does not want his/her name published. The name will then be removed from all future releases.

Junior/Senior Options
Juniors and seniors may attend college classes at nearby colleges during their Junior / Senior year. Seniors must be enrolled in sufficient credits for graduation from high school. Students need to have administrative and parental approval.
Juniors/Seniors may enroll in online college classes during their Junior / Senior year. Seniors must be enrolled in sufficient credits for graduation from high school. Students need to have administrative and parental approval. Students will be allocated a class period to work in school on the online class.

**Student Assessment Service**
Assessment tests administered in school may include:
- NWEA (Grades K-12)
- PSAT/NMSQT
- ACT (Achievement Career Test)
- ASVAB e. AimsWeb
- State Tests

**Academic Activity Eligibility Requirements**
In addition to those scholastic requirements as set forth by the Kansas State High School Activities Association (KSHSAA), any student of the South Haven School District involved in extracurricular/school sponsored activities must be passing in six subjects of unit weight on a week-to-week basis in order to be scholastically eligible to participate in that event.

Students taking an online course must meet the academic activity eligibility requirements as stated in the Student Handbook. In order to be passing an online class, students must have BOTH a passing grade (60% or better) AND be on track to complete the course. The online teacher will provide students with information on what percentage completion is required per week to fulfill the on track requirement at the beginning of each semester. The online teacher will provide a list of ineligible students to the principal each Friday afternoon to be distributed to staff/coaches with the ineligibility report for traditional classes.

**NCAA Eligibility Requirements**
Any student interested in reviewing the NCAA Eligibility Requirements should contact the Athletic Director.

**Kansas Qualified Admissions Curriculum**
The Qualified Admissions (QA) Requirements for admission to five of the six Kansas Regent Schools (Kansas State University, Fort Hays State University, Pittsburg State University, Emporia State University, and Wichita State University) are listed below. The University of Kansas has different admission standards from those listed below, visit admissions.ku.edu for more information.

Meeting QA means that a student will be automatically accepted if the student applies to any of the universities listed above for the 2015-2016 school year or later.

- Earn at least 2.0 GPA in the QA or Kansas Scholars curriculum (QA is same as listed above) **AND**
- Achieve **ONE** of the following: a.
  - ACT score of 21 or higher **OR**
  - SAT score of 980 or higher **OR**
  - Graduate in the top 1/3 of your class

**If you enroll in college courses while you are in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.**
Oklahoma Entrance Requirements
The Oklahoma State Regents for Higher Education information with First-Time Entering Students table can be found at the following website: www.okhighered.org

Kansas Scholars Curriculum for Scholarship Consideration
- Four units of English: One unit taken each year of high school, .5 unit may be Speech.
- Four units of Mathematics: Must take Algebra I (Algebra taking during the 8th grade is accepted), Geometry, and Algebra II. Plus one of the following: Analytic Geometry, Trigonometry, Advanced Algebra, Probability & Statistics, Functions, or Calculus.
- Three units of Social Science: Must include 1 unit of U.S. History, .5 unit of Government, and .5 unit of World History, World Geography, or International Relations. Other courses that may be used to complete the Social Science requirement are: Psychology, Economics, U.S. Government (additional course), U.S. History (additional course), Current Social Issues, Sociology, Anthropology, or Race and Ethnic Group Relations.
- Three units of Natural Science: One unit must be either Chemistry or Physics and any combination of Biology, Advanced Biology (2nd Year Biology), Earth/Space Science, Principals of Technology, or Physical Science.

Promotion to 9th grade
Students in 8th grade are required to pass the core subjects of ELA (English Language Arts or English), Math, Science, and Social Studies to earn their diploma.

ATTENDANCE
Philosophy of School Attendance: Missing School is Missing Out!

State statute, as well as regulations of both the State Department of Education and the local Board of Education, state that a student should be in attendance each day school is in session. Days in attendance are part of the permanent record and are being asked for on most school records for employment. The Board of Education, U.S.D. 509, and the school administration have established the following attendance policy and ask the patrons of the district for their cooperation.

Attendance Officer
The Board of Education appoints the principal as the attendance officer who in turn works in cooperation with the superintendent to see that students’ attendance conforms to policy requirements.

Attendance Ethics Policy
U.S.D. 509 requires all students to have at least 94% attendance per semester. Kansas state law requires all children age 7 to 17 to attend school [KSA 72-1113(c)(1)]. Students are truant if they have 3 consecutive unexcused days, 5 unexcused days in a semester, or 7 unexcused days in a school year. The school will provide written notification informing the parent/guardian of accumulated absences. Before reporting a student as truant, the school will arrange a conference with the parent/student to try to resolve the attendance problems.
**Excused Absences**
- Absence required by a school-sponsored activity. Students are required to make up the class work missed.
- Absence for the welfare of the student, such as illness or dental or doctor appointments. Parents are asked to attempt to schedule such appointments so as not to interfere with the school day.
- Absence due to serious illness or death in the family.
- Absence related to the family business or profession.
- Absence due to inclement weather and/or road conditions.
- Absence for pre-planned vacation and/or educational trip. Parents must notify the principal or superintendent in advance. It will be the student’s responsibility to procure all advance assignments for days of absence. To receive credit, all advance assignments must be fully completed and handed in to the instructors the second day back in school; if not, the student will receive a zero in those subjects for each day of absence. The final decision on excused absences rests with the administration.

**Unexcused Absences**
- After a student is reported truant or exceeds the 94% attendance policy all absences will be considered unexcused without proper documentation of the absence.
- A doctor’s note will be required after a student exceeds the 94% attendance policy in order for unexcused absences to be changed to excused.

**Make-up Work Policy for Excused Absences**
- A written excuse or phone call (preferably before the absence) from the parent or guardian stating the reason for the student’s absence must be presented to the principal at the time of re-admittance or the absence will be treated as an unexcused absence.
- Students shall be allowed to make up all work missed and will be given the same length of time missed to complete the work. Work must be completed in the allotted time in order to earn credit.

**Tardiness**
Students arriving late to school or late to the classroom at the beginning of the regular class period will be considered tardy unless a note is sent from the preceding classroom instructor validating the reason for the student arriving late. Teachers will administer detentions for tardiness (late to class or missing materials) before or after school. If a student fails to attend an arranged detention the parent/guardian will be contacted. Students who fail to attend an arranged detention for a third time will be referred to administration. Missing materials shall include, but not be limited to: textbook, reading book, calculator (math classes), paper or notebook, pencil or pen, eraser (art class), and Chromebook or equivalent.

**College Visitation**
Seniors may be excused to visit a college/vo-tech campus no more than three full days during their senior year. All colleges and most vo-tech schools have weekend guest days and these are preferable to the “drop in” visit. Parents must provide an advance written notice to the counselor/principal if the absences for these purposes are to be excused.
Juniors may be excused one full day during junior year to visit a college/vo-tech campus.
**Additional School Days/Summer School**

The board has the authority to extend the regular academic year. The superintendent shall be responsible for preparing a plan and presenting it to the board. The board may extend the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reason, or budgetary problems.

The board will require extended learning opportunities for students not meeting minimum academic requirements as defined by the board. Students will be assigned to extended academic sessions including, but not limited to:

- Before- or after-school
- Saturday School
- Summer sessions

Regulations necessary to govern extended academic sessions shall be recommended by the superintendent for board approval. Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during extended academic sessions.

Students in K-8th grade will be required to attend mandatory summer school for any of the following reasons:

- If they fail to achieve a passing grade on state tests applicable to that grade level OR
- If they failed a core class (Math, ELA/Reading/English, Science, Social Studies) OR
- If they qualify for Kansas at-risk or Title 1 services and fail to exit the program

Parents are able to appeal summer school attendance by a written appeal to the building principal before the end of the spring semester. The principal will take the appeal to a panel comprised of a BOE member, an administrator, and two certified staff members. The parent will be able to discuss their reasons for appeal with the committee. The appeal committee will review the student’s academic record and make a decision. The decision will be final.

Parents are able to appeal a student being required repeat class/retention by a written appeal to the building principal before enrollment. The principal will take the appeal to a panel comprised of a BOE member, an administrator, and two certified staff members. The parent will be able to discuss their reasons for appeal with the committee. The appeal committee will review the student’s academic record and make a decision. The decision will be final.

The following timeline will be utilized to communicate with parents about summer school:

- At end of first semester, parents will be sent a letter indicating the student is having difficulties and that summer school may be required. The parent will be asked to visit with the teacher and administration
- During the 4th quarter, a letter will be mailed to parents indicating the student is having difficulties and that summer school may be required. The parent will be asked to visit with the teacher and administration
- Final letters will be sent out after final grades are posted. The letter will include the dates/times of summer school and information on the appeal process.
DISCIPLINE AND CONDUCT

School Expectations of Student Behavior

The goal of South Haven Junior and Senior High School is the implementation of fair, consistent classroom and total school expectations for the students, teachers, and administrators. It is the staff's preference to focus on the business of education and avoid being disciplinarians. Discipline in the school and classroom means setting limits for students until they are able to set limits for themselves. Students are expected to behave in a manner which is appropriate for junior and senior high school age individuals. Students are responsible for knowing what the rules and consequences are in their classrooms and school. Students are responsible for their own actions.

Designated Authority to Suspend or Expulsion

The Board of Education, in accordance with K.S.A. 72-8901 et. seq. authorizes the principal to short-term suspend students and authorizes the superintendent to long-term suspend or expel students.

Code of Conduct/Consequences

Step 1: Conference
A school administrator will talk to the student and try to reach an agreement regarding how the student will behave. Parents/guardians will be notified of this conference by discipline report or phone call.

Step 2: Detention/In-School-Suspension The student is not removed from school. They may be required to serve detention before or after school, or they are assigned to the in-school suspension room in the office. Parents/guardians will be notified in writing or by phone call. A student may be put on the “not in good standing” list and be ineligible for school activities and/or to be on school property. The student is to complete regular class assignments during the in-school suspension.

Step 3: Short-Term Suspension The student will not be allowed to attend school for the determined amount of days. (Not to exceed 10 days) The parent/guardian will be notified. Action is recorded in student file. The student is not to be at any school activities or on school property during suspension.

Step 4: Long Term Suspension/Expulsion The student will not be allowed to attend school, school activities, or be on school property for a period of time as determined by the hearing officer.

Due process procedures will be followed in all suspensions or expulsions.
# Action/Behavior Table

**SWISTM Office Referral Definitions**

<table>
<thead>
<tr>
<th>Major Problem Behavior</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defiance/Insubordination/Non-Compliance (M-Defiance)</td>
<td>Student engages in brief or low-intensity failure to follow directions or talks back.</td>
</tr>
<tr>
<td>Disrespect (M-Disrespect)</td>
<td>Student delivers low-intensity, socially rude or dismissive messages to adults or students.</td>
</tr>
<tr>
<td>Disruption (M-Disruption)</td>
<td>Student engages in low-intensity, but inappropriate disruption.</td>
</tr>
<tr>
<td>Dress Code Violation (M-Dress)</td>
<td>Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.</td>
</tr>
<tr>
<td>Inappropriate Language (M-Inapp Lan)</td>
<td>Student engages in low-intensity instance of inappropriate language.</td>
</tr>
<tr>
<td>Other (M-Other)</td>
<td>Student engages in any other minor problem behaviors that do not fall within the above categories.</td>
</tr>
<tr>
<td>Physical Contact/Physical Aggression (M-Contact)</td>
<td>Student engages in non-serious, but inappropriate physical contact.</td>
</tr>
<tr>
<td>Property Misuse (M-Prty Misuse)</td>
<td>Student engages in low-intensity misuse of property.</td>
</tr>
<tr>
<td>Tardy (M-Tardy)</td>
<td>Student arrives at class after the bell (or signal that class has started).</td>
</tr>
<tr>
<td>Technology Violation (M-Tech)</td>
<td>Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.</td>
</tr>
<tr>
<td>Abusive Language/Inappropriate Language/Profanity (Inapp Lan)</td>
<td>Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.</td>
</tr>
<tr>
<td>Arson (Arson)</td>
<td>Student plans and/or participates in malicious burning of property.</td>
</tr>
<tr>
<td>Bomb Threat/False Alarm (Bomb)</td>
<td>Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.</td>
</tr>
<tr>
<td>Bullying (Bullying)</td>
<td>The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.</td>
</tr>
<tr>
<td>Major Problem Behavior</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Defiance/Insubordination/Non-Compliance (Defiance)</td>
<td>Student engages in refusal to follow directions or talks back.</td>
</tr>
<tr>
<td>Disrespect (Disrespect)</td>
<td>Student delivers socially rude or dismissive messages to adults or students.</td>
</tr>
<tr>
<td>Disruption (Disruption)</td>
<td>Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.</td>
</tr>
<tr>
<td>Dress Code Violation (Dress)</td>
<td>Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.</td>
</tr>
<tr>
<td>Fighting (Fight)</td>
<td>Student is involved in mutual participation in an incident involving physical violence.</td>
</tr>
<tr>
<td>Forgery/Theft/Plagiarism (Theft)</td>
<td>Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.</td>
</tr>
<tr>
<td>Gang Affiliation Display (Gang Display)</td>
<td>Student uses gesture, dress, and/or speech to display affiliation with a gang.</td>
</tr>
<tr>
<td>Harassment (Harass)</td>
<td>The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.</td>
</tr>
<tr>
<td>Inappropriate Display of Affection (Inapp affection)</td>
<td>Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.</td>
</tr>
<tr>
<td>Inappropriate Location/Out of Bounds Area (Out Bounds)</td>
<td>Student is in an area that is outside of school boundaries (as defined by school).</td>
</tr>
<tr>
<td>Lying/Cheating (Lying)</td>
<td>Student delivers message that is untrue and/or deliberately violates rules.</td>
</tr>
<tr>
<td>Other Behavior (Other)</td>
<td>Student engages in problem behavior not listed.</td>
</tr>
<tr>
<td>Physical Aggression (PAgg)</td>
<td>Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).</td>
</tr>
<tr>
<td>Property Damage/Vandalism (Prop dam)</td>
<td>Student participates in an activity that results in destruction or disfigurement of property.</td>
</tr>
<tr>
<td>Skip class (Skip)</td>
<td>Student leaves or misses class without permission.</td>
</tr>
</tbody>
</table>
In-School Suspension
A student given an in-school suspension will be assigned to a study location that shall reduce or eliminate his/her contact with other students during the school day. Specified time periods shall be designated for restroom breaks, and lunch will be eaten in the detention area. The student is to complete regular class assignments and may not attend or participate in extra-curricular activities scheduled for that day.

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

- Willful violation of any published, adopted student conduct regulation
- Conduct which substantially disrupts, impedes, or interferes with school operation
- Conduct which endangers the safety or substantially impinges on or invades the rights of others
- Conduct which constitutes the commission of a felony
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation
- Possession of a weapon at school, on school property or at a school sponsored event

**Short-Term Suspension Procedure**

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

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

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

During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal.
- Attend any school activities as a spectator, participant or observer.

**Long-Term Suspension or Expulsion Procedure**

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

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Refusal or failure of the student and/or the student’s parents to attend the hearing shall result in a waiver of the student’s opportunity for the hearing.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
• Records of the hearing shall be available to students and parents or guardians according to Kansas law.
• Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.
• A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student’s attitude and behavior.
• A student who has been suspended or expelled shall be notified of the day the student can return to school.
• If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation.
• If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation if the student is allowed to return.
• The days a student is suspended or expelled are not subject to the compulsory attendance law.
• During the time a student is suspended or expelled from school, the student may not:
  o Be on school property or in any school building without the permission of the principal.
  o Attend any school activities as a spectator, participant or observer.

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

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

**Student Rights During a Long-Term Suspension/Expulsion Hearing**
The student shall have the right:

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

**Appeal of a long term suspension or expulsion to the Board of Education**
The following conditions shall apply if a student who is age 18 or older or the student’s parent or guardian files a written appeal of a suspension or expulsion:

• Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
• The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
• The student and the student’s parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
• The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
• The board shall record the hearing.
• The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Detention
1. Students may be assigned to a detention period for tardiness and for repeated violation of classroom rules and procedures.
2. Detentions may be held before or after school or on Saturday.
3. If a student fails to attend an arranged detention, the parent/guardian will be contacted by the classroom teacher.
4. Students who fail to attend an arranged detention for a third time will be referred to administration and parents will be contacted.
5. Students who are habitual detention hall offenders may receive an in-school suspension.

Emergency Safety Interventions
The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. 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.

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

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

Definitions
• **Campus police officer** - a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.
• **Chemical Restraint** - the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
• **Emergency Safety Intervention** - the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.
• **Incident** - refers to each occurrence of the use of an emergency safety intervention.
• **Law enforcement officer and police officer** - a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

• **Legitimate law enforcement purpose** - a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

• **Mechanical Restraint** - device or object used to limit a student’s movement.

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

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

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

• **School resource officer** - a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

• **School security officer** - a person who is employed by a board of education of any school district for the purpose of aiding and supplementing GAAF Emergency Safety Interventions GAAF-3 state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

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

• **Time-out** - a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint
- Using face-up (supine) physical restraint
- Using physical restraint that obstructs the student’s airway
- Using physical restraint that impacts a student’s primary mode of communication
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device
  - Any device used by a certified law enforcement officer to carry out law enforcement duties
  - Seatbelts and other safety equipment when used to secure students during transportation.
Use of Emergency Safety Interventions
ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

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

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

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

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

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

Training
Training regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

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

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

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

**Law Enforcement, School Resource, and Campus Security Officers**
Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent’s preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

**Documentation of ESI Incidents**
Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI
- Type of ESI
- Length of time the ESI was used
- School personnel who participated in or supervised the ESI
- Whether the student had an individualized education program at the time of the incident.
• Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident

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

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

**Parent Right to Meeting on ESI Use**
After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent’s request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student’s IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

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

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

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

**Local Dispute Resolution Process**
If a parent believes that an emergency safety intervention has been used on the parent’s child in violation of state law or board policy, the parent may file a complaint as specified below.
The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board’s receipt of the formal complaint.

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

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

STUDENT CONDUCT AND APPEARANCE

Personal Conduct

“What a man believes he therefore is.” This proverb is the heart of the personal conduct philosophy of South Haven Schools. Personal conduct is integrity, pride in self, respect for others, willingness to be a part of the program, and a respect for the property of others. The physical facilities and educational process represent a heavy expense borne by every family of the district. Personal conduct can help minimize expense by the exercise of care in the use of the building and facilities. Personal conduct involving self, others, and the physical facilities should be prudent at all times.
Code of Ethics
Students of South Haven Schools adopted the following code to govern student conduct. A student will...

1. Make wise use of school facilities
2. Make school maintenance a personal responsibility
3. Show good sportsmanship
4. Treat other schools as they do South Haven School;
5. Respect the rights of others, both at South Haven Schools and those of other schools, regardless of sex, race, color, national origin, creed, or faith.
6. Think before he/she acts
7. Show respect for others
8. Have pride in self, school, and community

Student Relationships
The development of positive relationships between males and females is important, and the school will provide guidance to students to help them develop positive attitudes and behaviors toward each other and learn when it is appropriate to show affection.

Public displays of affection in the hallways and classrooms distract from the educational process and exhibit a lack of discipline and good taste on the part of the individual. Hence, there should be an absence of embracing, kissing, and other overt displays of affection in the hallways, classrooms, and on the school premises. Inappropriate displays will result in disciplinary measures.

Appearance and Dress
1. UNACCEPTABLE APPAREL – Although dress and grooming habits are certainly changing, the Board of Education and administration believe that certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere for students. U.S.D. 509 will endeavor to work with parents to ensure that students come to school each day in clean, neat, and in appropriate attire, and that school attire shall be based on COMMON SENSE AND GOOD TASTE by both students and parents. The building principal/designee and staff are responsible for maintaining a wholesome school environment. Students presenting themselves at school wearing objectionable attire will be required to make a change or be sent home. A repeated offense of this policy may result in the student being disciplined. Faculty members observing objectionable attire will intervene and remedy the situation if possible.
2. When necessary, the principal/designee will make a determination of what is acceptable or unacceptable. The dress policy applies to any and all school sponsored activities and events which include the junior-senior prom, awards banquet, commencement, school picture sessions, dances and parties, music contests and concerts, forensics events, academic competitions, sport events, and field trips.

STUDENTS ARE PROHIBITED FROM WEARING TO SCHOOL THE FOLLOWING:
1. Hats, caps, bandannas, do rags, or any head coverings, unless previously approved by the administration.
2. Any clothing with graphics or wording referring to alcohol, beer, liquor, tobacco products, drugs, sex or profanity. Examples: No Big Johnson or co-ed naked – or suggestive sport shirts.
3. Any clothing or attire associated with gang clothing or affiliation.
4. Pulled down or sagging pants of any description (pants, shorts, jeans, etc.) worn below the waist.
5. Chains worn in any style or manner. The possession of metal link chain, concealed or otherwise, is also prohibited.
6. Any clothing that is distasteful or suggestive in any way.
7. Any combination of shirts and pants where the midriff is exposed when arms are held out straight and parallel with the floor.
8. Any shirt, blouse, or dress that has two straps less than three inches wide.
9. Any shirt, blouse, or dress that has fewer than two straps. (There must be one strap on each shoulder)
10. No pajamas or slippers.

Student attire worn to any and all school activities and school sponsored events such as banquets, proms, assemblies, school picture sessions, dances and parties, music contests and commencement are subject to sponsor approval.

State health laws require that shoes will be worn at all times at school.

**Commencement and Promotion to 9th grade**

**Dress Code for Boys**
1. Dress slacks or suit pants
2. White or light-colored shirt
3. Tie
4. Dress shoes or boots

**Dress Code for Girls**
1. Dress or blouse and skirt
2. Dress shoes
3. Professional Pant Suit

**GENERAL RULES AND REGULATIONS**

**School Property**
- Lockers are the property of the district and are made available to students for their convenience. Lockers may be opened for repairs or inspection at any time by custodians or administrative personnel of the district. Students are expected to utilize the lockers and locks for the protection of their valuables. Students will have available to them a locker and a lock upon enrollment. Personal locks may be used on a locker provided a key is on file in the principal's office. Students in sports and P.E. will be issued lockers and locks at a later date. Students are to report any problems they may have with their lockers and are not to remove locks, handles, or hooks from the locker without permission. Students will be responsible for the care of these lockers and locks. They will be assessed any damages for which they are responsible. Students are expected to clean lockers of all materials, stickers, writing, etc. before leaving school the last day of the school year. No stickers on the inside or outside are to be put on the lockers. Only “cheer” posters put on by the cheerleaders are allowed to be displayed on the outside of lockers.
- Students are forbidden by Board rules and insurance regulations from operating any school vehicle, except during driver’s education when students are properly enrolled and supervised by the driver’s education instructor.
Deliberate damage to any school property by a student is assessable at actual replacement expense, and the student becomes subject to discipline by the administration.

**Use of School Telephone**
The school office phone may be used with approval of administration.

**Use of Cellular Phones (or similar) Picture Taking Devices in School**
K-8 students shall not use a cellular phone/paging device during the school day. Students in grades 9-12 may use a cellular phone with teacher, coach, or sponsor permission and in the lunchroom or cafeteria. “Smart phones” must be registered with the technology director. Students who are in violation of this policy will be reported to the Principal.

- 1st Offense: Warning
- 2nd Offense: Phone checked into office for rest of the school day and parental contact.
- 3rd Offense: Phone checked into the office for a week and parental contact.

Students may only take pictures/video on any electronic device if approved by the class teacher, coach, or sponsor.

**Leaving School Grounds**
The school has a special responsibility to parents to safeguard the activities of students once they have reported to school on any given school day. Should a student leave the school building for other than an authorized reason, the school is placed in a position of not being able to account for the activities of the student, and therefore cannot uphold its responsibility to parents.

*Students becoming ill may only leave with the permission of the school nurse or administrator for the absence to be excused. Students must have permission from parents and/or be approved by administration to leave school for all other reasons. Students must sign out in the office.*

**Automobiles**
Students shall park their vehicles on school property in the designated area unless permission is given by the administration to do otherwise. All student drivers must have a valid driver’s license. Students are not to be in or on their vehicles during the school day without permission from the administration. Reckless or careless driving will be cause for forfeiture of driving privileges and will be reported to appropriate authorities.

**Drugs, Intoxicants, and Smoking**
*State and federal law absolutely forbids the possession or use of alcohol, tobacco, tobacco related products or other legally controlled substances at any time by any student in or on school grounds/buildings or school sponsored activities.*

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

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

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, or tobacco and tobacco related products, controlled substances or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following:

1. Any student violations will result in the offender being required to complete the Alcohol and Drug Awareness Program provided by the District. Violations are also grounds for suspension or expulsion from school, and proper notification to authorities of jurisdiction.
2. The Board of Education further prohibits use or possession of tobacco or tobacco related products in any form by students on school property. Violations will result in appropriate disciplinary action by the administration.
3. The Kansas State High School Activities Association specifically states that a student involved in the use of drugs, intoxicants, or tobacco at a school activity will not be in good standing, thus forfeiting his/her privilege of representing his/her school.

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

**Candy, Gum, Water, & Juice**

Use of gum, water, and juice is up to the discretion of individual teachers. The water and juice machines will remain on during the school day. Teachers may determine if water or juice is permitted in their classes.

**Medication**

The giving of any medication during school hours is not encouraged. Medication times should be arranged, if at all possible, for students to receive their medication at home. However, if the occasion arises that a student must have medication and remain in school, then these rules must be followed.

1. Telephone One-Time Medication Request:
   After a telephone conversation with the School Nurse (or Nurse Designee), a parent/guardian may request a specific dose of Tylenol, Ibuprofen, or cough drops, to be given on a one-time basis; realizing that the school or school personnel cannot be responsible for any adverse reactions.

2. Over-The-Counter Medication Consent:
   Nonprescription medications, such as Tylenol, Ibuprofen, Sudafed, or cough drops may be given on a PRN basis provided they are sent with a parent and physician signed “Over-The-Counter Medication Consent” form and are in their original containers.

3. Prescription Medication Consent:
   All prescription medications must have a “Prescription Medication Consent” form signed by the physician and the parent. Prescription medications must be sent in the original pharmacy containers.
4. Medication Storage in School:

   All medications are to be kept in a locked cabinet in the School Health Clinic. If no one is in the Health Clinic, then students Kindergarten through 6th grade will give medications to the individual class teachers who will then give them to the school nurse. For students 7th through 12th, medications are to be given to the high school secretary who will then give them to the school nurse.

   No medications are to be kept in individual lockers, purses, or backpacks, except with specific physician request, i.e. asthma inhalers, etc.

With the exception of Telephone One-Time Medication requests, it is required that each medication be accompanied by the properly signed Medication Request Consent Form PRIOR to the medication being given at school.

Non-Resident Student Policy

Non-resident students are those who do not live within the district boundaries of USD 509. Non-resident students will be admitted only to the extent that staff, facilities, equipment and supplies are available. Tuition may be charged to non-resident students at a rate established by the Board. A non-resident who has been suspended or expelled from another district, or who has voluntarily withdrawn from school in another district due to poor academic performance, disciplinary reasons, or poor attendance will not be admitted to the district unless approved by the superintendent. Non-resident students may attend South Haven Schools upon approval of the superintendent. Transportation shall be provided from the district boundaries to the school according to bus routes as established by the district. All non-resident students shall adhere to the same policies, rules, and regulations as resident students.

New Resident Students

A move on the part of parent(s) or guardian(s) from another school district to U.S.D. 509 will automatically classify their children as NEW RESIDENT STUDENTS. However, should the parent(s) or guardian(s) relocate during the school year in another school district, the children may be allowed to finish the current semester in U.S.D. 509. Upon conclusion of the current semester, their enrollment in U.S.D. 509 may be terminated or the student will be considered a “non-resident student” and be subject to the above outlined policy. Previously Home Schooled Students – Home schooled students wishing to enroll in USD 509 will be interviewed along with parents by administration and counselor and a battery of tests will be given to measure the student’s abilities. Students will be placed according to their academic, chronological, and emotion level.

Secret Societies

State law, KSHSAA regulations, and court rulings forbid any secret societies or organizations.

Fund Raising by Organizations

An active student activities program will require numerous fund raising efforts. So that student activities are an asset to the community rather than a burden, the Board of Education does not permit more than one fund raising campaign at a time. An exception to this policy is the concessions at athletic events at school. All fund raising activities are to be approved by the principal and reviewed by the
superintendent. It is also the responsibility of faculty sponsors and student officers of school organizations to be certain that proper approval has been granted.

All fundraisers involving the sale of food and/or beverages to students, during the school day, on school grounds, must comply with the Smart Snacks in Schools standards set forth by the Nutrition Standards for All Foods Sold in Schools rule. The School Day is defined as midnight before – to 30 minutes after the end of the official school day.

Due to Smart Snacks in School Nutrition Standards set forth by the Healthy Hunger Free Kids Act of 2010, the Kansas State Board of Education, has set the following exemption policy for schools: “One exempt fundraiser per school organization per semester that does not meet the Nutrition Standards for All Foods Sold in School during the school day (midnight before to 30 minutes after the end of the school day) on school grounds will be allowed. An organization is defined as a school group that is approved by the local board of education. Length of the organization’s exempt fundraiser cannot exceed 2 days.”

If you have questions, please contact the building principal. All exempted fundraisers must be approved by the building principal.

Field Trips
A field trip or excursion includes any approved school travel, related to curricular or extracurricular activities, which requires a student to be away from the school building before, during, or after school hours in the same day. Each individual field trip or excursion must be approved in advance by the building principal.

All other field trips or excursions that involve an overnight stay must be approved by the Board of Education.

Student Trips
The Board of Education has authorized four types of trips of several days providing that those trips are educational in nature and the itinerary, travel details, and supervisory provisions are presented to the principal and approved by the Board. These are: Senior Trip, Band Trip, NHS Trip, and FFA Trips. All U.S.D. 509 student policy and rules apply to these trips. Students must be passing 6 classes, fulfilled all discipline responsibilities and have no financial obligations owed to the school. Seniors must also be on track to graduate. Students are also expected to participate in fundraising activities as they apply.

**Senior Trip** is defined as any trip taken by the senior class, paid for with money raised by that class. The trip may be for one or multiple days, but only two school days may be involved.

**Band Trip** may be taken once every two years and is defined as a performance based trip. The trip will only occur if money is available in the music activity account. Students may only miss one day of school, and the trip is limited to one night.

**National Honors Society Trip** may be taken once every two years. Students will be responsible for all expenses incurred. Students may miss only two days of school.

**FFA Trips** will only occur if money is available in the FFA activity account.

Administration can review and make final determination on trip eligibility.
OTHER TRIP STIPULATIONS:
1. Trips must have two sponsors, preferable the assigned class/activity sponsor(s). Additional chaperones may be named at the discretion of the administration.
2. The BOE will incur no expenses for these trips other than substitute pay for faculty sponsors and additional liability insurance.
3. Any damages on trips will be the responsibility of the participants.
4. Parents will have signed consent and notarized emergency medical treatment forms prior to departure.
5. The class/activity sponsor is responsible for bookkeeping.
6. Parents of students who violate school policies and procedures on a school trip will be contacted in writing by administration.

Progress Reports
Progress Reports are given out at Parent/Teacher Conferences and/or mailed out to parents. Parents are encouraged to use Parents Online to view their student’s grades.

Student Guests
Students may bring a guest to school, provided arrangements are made and approved by the principal at least two days prior to the visit.

Plagiarism
Academic dishonesty of any form including plagiarism shall result in a zero for all parties involved for the assignment, quiz, test, or etc. Additional disciplinary action shall be determined by the teacher and/or administrator.

STUDENT RECORD GUIDELINES
Confidentiality and Access
1. Until a student reaches the age of 18, parents/legal guardians and student shall have access to his/her school records upon written request.
2. Upon a student reaching age 18, only the student shall have access to his/her records, unless the parent claims the student as a dependent for tax purposes.

Access and Changes
1. Access means a student may review either privately or with a school administrator or counselor his/her school records.
2. In the event that the student feels an error of any kind exists in his/her school records, he/she should advise the principal in writing and the principal will then assist the student in initiating a correction.

Copies
1. A student may request and receive one copy of his/her school records without charge during the 4th quarter of his/her senior year.
2. Students may request transcripts be sent to prospective colleges, technical schools, the military, or an employer without any charge.
3. Requests for transcripts by employers or potential employers must bear the signature of the student.
Release of Student Information
The Buckley Amendment (Family Rights and Privacy Act) requires the school district to give public notice of the categories of "directory information" it intends to release. U.S.D. 509 has designated the following information as directory information:

1. The student's name, address, telephone number, and date and place of birth.
2. The student's major field of study.
3. The student's participation in officially recognized activities and sports.
4. The weight and height of members of athletic teams.
5. Dates of attendance.
6. Degrees and awards received.
7. Most recent previous school district attended by the student.

This information is considered public information which may be released by the district without your prior consent. You may opt out of having this information disclosed by notifying the district in writing.

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

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

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

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

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

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

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing
- Directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services
- Any information requiring disclosure pursuant to state statutes
- Student data pursuant to any lawful subpoena or court order directing such disclosure
- Student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

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

__________________________________________________
Parent Signature                                       Date

ACTIVITIES

South Haven is a member of the South Central Border League (SCBL) and subscribes to the Constitution and By-Laws of that league. Member schools are Argonia, Caldwell, Cedar Vale, Central-Burden, Dexter, Elk Valley-Longton, Flinthills-Rosalia, Oxford, Sedan, South Haven, Udall, and West Elk-Howard.

KSHSAA Rules and Eligibility Requirements

Students are eligible if:

1. You are a bona fide undergraduate student in good standing.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or your school.
3. You are not 19 years of age (16, 15, or 14 for junior high or middle school students) on or before September 1 of the school year in which you compete.
4. You have met the following semester requirements:
5. A student shall not have more than two (2) semesters of possible eligibility in grade seven and two (2) semesters in grade eight
6. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or senior high school.
7. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.
8. You passed five (5) new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five (5) new subjects [those not previously passed] of unit weight in your last semester of attendance)
9. You are enrolled and attending five new subjects (those not previously passed) of unit weight.
10. You have not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school, or two seasons in a two-year high school.
11. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
12. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands or your principal prior to your first practice)

13. You are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which you participate.

14. You are a transfer student and have met the requirements of the Transfer Rule as explained on your Physical Examination form. Contact the principal concerning this regulation.

15. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.

16. You have not competed under a false name.

17. You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

18. You have complied with the Undue Influence Rule, which states, “The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected directly or indirectly (including alumni associations, booster groups, and similar organizations) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school’s standing in the Association and shall result in such other action as the Executive Board deems appropriate.”

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

**Athletic/Activities Director**

All scheduling, league, and KSHSAA matters, and eligibility are handled through the Athletic/Activities Director.

**Insurance**

Team member insurance, usually with a deductible clause, will be carried by the district. Insurance only considers what the family insurance does not cover. The district will carry school insurance on each student, in addition to the KSHSAA Catastrophic insurance; however, this policy will only consider what the family insurance does not pay.

**School Attendance**

In order to participate in a scheduled extra-curricular activity, a student must be in attendance in school before/or during the afternoon of the scheduled event. The principal may provide for exceptions in unusual or extraordinary circumstances if notified prior to the absence.

**Lettering Requirements of Varsity Competition**

- **FOOTBALL:** By participating in half of the quarters played in a season or by participating in State Playoffs, regardless of quarters played.
- **VOLLEYBALL:** By participating in half of the games played in a season or by participating in the State Tournament, regardless of games played.
- **BASKETBALL:** By participating in half of the quarters played in a season or by participating in the State Tournament, regardless of quarters played.
- **TRACK & FIELD:** By averaging one point per meet for the regular season or by placing in the top three in the Regional, regardless of regular season points.
• SOFTBALL: By participating in half of the games played in a season or by participating in the Regional Tournament or State Tournament, regardless of games played.
• CHEERLEADING: By participating in 95% of all activities throughout the school year.

A coach may award PROVISIONAL CERTIFICATES to those athletes who have not met the lettering requirements but who, in the coach’s opinion, have made a significant contribution to the program.

Student athletic trainers will receive a PROVISIONAL CERTIFICATE per sport for their first year of service.

Any student receiving a PROVISIONAL CERTIFICATE will be awarded a letter upon completion of a satisfactory performance at the end of his/her second year.

An HONORARY LETTER may be awarded to an athlete who is injured during the season and/or to a senior who competes in all four years of a sport.

An athlete will forfeit his/her letter if he/she does not represent the team for the entire season of the sport in which he/she participates, barring injury or illness.

**Cheerleading Selection Process**
Eight varsity cheerleaders (option of alternate) may be selected by a panel evaluating neat appearance, voice, spirit, motions, knowledge of cheer/dance, jumps, stunts/tumbling, eye contact, smile, creativity, and overall performance. The faculty will also evaluate the contestants on responsibility, attendance, leadership, grades, ability to work with others, honesty, and quality of class work. The sponsor will also evaluate. All three of these areas will be averaged together.

A mascot (option of alternate) may be selected by a panel evaluating neat appearance, voice, spirit, motions, knowledge of cheer/dance, jumps, stunts/tumbling, eye contact, smile, creativity, and overall performance. The faculty will also evaluate the contestants on responsibility, attendance, leadership, grades, ability to work with others, honesty, and quality of class work. The students will vote for their choice of eight cheerleaders. All three of these areas will be averaged together.

Junior high cheerleaders will use the same procedures, and will also select eight cheerleaders and a mascot (option of alternate).

**School Sportsmanship Code**
Sportsmanship/Citizenship Together, as a team, South Haven Schools along with the cooperation of the community will stress Rule 52 as defined by the Kansas State High School Activity Association (KSHSAA). According to the KSHSAA, sportsmanship must be taught, modeled, expected and reinforced in the classroom and in all competitive settings. Activities are an important aspect of the total education process in American schools. Everyone that attends our athletic events, both home and away will practice good sportsmanship.

*The Sportsmanship “High Five”*

- Show respect for the opponent at all times
- Show respect for the officials
- Know, understand and appreciate the rules of the contests
- Maintain self-control at all times
- Recognize and appreciate skill in performance regardless of affiliation
Acceptable Behavior

- Applause during introductions
- Players shaking hands with opponents
- Accept official’s decision
- Cheerleaders lead fans in positive manner
- Treat the contest as a competition, not a war
- Coaches searching out opposition for recognition
- Applause at the end of the contest
- Encouragement surrounding sportsmanship conduct
- Standing during the National Anthem

Unacceptable Behavior

- Yelling or waving at opponents
- Disrespectful or derogatory yells, chants, or gestures
  - Booing or heckling opponents
  - Criticizing officials in anyway
  - Yells that antagonize opponents
- Refusing to shake hands with opponents
  - Blaming losses on officials
- Laughing or name calling, doing personal cheers
  - Use of profanity
- Approaching coaches in an antagonistic manner

Violations and Consequences

Some violations are more serious than others are. Therefore, every violation will be categorized as one of four levels, which have predetermined consequences. Administration will assess each violation individually and use the following format as a guide.

- **Level 1 Possible Offense**—Any violation of unacceptable behaviors Consequence—Meeting with administration before next competition
- **Level 2 Possible Offense**—Second offense of Level 1 Consequence—Meeting with administration before next competition Minimum 1 game suspension, and/or its equivalent as determined by administration
- **Level 3 Possible Offense**—Threats (Officials, Coaches, Players) (ejection at ballgames for unsportsmanlike conduct, etc)(ejection at ballgames for unruly fans) Consequence—Meeting with administration Minimum 1-week suspension, suspension from next game, and/or its equivalent as determined by administration.

  *KSHSAA requires the completion of a sportsmanship refresher course for players and coaches following an ejection for unsportsmanlike conduct*

- **Level 4 Possible Offense**—Fights or altercations (Possible law enforcement involvement) Consequence—Meeting with administration. Suspension 3-days to remainder of the school year, and/or its equivalent as determined by administration

It would be impossible to list each and every offense; this is merely a partial list of behaviors, offenses, and consequences. Administrators do have the right to remove any unruly fan, and is expected to do so according to KSHSAA. Each sporting event is an extension of the classroom and is entitled to the same amount of respect. Wins or losses do not determine our students’ net worth.
I have received instruction and have read the sportsmanship/citizenship handout. I understand the expectations and consequences that will be required of everyone, including U.S.D. 509 Board Members, U.S.D. 509 Employees, U.S.D. 509 Students, and all U.S.D. 509 District Citizens.

________________________________________________  ______________________
Parent(s) Signature  Date

________________________________________________  ______________________
Student Signature  Date

Let Our School Be Known for the Highest Level of Competition and Good Sportsmanship

Student Activity Attendance Policy
1. Students are to be in attendance in the bleachers during game competition - not in the halls. Half-times and between games may be used for restroom breaks, concessions, etc.
2. Students who exit the school premises or leave the building may re-enter only if they pay the admission price.
3. Students not following policy will be dismissed from the premises and will not be allowed to re-enter.

Participation in Extra-Curricular Activities
It is the firm belief of the U.S.D. 509 Board of Education that it is a privilege for students to participate and to represent our schools in the various extra-curricular activities sponsored by the school. With this privilege the Board fully charges the students to assume the responsibility of good behavioral conduct in the classroom, at home activities, and as guests of other schools. Students involved in representing our school who continually misbehave in the classroom or are truant from school will forfeit their privilege of representing our school in the next scheduled activity. In addition to violations referred to above, specific acts of unacceptable behavior of students in respect to school activities or on school property may result in the loss of the privilege of representing our school for the entire activity season or for the entire school year.

Infractions of any district policies or regulations can result in a loss of student privileges in attending or participating in extra-curricular activities.

Activity Policy on the Use or Abuse of Chemical Substances
Maintaining drug-free schools is important in establishing an appropriate learning environment for the district’s students. The unlawful possession, use, sale or distribution of illicit drugs, alcohol, tobacco, and tobacco related products by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102- 226, 103 St. 1928.
Student Conduct
As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following:

1. All students must meet eligibility requirements of the KSHSAA while participating or a member of a squad.
2. Drinking of alcoholic beverages will not be permitted. If an athlete is turned in by a school representative for drinking, the following consequences will result:
   a. First Offense: Suspension from two activities.
   b. Second Offense: Suspension from all activities for current semester and the remainder of the team season.
3. DUI Conviction: Suspension from the team for current semester and the remainder of the team season.
4. Use of tobacco in any form will not be permitted. If a student is turned in by a school representative for tobacco use, the following consequences will result:
   a. First Offense: Suspension from two activities.
   b. Second Offense: Suspension from all activities for current semester and the remainder of the team season.
5. Use of any illegal substance will not be permitted. If the student is turned in by a school representative or charged by law authorities for possession, use, or intent to sell, the student will be suspended from the team.

By state law, it is a violation for any patron to be in possession of or using any form of alcohol or illegal drugs at any school activity. It is also a violation to use any form of tobacco in a school building.

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

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

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

Sixth Grade Athletics
1. No school shall allow students below the sixth grade to participate in interscholastic athletic.
2. Any qualifying school may join the Kansas State High School Activities Association (KSHSAA) and participate under its rules.
3. Each school which allows students in grades 7 to 12 to participate in interscholastic athletics shall adhere to the rules of the KSHSAA. The rules handbook of the KSHSAA may be obtained from either the KSHSAA or the Kansas State Department of Education (KSDE).

4. Each school providing interscholastic athletics for students in sixth grade shall adhere to the following requirements:
   a. Coaches shall adhere to Rule 10 of the KSHSAA.
   b. Students are not eligible to represent their school in interscholastic athletics until there is on file, with the superintendent or principal, a signed statement by a practicing physician, physician’s assistant, chiropractor, or osteopathic physician certifying the student has passed an adequate physical examination and is physically fit to participate in such athletics. This statement shall also be signed by a parent or legal guardian, stating the student has permission to participate. Physical forms, to be signed by the physician and parents, may be obtained from the KSDE.

5. In scheduling athletic contests, each school shall:
   a. Schedule, for each team, no more than one interschool contest each week, exclusive of tournament games. One regularly-scheduled game and one make-up game may be scheduled during the same week only once during the season.
   b. Have the approval of the school building administrator.
   c. Practice time shall not exceed one hour and 30 minutes per school day. Any practice session held between two schools shall not be considered as practice time but shall count as one of the allowed number of contests per season. Interschool competition shall not be held without each participating team having completed eight scheduled practices.

Each student shall have the following activity limitations: Basketball. No student shall participate in more than 16 basketball games, including games played in tournaments, in any school year. Quarters shall be a maximum of six minutes. Track and Field. Students are limited to four events per day, including relays. No student may compete in more than 2 races of 440 yards (400M) or more in one day. All facilities for field event competition shall meet standards established or approved by National Federation Rules which may be obtained from the KSDE. Volleyball. No team shall participate in more than eight days of interschool competition during a season, including tournaments. Tackle Football, Boxing, and Wrestling. Students shall not participate in tackle football, boxing, or wrestling. However, sixth grade students of an individual school system may participate in middle/junior high school interscholastic athletics, other than tackle football, boxing, and wrestling, to the extent allowed by these guidelines. *See SBR 91-31-34 for 6th grade participation.

**CLUBS AND ORGANIZATIONS**

Clubs and organizations should supplement the school curriculum. Any activity must be planned and scheduled through the sponsor and approved by the principal. An activity shall be placed on the calendar three days before it is to take place. Organizations are discouraged from activities outside of the school or on Wednesday, Saturday, and Sunday. Activities are financed through dues and fund-raising activities. All fund-raising activities are to be planned under the direction of the sponsor who will then secure final approval from the principal.

**National Honor Society (NHS)**

The National Honor Society (NHS) is an honorary organization for senior high students who are outstanding in scholarship, leadership, service, and character. Students who have a 3.5 cumulative grade
point average after 3 semesters of coursework are eligible to apply for membership. Not to exceed four modified classes on a transcript. Eligible students will be notified and given applications for membership. Students who apply will be given consideration by the senior high school faculty, who will evaluate them in areas of leadership, service, and character. Students who do not apply will not be considered. Any student receiving three negative responses from faculty members will not be granted membership but will be able to apply again if the G.P.A. warrants eligibility. Must follow national guidelines.

**Student Council (StuCo)**
The Student Council (StuCo) is a service organization. Membership for the following year is determined by election at the end of the second semester. Each class shall be represented by its president and an elected student representative. The officers of Student Council will consist of president, vice-president, secretary, and treasurer. The Student Council assists the Pep Club in sponsoring homecoming activities.

**Pep Club**
Pep Club is a service organization that seeks to promote school and community spirit in support of inter-school competitive activities. Any student is eligible to join. The junior high and senior high each maintains a Pep Club to support their respective programs. The Pep Club sponsors buses to away games, organizes and supervises pep assemblies and cheering sections at games, and conducts service-related projects promoting inter-school activities.

**Future Farmers of America (FFA)**
The FFA Organization is an organization that makes a positive difference in the lives of students by developing potential for premier leadership, personal growth, and career success through agricultural education. The organization is involved in various activities, field trips, and projects related to agriculture. Dues will be assessed.

**Family, Career, & Community Leaders of America (FCCLA)**
Family, Career, Community Leaders of America (FCCLA) is open to all students interested in promoting a better understanding and knowledge of advances in homemaking. Members are involved in various activities, demonstrations, projects, and services to community, school, and home. Dues may be assessed.

**Fellowship of Christian Athletes (FCA)**
The purpose of Fellowship of Christian Athletes (FCA) is “to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships in the fellowship of their church.” The South Haven FCA is open to junior high and senior high students.

**Forensics**
Program gives students the opportunity to compete with other schools in the areas of:
1. Poetry Interpretation
2. Prose Interpretation
3. Duet Acting
4. Improvised Duet Acting
5. Humorous Solo Acting
6. Serious Solo Acting
7. Extemporaneous Speaking (Foreign Affairs, Domestic Affairs)
Students participate in Invitational, League, Regional, and District competitions.

**JETS**
The Junior Engineering Technical Society (JETS) is a service organization that is to inspire students culturally and academically with a focus on the science disciplines in areas of engineering and related technical fields. Any high school student is eligible to join. JETS is designed to make a positive difference in student’s lives. Dues will be assessed.

**American Indian Youth Leadership Council**
The purpose of the American Indian Youth Leadership Council is to enhance the culture, academics, and successful leadership for our future American Indian leaders. Membership in the club is open to any high school student in good standing at South Haven. Members do not need to have a CDIB (Certified Degree of Indian Blood) or TMC (Tribal Membership Card).
Constitutions of organizations can be found on the school website.

HONORS AND AWARDS
All awards and honors shall be consistent with the educational philosophy of South Haven School and shall meet with the approval of the principal. Other awards and scholarships other than those listed below may be awarded in recognition of special or outstanding achievement.

**Academic**
Awards are usually given in most academic areas at the secondary level. In addition, to academic awards, clubs and organizations may give awards to outstanding students.

Recipients of these awards shall be determined by the teacher/sponsor of each activity. Some criteria to be considered are ability, leadership, citizenship, cooperation, and progress.

**Special Awards**
1. **KSHSAA “Citizenship Award”** - Given to a senior boy and girl and an eighth grade boy and girl who have participated in events sponsored by the Association. This award recognizes character, leadership, and loyalty. Selection will be made by a vote of the staff.
2. **National Honor Society** - Given to students who meet the national standards established by the National Honor Society.
3. **Valedictorian and Salutatorian Awards** - Valedictorian: The valedictorian will be the Senior class student with the highest grade point average for their last seven semesters of high school. The student must have attended an accredited school for each of their high school years and they must have attended South Haven High School for a minimum of one of the semesters figured for this award. Salutatorian: Same as above only being the second highest grade point average.
4. **Bobby Lee Roberts Award** - Given to a senior student who participated in three sports his/her senior year and completed those sports in good standing. Each head coach may nominate a student and will have one vote in determining the recipient. The recipient shall exemplify sportsmanship, citizenship, and leadership.
ROYALTY

Miss South Haven
Candidates must be selected from the senior class. She may have been a queen candidate, but never Miss South Haven. The candidate may have been an athletic queen or athletic queen candidate. She shall be elected by the student body (9-12).

Fall Homecoming
The ceremonies for crowning the football queen and king will be held on a Friday night home football game. The football team will select the candidates for the football queen: freshmen, sophomore, junior, and senior. The volleyball team will select the volleyball king candidates: freshmen, sophomore, junior, and senior. The entire senior high school student body grades nine through twelve will vote for the King and Queen. Candidates must be a student in good standing. Homecoming ceremonies will be supervised by the Pep Club. The Pep Club will elect the flower girl and crown bearer from the first grade class. The Student Council will provide the after-game festivities.

Winter Homecoming
The ceremonies for crowning the basketball queen and king will be held on a Friday night home basketball game. The boys’ basketball team selects the queen candidates: freshmen, sophomore, junior, and senior. The girls’ basketball team selects the king candidates: freshmen, sophomore, junior, and senior. The entire senior high school student body grades nine through twelve will vote for the King and Queen. Candidates must be in good standing. Homecoming ceremonies will be supervised by the Pep Club. The Pep Club will elect the flower girl and crown bearer from the first grade class. The Student Council will provide the after-game festivities.

NOON HOUR

The Nest
Students and staff may purchase a meal from The Nest. Students need to sign up and pay in the FACS room before the start of 4th hour.

Sack Lunches
Students who do not wish to participate in the school lunch program may bring their own lunches, but they must be eaten in the cafeteria. These students must adhere to all rules and regulations as those who participate in the school lunch program.

Open Lunch
Seniors may have an open lunch one time a week provided:
1. They walk.
2. They are not tardy returning. Tardies are unexcused.
3. They have permission from administration and sign out prior to leaving and in when returning.
4. Any violation to these policies will result in forfeiture of privilege for the remainder of the school year.
5. Seniors may go to their own home for lunch. Students are not allowed to go to anyone else’s home for lunch.
TRANSPORTATION

Student transportation is provided by the district. The safety of everyone riding is of utmost importance; therefore, cooperate with the bus driver. He/she is in complete charge of all discipline on the bus. Serious problems may result in the loss of the privilege to be transported.

Bus Routes
Schedules and routes will be set at the time of enrollment. Any student wishing bus service should indicate this at the time of enrollment. If you are new to the district and wish transportation, notify the U.S.D. 509 office at 892-5216.

Extra-Curricular Activity Transportation
Students participating in school-sponsored extra-curricular activities outside U.S.D. 509 boundaries will be required to utilize school transportation to and from those activities. Students may, however, ride home from school-sponsored activities with their parents, provided a parent personally makes such arrangements with an appropriate school official prior to the event. Parents are responsible for transportation to and from in-district activities. Students will not be allowed to ride home with parents of another student unless arrangements are made with the building principal in writing prior to the student leaving for the activity.

State School Bus Regulations
1. Scope. The requirements of the regulation shall apply to all passengers when transported in a school bus or school activity bus.
2. The bus driver shall be in charge of all passengers while they are riding, loading, or unloading the bus.
3. The bus driver shall have the authority to assign a seat to each student passenger.
4. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
5. Students shall not extend any part of their body out of bus windows.
6. Students shall not get on or off the bus while the bus is moving.
7. Smoking, chewing, or any use of tobacco inside a bus shall be prohibited.
8. Intoxicating liquor or alcohol or illegal drugs shall not be consumed or carried in a bus.
9. Animals (pets) shall not be transported in a bus, unless it is a working service animal.
10. No weapons of any type, except side arms carried by a law enforcement officer, shall be transported on a bus.

Additional Rules Set By U.S.D. 509
1. The bus driver is in charge of the pupils and the bus. In the case of an activity bus, the sponsor also has authority. Students are to obey the directions of the sponsor and/or the bus driver at all times.
2. Students must be on time; the bus cannot wait for those who are tardy. Student behavior at any bus stop is expected to be the same as while riding the bus.
3. Students are to wait for the bus off the traveled roadway. Students should walk facing the traffic when approaching the bus stop.
4. Unnecessary conversation with the bus driver is prohibited. Outside of ordinary conversation, classroom conduct is to be observed. Fighting, obscenities, or vulgarities in speech or actions bothering other riders or the bus driver is prohibited.
5. Students shall not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times. Trash boxes are available in the front or back of every bus.

6. Damaging the bus is prohibited. Any damage to the bus is to be reported at once to the bus driver.

7. Students shall not disembark from the bus at any point other than their residence or designated drop-off point unless prior approval with the school office has been made. The office will notify the bus driver of any change.

8. Please be on time. The bus will not wait.

9. Students will stay seated in the bus seat throughout the duration of the trip.

10. No object of any kind is to be thrown out the window or onto the bus floor. Upon return, sponsors will see that students clean up the bus before unloading.

11. Aisles are to be kept clear at all times.

12. Entering and exiting the bus through the emergency door is prohibited by law \textit{except in an actual emergency situation}.

13. The use of the emergency door requires permission from the driver or sponsor.

14. Use the restroom before departure.

15. Parents or rides home must arrange to pick you up \textbf{no later than 10} minutes after the bus returns to South Haven Schools.

16. Persons may ride home from an activity with a parent \textbf{only} if the parent or guardian has a signed permission form on file in the high school office.

17. Misconduct of any kind will warrant corrective action and deprive the student of future activity trips.

18. Only authorized persons may enter the bus.

19. Notice: Students and parents should note that the school district may deny riding privileges to any student who violates state regulations or school district rules relating to bus conduct.

20. Everyone will sit facing forward.
South Haven Bus Riders Agreement

The Cardinal Way is our school wide expectations for behavior. As bus riders we expect the students to show CHARACTER by representing our school well in words and deeds; to show ACCOUNTABILITY by leaving the vehicles clean & tidy and by following safety procedures; to show RIGOR by being considerate of the driver and other passengers.

Directions for Parents and Students
Please read and review the Bus Riders agreement with your child, then sign and return this agreement within three days.

General Information
Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner. Riding the school bus is a privilege. If you behave appropriately, you will be allowed to ride the bus. Students who do not adhere to the rules will receive a bus conduct report and appropriate consequences will be administered.

Student’s Agreement:
- I will stay seated until I arrive to my final destination.
- I will talk in a soft quiet voice.
- I will obey my bus driver and follow the rules.
- I will keep the bus free from litter.
- I will keep my hands and feet to myself.
- I will respect other passengers and use kind words at all times.

If I choose not to follow this contract and the bus rules on page 45 – 46 in the student handbook (or printed on reverse), my parents/guardian will be notified and the following consequences may occur:
- Verbal warning
- Assigned seating
- Detention
- Suspension from bus

Please print legibly. Signatures indicate that you have discussed, understand, and agree to the above statements. Thank you.

Student(s) First and Last Name(s), Grade Level, and Signature:

First and Last Name: __________________________  Grade Level: ___  Signature: __________________________

First and Last Name: __________________________  Grade Level: ___  Signature: __________________________

First and Last Name: __________________________  Grade Level: ___  Signature: __________________________

First and Last Name: __________________________  Grade Level: ___  Signature: __________________________

First and Last Name: __________________________  Grade Level: ___  Signature: __________________________

First and Last Name: __________________________  Grade Level: ___  Signature: __________________________
LIBRARY POLICIES

Use of Facilities
The library will be open from 8:00 am-10:30 am and 1:10 pm-3:55 pm each day. Instructors who wish to bring their classes to the library should schedule this time with the library aide. If teachers do not accompany students, no more than two students from any one class will be admitted.

Circulation
Books are available to all students, staff, and patrons of the district. Books, vertical file information, audiovisual materials, and equipment are not to be taken from the library by anyone without proper checkout. Books, vertical file information, and audiovisual materials may be checked out for a period of one month. Reference books, current magazines, newspapers, and reserve books may not be taken from the library during the school day without authorization of the library aide. This material, however, may be checked out overnight if necessary but is due back by 8:15 a.m. the next day.

Replacement Costs
Any lost or damaged material or equipment must be paid for by whoever was responsible for checking it out. Replacement costs due to damage or loss of a book shall be determined by the original price of the book. Failure of any student to clear any library obligations will result in the withholding of library privileges.

Independent Study/Online Classes
Juniors and seniors may use the library for independent study or to take online classes when the library aide is present.

APPROPRIATE COMPUTER USE

Software Agreements (Site Licensing)/Copyright Policy
All students, teachers, staff members, and any person using a district owned computer will adhere to the following software policy:

The district intends to adhere to all copyright laws as applied to computer software. The Board also intends to comply with the license agreements and/or policy statements contained in the software packages used in the District. Therefore, all software used on district computers shall be purchased by the District, properly licensed and registered with the publisher, and installed by Technology Services designated personnel. No person shall be permitted to load any non-district owned software onto district computers without the express written permission of the District Technology Director or designee. No person shall be permitted to copy any software without the express written permission of the District Technology Director or designee.
Failure to follow the above software policy could result in violation of K.S.A. 21-5839, which states:
21-5839. Unlawful acts concerning computers.

(a) It is unlawful for any person to:

(1) Knowingly and without authorization access and damage, modify, alter, destroy, copy, disclose
or take possession of a computer, computer system, computer network or any other property;
(2) use a computer, computer system, computer network or any other property for the purpose of
devising or executing a scheme or artifice with the intent to defraud or to obtain money,
property, services or any other thing of value by means of false or fraudulent pretense or
representation;
(3) knowingly exceed the limits of authorization and damage, modify, alter, destroy, copy, disclose
or take possession of a computer, computer system, computer network or any other property;
(4) knowingly and without authorization, disclose a number, code, password or other means of
access to a computer, computer network, social networking website or personal electronic
content; or
(5) knowingly and without authorization, access or attempt to access any computer, computer
system, social networking website, computer network or computer software, program,
documentation, data or property contained in any computer, computer system or computer
network.

(b) (1) Except as provided in (b)(2), violation of subsections (a)(1), (a)(2) or (a)(3) is a severity level 8,
nonperson felony.

(2) Violation of subsections (a)(1), (a)(2) or (a)(3) is a severity level 5, nonperson felony if the
monetary loss to the victim or victims is more than $100,000.

(3) Violation of subsections (a)(4) or (a)(5) is a class A nonperson misdemeanor.

(c) In any prosecution for a violation of subsections (a)(1), (a)(2) or (a)(3), it shall be a defense that
the property or services were appropriated openly and avowedly under a claim of title made in good
faith.

(d) As used in this section:

(1) "Access" means to instruct, communicate with, store data in, retrieve data from or otherwise
make use of any resources of a computer, computer system or computer network;
(2) "computer" means an electronic device which performs work using programmed instruction and
which has one or more of the capabilities of storage, logic, arithmetic or communication and
includes all input, output, processing, storage, software or communication facilities which are
connected or related to such a device in a system or network;
(3) "computer network" means the interconnection of communication lines, including microwave
or other means of electronic communication, with a computer through remote terminals, or a
complex consisting of two or more interconnected computers;
(4) "computer program" means a series of instructions or statements in a form acceptable to a
computer which permits the functioning of a computer system in a manner designed to provide
appropriate products from such computer system;
(5) "computer software" means computer programs, procedures and associated documentation concerned with the operation of a computer system;

(6) "computer system" means a set of related computer equipment or devices and computer software which may be connected or unconnected;

(7) "financial instrument" means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card or marketable security;

(8) "personal electronic content" means the electronically stored content of an individual including, but not limited to, pictures, videos, emails and other data files;

(9) "property" includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation and computer software in either machine or human readable form;

(10) "services" includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system or computer network to perform useful work;

(11) "social networking website" means a privacy-protected internet website which allows individuals to construct a public or semi-public profile within a bounded system created by the service, create a list of other users with whom the individual shares a connection within the system and view and navigate the list of users with whom the individual shares a connection and those lists of users made by others within the system; and

(12) "supporting documentation" includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs or data.

History: L. 2010, ch. 136, § 125; L. 2013, ch. 96, § 3; July 1.

Acceptable Use Guidelines

Purpose

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

Acceptable Use Guidelines Users shall adhere to the following guidelines of acceptable use:

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

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

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

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

**Monitoring**

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

**Internet Safety**

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

**Penalties for Improper Use**

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

Approved: KASB Recommendation - 6/14
U.S.D. 509 South Haven Schools

Computer Security & Internet AUP Acknowledgement Student Contract All users must assume the following responsibilities:

1. It is the user’s responsibility to treat all equipment with care and to report instances of abuse or misuse as soon as the user becomes aware of them. Each user is expected to report any malfunction or problem on a computer assignment form and submit it to the District Technology Director.

2. All users are prohibited from allowing other individuals to access or update information under their security authorization (user name and password). Users will be held accountable for all computer activity performed under their security authorization.

3. All users are prohibited from sharing computer passwords. Passwords must be kept confidential and must be changed at required intervals (more frequently, if desired).

4. A user and/or parent/guardian is responsible to pay all repair and/or replacement costs if the user vandalizes or otherwise intentionally damages any District hardware or software. By signing this contract, you expressly agree to be responsible for payment of costs incurred. The user will be referred to the building administration for appropriate discipline, including, but not limited to, suspension from or denial of access to all district computers.

5. A user who damages, destroys, or copies another user’s data will be referred to the building administrator for appropriate discipline and may be suspended from or denied access to all computers. Incidents in which a student copies another student’s data will be treated as cheating.

6. A user who tampers with or attempts to gain access to computer data to which the user has no security authorization is in violation of school policy.

7. A user will not load or copy unauthorized software onto district computers. All software used on district computers and networks is to be purchased by the district, properly licensed and registered with the publisher, and installed by the district technology director or designated personnel.

8. A user will follow the Internet Acceptable Use Policy (previous two pages of student handbook).

All users disregarding these responsibilities will be considered in violation of the U.S.D. 509 Computer Security and Acceptable Use Policy. In addition to violating district policy, users may be subject to prosecution under the copyright laws of the United States of America and/or Kansas Statute 21-5839.

ACKNOWLEDGMENT

I acknowledge that I have read and understand the Computer Security Policy and Internet AUP as described above.

As the parent/guardian of a minor student, I give permission for my student to access the Internet at school.

User’s Name (Please Print) _______________________________ Date ______________

User’s Signature _______________________________ Date ______________

Parent/Guardian Signature _______________________________ Date ______________

School Official _______________________________ Date ______________
Personal Technology Usage Agreement U.S.D. 509, South Haven Schools

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at South Haven Schools may now bring their own technology to campus.

Students and Parents will be required to sign a Bring Your Own Device (B.Y.O.D.) agreement at enrollment, or when the student brings a B.Y.O.D. to school for the first time.

Internet Access

Access to the Internet is a privilege and not a right.

An Internet gateway will be provided by the school via wireless connectivity. Only this connection may be accessed while on campus. Personal Internet connective devices such as but not limited to: cell phones / cell network adapters (tethering) / “hot spots” are not permitted to be used to access outside Internet sources at any time. **3G or 4G devices cannot be used if 3G or 4G is activated.**

Students must provide their individual technology device’s MAC (machine access code) number and both student(s) and parent must sign this document before access to the school’s wireless network will be allowed.

B.Y.O.D. Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the implicit right to use his/her laptop, iPad, or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students participating in the BYOD program must adhere to the SHS Student Handbook, particularly the Computer & Internet Acceptable Use Policy.

General Rules

1. All students may use a privately owned electronic “Internet ready” device on the South Haven Schools wireless network by completing and submitting the attached BYOD Policy Agreement to the Technology Director.
2. The use of the privately owned electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment.
3. Recognizing that all such devices may not be appropriate for instructional situations, personal electronic devices will be considered for classroom use if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to: laptops, netbooks, and tablets. The final determination of devices that are appropriate to connect to the South Haven School’s network rests with the school administration and technology director.
4. Students are prohibited from accessing the internet using private 3G or 4G subscriptions and “Hot Spots” through their own Internet Service Provider.
5. Connecting a privately owned electronic device may not be successful if the technical specifications for wireless protocol are not met. Devices must use 802.11g or 802.11n Wi-Fi connectivity only to access South Haven School’s wireless network.
6. No privately owned electronic device may be attached to any South Haven School’s network if a signed AUP and BYOD policy form are not on file with the Technology Director.
7. All information related to the privately owned electronic device(s) that is requested by this form will be submitted by the student prior to accessing the network.

8. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.

9. No privately owned electronic device should ever be connected by cable to the South Haven School’s network. Network access is provided via Wi-Fi / wireless connection only. No one is allowed to connect a privately owned electronic device to the network by an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.

10. Teacher permission is necessary for student use of a privately owned electronic device during classroom instruction or the classroom period.

11. Voice, video, and image capture applications may only be used with teacher permission and for specific instructional purpose(s).

12. The teacher may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.

13. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.

14. The privately owned electronic device owner is the only person allowed to use the device.

15. No student shall use another student’s school issued log-on credentials.

16. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school personnel.

17. No school owned academic or productivity software can be installed on personal devices.

18. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, any school personnel and/or student.

19. Students may not attempt to use, or use any software, utilities or other means to access Internet sites or content blocked by school division internet filters.

20. Under the provisions of the BYOD program, parents who choose to allow students to use their own technology and students who bring personal technology do so knowing that it will diminish their expectation of privacy regarding their personal electronic device while at school. The school reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated district policies, administrative procedures, school rules, or engaged in other misconduct while using the device.

21. Devices are brought to school at the students’ and parents’ own risk. In the unlikely event that a privately owned device is lost, stolen or damaged, South Haven USD 509 is not responsible for any financial or data loss.

Juniors and seniors will be eligible for the tablet/computer loan program. All students and parents wishing to participate in this program will need to sign the Tablet/Computer Loan Agreement and pay the tablet usage fee before a school device is issued.
Consequences of General Use
Violation of school policies, local, state and/or federal laws while using a personal electronic device on the South Haven Schools wireless network will result in appropriate disciplinary and/or legal action as specified in the student handbook, school board policy as well as by local, state and/or federal law. Devices that are not used according to policy may be turned into the office and confiscated until arrangements with parents can be made.

Privately Owned Electronic Device Security Risks
Laptops and other portable electronic devices are especially vulnerable to loss and theft. These devices should be engraved or otherwise permanently marked with owner information. Students and parents who choose to allow their children to bring privately owned electronic devices on school property must assume total responsibility for these devices and be aware of all risks. If a privately owned electronic device is stolen, this must be reported to a building administrator immediately. Per South Haven School’s District policy, the school district will not accept responsibility for loss, damage, theft, damage or non-working personal property. Laptops and all other personal electronic devices that are lost, stolen, or damaged are the responsibility of the student and their parents or guardians. The school district and school personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software. The school district reserves the right to examine the privately owned electronic device and search its content if there is reason to believe that school district policy or local, state and/or federal laws has been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school district computer.

Security and Damages Responsibility
Keeping the device secure rests with the individual owner; South Haven Schools is not liable for any device stolen or damaged while on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (appropriate decals), engravings, or other custom markings are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

---Turn the following completed form in to the Technology Director---
Parent/Student Agreement for the Acceptable Use of Technology South Haven Schools

I, __________________________________________ at South Haven Schools in grade ______, have read South Haven Schools’ Acceptable Use Policy documents attached to this agreement statement. I agree to abide by the policies of South Haven Schools and the standards for acceptable use stated therein. I understand that the School reserves the right to access, review, monitor, audit, log and intercept computer/technology use at all times and without notice. I understand that the use of technology at South Haven is a privilege that can be revoked at the discretion of the school or its administration.

Student Signature: ____________________________________________

Date: ______________

For Parents or Legal Guardians of Students

As a parent or legal guardian of __________________________________________, I have read the South Haven Schools Acceptable Use Policy and agree to the terms of use for my student. I agree that the parameters below for my son’s/daughter’s personal technology are accurate and truthful as stated.

Parent Signature: ____________________________________________

Date: ______________

Student/Parent Policy form for use of a Privately Owned Electronic Device

Student Name ______________________________________

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<th>Privately Owned Electronic Device Information</th>
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<td><strong>Brand Name/Model:</strong></td>
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<td><strong>Serial Number:</strong></td>
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<td><strong>MAC Address:</strong></td>
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</tbody>
</table>
Tablet/Computer Student Loan Agreement

Name _____________________________________________ Date ____________________
Address____________________________________________ Home Phone _____________
Grade _____________ Date of Return ____________

The above listed items are being loaned to me and are in good condition unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. Initial below:

For junior high students a $25.00 rental fee is required. Junior high students may not take their school issued technology home. For high school students a $75.00 rental fee is required. High school students may take their school issued technology home. If the tablet is damaged, lost, or destroyed, the student and parent(s) are responsible for paying to repair or replace the device for the purchase price.

This equipment is the property of South Haven Public Schools, USD 509 of South Haven, Kansas and is herewith being loaned to the student of educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer or other possible disciplinary action. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year.

If the district property is lost, stolen or damaged while in the Borrower’s possession, Borrower is responsible for the replacement or repair thereof and Borrower agrees to indemnify the district from any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrowers use of district property.

Borrower may use the district property solely for non-commercial purposes, in accordance with the district’s policies and rules. Any included software may be used in accordance with the applicable license and it is the Borrower’s responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower’s use of the district property other than software owned by the district and made available to Borrower in accordance with this receipt and agreement and Borrower agrees not to make any unauthorized use of or modifications of such software. Specifically, the Borrower agrees not to use illegal peer-to-peer sites.

The district is not responsible for any computer or electronic viruses that may be transferred to or from the Borrower’s data storage medium. Borrower agrees to use Borrower’s best efforts to assure that the district property is not damaged or rendered inoperable by any such electronic virus while in Borrower’s possession.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Serial Number</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablet</td>
<td>New / Good</td>
<td></td>
</tr>
<tr>
<td>Charger</td>
<td>New / Good</td>
<td></td>
</tr>
<tr>
<td>Protective Cover</td>
<td>New / Good</td>
<td></td>
</tr>
</tbody>
</table>
Borrower acknowledges and agrees that Borrower’s use of the district property is a privilege and that by Borrower’s agreement to the terms hereof, Borrower acknowledges Borrower’s responsibility to protect and safeguard the district property and to return the same in good condition and repair.

The district will furnish a protective cover to the Borrower. The Borrower must use the district furnished cover (or approved cover) to protect the district property from being damaged.

The district hereby acknowledges receipt of $________ from Borrower or Borrower’s parent or legal guardian in consideration of the use of the district equipment and as a deposit to secure the timely return thereof in good condition and repair.

<table>
<thead>
<tr>
<th>Student Purchase Price</th>
<th>(Approved by Administration)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Purchase Price</td>
<td>$300.00</td>
</tr>
<tr>
<td>1 Year Old</td>
<td>$250.00</td>
</tr>
<tr>
<td>2 Years Old</td>
<td>$200.00</td>
</tr>
<tr>
<td>3 Years Old</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Parent/Guardian Signature: ____________________________________________________________
Print Name: _________________________________________________________________________
Student’s Signature: ______________________________________ Date: _______________
District Technology Director: ________________________________________________________
PLAYGROUND RULES
We ask that all students abide by and follow all playground rules and instructions. We ask this for safety precautions. It is our intent to provide the best educational experience possible for our students, and safety in and out of the classroom is a major factor. Even with compliance of all rules and instruction, it may not eliminate all mishaps and accidents. We ask for everyone’s cooperation in providing the safest environment possible.

A. General Playground Rules
1. Use equipment properly.
2. No fighting or abusive language.
3. No tackle football or tackle games.
4. Line up quickly and with quiet voices when it is time to leave the playground.
5. Always follow directions of teachers or principal while on the playground, especially during bad weather.
6. Always be supervised by school personnel while on the playground. If any student is on the playground without school personnel, the school cannot be responsible for that student.

B. Playground Equipment Rules
1. Swings
   a. Sit in the swing.
   b. Only one student in the swing at a time.
   c. Swing straight; do not twist.
   d. Do not push students in the swing.
   e. Do not run between or through the swings when the swings are being used.
   f. Swings are for swinging. Do not bother them if you do not intend to swing in them.
2. Playport
   a. Climb and play in this area with caution and as intended.
   b. No horseplay or wrestling will be allowed while students are playing.
3. Teeter-Totter
   a. Please - only 1 student to each seat.
   b. Keep hands and fingers on top of the teeter-totter. Do not put hands or fingers under the teeter-totter.
   c. Stand safely away from the teeter-totter while awaiting your turn.
   d. Be courteous and take turns with the other students.
   e. Exit teeter-totter safely and properly.
GENERAL INFORMATION

School Dances
Dances are open to all South Haven School students in grades 9-12, with the exception of the Junior/Senior Prom which is open only to high school students or older. Guests must be under 21 years of age. If a student wishes to bring a date who is not a South Haven student, it will be necessary to register that guest with the principal and obtain approval two days prior to the dance. Doors to the dance will close one-half hour after the dance starts. “If you’re in, you’re in; if you’re out, you’re out.” Appropriate dress code will be enforced at all dances.

Crisis Drills
At the direction of the Kansas Fire Marshal’s office, crisis drills will be held monthly and will include, but not be limited to, intruder response drills and lockdown drills. Staff and students will be notified of the crisis drill beforehand as to not unnecessarily alarm them.

Fire Drills
Fire drills are held four times per year in compliance with state law. Each instructor will inform his/her classes of the nearest exit should a fire drill occur. The fire signal will be one continuous blast of the fire alarm. Re-entry to the building is signaled by three short blasts of the bell system. No one should re-enter until this signal is heard.

Tornado Drills
In the event of severe weather, the students will take shelter as instructed by the administration. The severe weather signal will be repeated short blasts of the bell system. The all clear signal will be three long blasts of the bell; this signal will be given by the administration. Severe weather drills will be held at least three times throughout the year.

School Closings
Dismissal of school during the school day will be avoided unless necessary, but parents should instruct their sons/daughters where to go in the event that this should become necessary. Should it be necessary to close school due to the weather, closings will be given to local radio and TV stations. If inclement weather occurs, please do not call the school; listen to the following stations:

- KFH (AM 1330 – Wichita)
- KFBZ (FM 105.3)
- KEYN (FM 103.7)
- KNSS (AM 1240)
- KQAM (AM 1480)
- KFDI (AM 1070 FM 101.3/FM 92.3 - Wichita)
- FKKJ (FM 104.5)
- KYQQ (FM 106.5)
- KLEY-KZED (AM 1130 FM 93.5 - Wellington)
- T95 (FM 95.1)
- KSOK (AM 1280 FM 107.9 – Arkansas City)
- KKRD (FM 107.3)
- B98FM (FM 97.9)
- KRZZ (FM 96.3)
- KZSN (FM 102.1)
- KHCC (FM 90.1)
- KSNW-TV (Channel 3 - Wichita)
- KAKE-TV (Channel 10 - Wichita)
- KWCH-TV (Channel 12 - Wichita)

The announcements will be made by these stations as early as possible. Please do not call these stations. If conditions permit, the school website (www.usd509.org) will have this information posted on the internet.
NON-DISCRIMINATION POLICY

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the U.S.D. 509 South Haven School shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational program or activities which it operates.

It is the intent of the U.S.D. 509 South Haven School to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the South Haven Schools.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Dorsey Burgess
Superintendent of Schools and Title IX Coordinator and Section 504 Coordinator
Box 229 South Haven, Kansas 67140
Telephone: (620) 892-5215

Complaints can also be filed with the Office for Civil Rights.

Regional Office for Civil Rights
326 East 11th Street
Kansas City, Missouri 64106

All students attending U.S.D. 509 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

SCIENCE DEPARTMENT POLICIES

Before bringing animals to school, students must notify the appropriate instructor. Notification must be before student brings specimen on school premises. If no notification has taken place, student will not be allowed to bring an animal on school property and will be required to either release specimen or take specimen home. Once notification is made, student should bring the specimen directly to science room. Glass containers should not be used for the transport of specimens.

HARASSMENT POLICIES

Racial Harassment
The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

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

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure. (See Policy KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provisions of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.
When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See Policy GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

**Sexual Harassment**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

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

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

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

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure. (See Policy KN)

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

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See Policy GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

**Anti-Hazing/Bullying Harassment**

1. **Purpose and Philosophy:** Student hazing, harassment, bullying and victimization activities are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. U.S.D. 509 is committed to providing a safe and orderly environment for all students that promotes respect, civility and dignity, so this policy’s purpose is to create and preserve an educational environment free from such activities.

2. **Policy:** U.S.D. 509 strictly prohibits students from engaging individually or collectively in any form of hazing, harassment or bullying/victimization or any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless of where the incident occurs. Any student who participates in such an activity, or conspires to engage in the same will face immediate disciplinary action: up to and including suspension, expulsion, exclusion and loss of participation in extra-curricular activities. In addition, students who participate in hazing, harassment, or bullying/victimization may be referred to law enforcement authorities and may face subsequent prosecution.

3. **Definitions:**
   a. “Hazing and/or harassment victimization,” means any action taken or situation created that causes, or is reasonably likely to cause harassment, bodily dangers, or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.
   b. “Consent” is no defense to such activities, i.e., the implied or expressed consent of a person to participate shall not be a defense to discipline under this policy.
   c. Bullying behavior is defined as:
      i. Intentional, negative actions intended to harm another person.
      ii. Severe or persistent or pervasive acts.
      iii. Bullying usually involves an existing power differential between the person exhibiting the bullying behavior and the victim.
      iv. Bullying behaviors may include students, staff members, and/or parents.

4. The forms of bullying behavior are:
   a. Physical Bullying includes hitting, pushing, tackling, tripping, poking, tugging, or tearing at clothes.
   b. Verbal Bullying includes the calling of names, making verbal threats of physical acts (whether or not they are carried out)
   c. Attacks on Property – writing on lockers, taking objects to keep or display publicly, or destruction or property.
d. Social or Relational Bullying – ostracism, social exclusion, gossip / trash talk / rumor spreading, non-verbal gestures such as eye rolling, directed laughter or mimicking.

e. Cyber Bullying – circulating electronic images, videos, insulting text messages, harassment through online games or social media.

5. “Related initiation activity” means any method of initiation or pre-initiation into a student organization, club or team, or any past-time or amusement engaged in with respect to such organization, club or team that causes or is reasonably likely to cause bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any person associated with the school.

6. The terms “hazing” and “related initiation activity” do not include customary athletic events, intramural activities, or other similar student contests or competitions.

7. “Conspire to engage in the same” means to plan, encourage, or fail to report both listed and related initiation activities prohibited by this policy.

8. Reporting of Bullying, Hazing, Racial or Sexual Harassment: The school district offers a tip line on the U.S.D. 509 website and an app for students, staff, parents, and patrons to report these behaviors (with the option of anonymity). School personnel and students are encouraged to report these behaviors to administration. Administration will investigate. Students found to have participated in bullying behaviors, hazing, or racial and/or sexual harassment will face the following consequences:

a. Level 1 – Student will visit with administration and parent contact will be made.

b. Level 2 – Student will serve 1 day ISS (In School Suspension) and develop a contract that will be sent home for parent signature.

c. Level 3 – 2 or 3 day ISS (In School Suspensions) or OSS (Out of School Suspension)

d. Level 4 – Long Term Suspension or Expulsion

Depending on the severity of the actions, student may be referred to any level of discipline above at any time.

This policy will be included in the activities department student participation packet and in the student handbooks of both South Haven Schools.
Staff and Patrons should follow the Chain of Command when addressing District Issues.