

2017-18 Parent/Student Handbook
Parsons District Schools USD 503



Our Vision

To be the school district of choice.

Our Mission

To prepare all students academically and socially, empowering them to be productive members of a diverse, global society.

Theory of Action

We will continue to increase the effectiveness of our educational efforts by implementing research-based instructional strategies, resulting in improved student achievement.

ANNUAL NOTICE OF ASBESTOS

In compliance with the Federal Asbestos Hazard Emergency Response Act (AHERA), all schools in USD 503 have been inspected for asbestos. Those annual notifications are sent home with the beginning of the year school newsletter.

CHILD FIND

Child find in Kansas involves a screening process for children from birth to age five. Schools use this process to locate, evaluate and identify students who may need special education services. The earliest possible identification of a student's area of educational or behavioural concerns will assist a student to benefit from special education and diminish the impact of the concern on the student's education. Tri-County Interlocal 607 conducts screening opportunities in each of their local school districts once a month during the school year (September through May) for children ages three through five. Children, birth through age two, are referred to the SEK Birth to Three program located in Parsons, KS. Screening is a quick look at a child's hearing, vision, communication, motor skills, general health, self-help and learning skills conducted by a trained professional. These screening services are available to families residing within the school district boundaries of Caney, Cherryvale, Coffeyville, Fredonia, Independence, Neodesha and Parsons. These screening services are available at no cost to families at Lincoln Elementary. If you have questions regarding the screening process, or would like to schedule an appointment for a screening, please contact:

Tri-County Interlocal 607

220 East Chestnut Street
Post Office Drawer 668
Independence, KS 67301
Phone: [\(620\) 331-6303](tel:6203316303)

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The Children's Internet Protection Act (CIPA) is a federal law that ensures the safety of children accessing the Internet over school computers. It encompasses four areas of focus: technology protection measures, an Internet safety policy, an education program and a policy to monitor the online activities of minors. USD 503 fully supports and complies with all of these areas for all staff and students utilizing USD 503 technology resources.

COUNSELOR REFERRAL

A student may be referred to the counselor by a staff member, by a parent or guardian, by the student, or in some cases by another student.

A student, who wishes to set up an appointment with the counselor, should write their name and their teacher's name on a slip of paper and give it to the counselor. In the event that the counselor is busy, or not at school that day, the slip should be given to office personnel. Staff referrals should be done in writing, if time permits. Urgency and nature of the referral should be noted. Individual and group counseling for students will be scheduled with the classroom teacher.

COPYRIGHT POLICY/GUIDELINES

1. The ethical and practical problems caused by software piracy shall be taught in all schools in the district.
2. District employees are obligated to adhere to the provisions of the law pertaining to the making of back-up copies of computer programs, or the copying of another's music, art, or company trademark.
3. Illegal copies of copyrighted programs cannot be made or used on district equipment and in district educational programs.

The Superintendent or Technology Director are designated as the only individuals who may sign license agreements for software for schools and departments.

CRISIS MANAGEMENT PLAN

Parsons USD 503 has a crisis response plan in place.

CUSTODY OF STUDENTS

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Copies of court orders concerning custody must be on file in the school office. VISITATION EXCHANGES ARE NOT THE RESPONSIBILITY OF THE SCHOOL. All visitation exchanges will take place off school property. Copies of school information such as newsletters, parent/teacher conferences, report cards, etc. will be mailed to non-custodial parent upon request.

DISCIPLINE

It is recognized that effective discipline, administered by parents, teachers, and administrators is essential to the primary goal of our school which is to educate.

The first priority of the Parsons USD 503 Discipline Plan is the “Teaching and Learning of the Intended Curriculum for all Students, Including Misbehaving Students.”

Everything done at USD 503 schools must support the first priority, **“Teaching and learning of the intended curriculum for all students, including misbehaving students.”** Discipline is one of many ways of supporting the teaching and learning process. The focus of all discipline procedures is to lessen the negative impact that misbehaviors will have on a safe, orderly, and academically productive environment.

Besides maintaining a safe and orderly environment, the discipline process must protect the time assigned for teaching and learning. It is important to decrease the amount of interference that misbehaviors cause in the academic time-on-task for both the rest of the class and the misbehaving student. There should be no hidden agendas when it comes to discipline. The handling of all discipline situations must support the teaching and learning of the intended curriculum for all students, including misbehaving students.

All consequences administered should be logical in context. Consequences must not to implicate environments where the child has not shown difficulties, if possible.

Ex.: Level 3 violations should not have consequences that implicate the classroom.

THE DISCIPLINE FOUNDATION

A. DEFINITION OF DISCIPLINE

Discipline is a process designed to teach, model, and use appropriate consequences to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior. The key words of this definition will sum up the expectation this school has of all staff in its daily operation.

Key Words of the Definition

Process – Discipline is a process that must support the first priority of the district, “teaching and learning of the intended curriculum for all students, including misbehaving students.” This process is ongoing, with continuous evaluation and adjustments.

Teach – The desired outcome of the discipline process is to change unacceptable behavior to acceptable behavior. Teaching students acceptable behavior is one of the most effective means of establishing a safe, orderly, and academically productive classroom environment. Students come to school with differing values and a differing sense of right and wrong. Therefore, it is our responsibility to teach all students the expected behaviors.

Model – One of the most effective means of teaching is through example – by modeling. All staff members are expected to model the behaviors expected of students and to reinforce students when they demonstrate such behaviors.

Appropriate consequences – Consequences can be positive or negative. Appropriate consequences are consequences that are in line with the first priority, “teaching and learning of the intended curriculum for all students, including misbehaving students,” with the goal being to change unacceptable behavior to acceptable behavior. An appropriate consequence is any consequence that lessens the effect the misbehavior has on the teaching and learning of other students and holds the misbehaving student responsible for the learning activity.

Acceptable behavior – **The ultimate goal in the area of discipline is the development of students who demonstrate self-discipline and choose to behave in a responsible manner. This includes the professional behavior of staff members.**

B. BELIEF STATEMENTS

The consistency of a discipline process is found not in the administration of the same consequences for the same misbehavior for all students but, rather, in the beliefs that staff share in the handling of all discipline situations. The beliefs of USD 503 are the following:

Teaching and learning of the intended curriculum for all students is the highest priority and will be protected. Parents, guardians and students have a responsibility to support the expectations of the school community that ensure a safe, productive learning environment for others. Misbehavior:

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

Teachers and staff understand that:

- Improved behavior is a result of teaching and modelling what are acceptable and providing appropriate consequences.
- Expected behaviors will be communicated, taught, and modelled on a daily basis throughout the school year.
- Discipline is a part of the daily routine.
- Staff will show respect for students, parents, and peers at all times, regardless of their behavior.
- Every discipline situation is an opportunity to teach and learn expected behavior.
- In the handling of unacceptable behaviors, the focus will be on the behavior, not the student.
- Staff will respond to all discipline situations in a professional manner.
- Self-discipline is the expected outcome.
- Punishment alone will not bring about self-discipline.
- Changes in behavior take time.

B1. BELIEF STATEMENTS CLARIFICATION

In order to clarify and hold true to the intent of the belief statements, the following explanations are provided:

Improved behavior is a result of teaching and modeling what is acceptable and providing appropriate consequences.

The discussion of rules and expectations in class will help students understand that rules exist for their benefit and for an improved teaching and learning environment. The staff must help students to understand that failure to follow rules and expectations will result in an appropriate consequence.

1. Expected behaviors will be communicated, taught, and modeled on a daily basis throughout the school year. Daily reminders of appropriate behavior help students internalize expectations.
2. Discipline is a part of the daily routine. Staff will understand that discipline is seen as a part of the regular classroom routine. Interruptions to the student's learning environment should be minimal but are required.
3. Staff will show respect for students, parents, and peers at all times, regardless of the behavior. In the midst of a confrontation, all staff will maintain self-control. This may necessitate removing oneself from the situation.
4. Every discipline situation is an opportunity to teach and learn expected behavior. Students will make mistakes and/or poor choices, providing a variety of learning opportunities. Students come to school with diverse values and expectations. Staff will teach behavioral expectations by communicating with and counseling students.
5. In the handling of unacceptable behaviors, the focus will be on the behavior, not the student. Address the behavior, but never use labels when dealing with students. Staff should never view unacceptable behavior as a personal attack. When staff members respond professionally, the focus stays on behavior.
6. Staff will respond to all discipline situations in a professional manner. Staff will handle disrespect in a professional manner using the Jim Fay Model of Love and Logic. Students are usually responding to an educator's authority, not to the person. Staff will not react in a personal way.
7. Self-discipline is the expected outcome. Success in a discipline process occurs when students demonstrate self-discipline and make appropriate choices without coercion.
8. Punishment alone will not bring about self-discipline. We must hold students accountable for their learning while addressing unacceptable behaviors. We must understand that our priority should be, "What can we do for them, not to them."

9. Changes in behavior take time. Changing unacceptable behaviors to acceptable behaviors is a continuous process. For some students, change will be difficult. Students will not change overnight so staff members are expected to recognize small gains.

C. EXPECTATIONS

The belief statements and the definition of discipline will provide us with the structure and consistency necessary to maintain a safe, orderly, and academically productive environment. The third part of the Discipline Foundation is the behavior expectations for all. Staff, students, and parents will be expected at all times to:

- Demonstrate self-respect, respect for others, and respect for all things in the environment.
- Help maintain for all individuals at school and at school-related activities a safe and orderly environment through the use of self-discipline.
- Handle all conflicts without the use of violence and with respect for the rights of all.
- Students and staff will be expected to be on task at all times while in the classroom or participating in other learning activities.
- Complete all academic tasks.
- Assist misbehaving students to change their unacceptable behavior to acceptable behavior.

This foundation is expected to direct all decisions in the area of discipline.

LEVELS OF UNACCEPTABLE BEHAVIOR

To provide the staff with consistency in the handling of misbehaviors, we have defined levels of misbehavior that will direct the staff in the handling of all misbehaviors. The identified levels address the three branches necessary to provide a positive and productive teaching and learning environment (safe, orderly, and academically productive environment). The following levels of misbehavior have been defined:

Level 4 Safe Environment

Students cannot learn and teachers cannot teach if they do not feel safe. The first key to a productive teaching and learning process is to assure a safe environment for all—to eliminate misbehaviors that are intended to cause another individual physical or mental harm and/or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and are non-negotiable. They will be dealt with immediately. The following are some, but not all, of the misbehaviors that cause a school environment to be unsafe.

These will not be tolerated:

- Weapons including explosive devices-possession or use
- Theft
- Fighting--assault or battery of any kind
- Intimidation, extortion, threats
- Gross disrespect toward an adult-cursing or name calling
- Arson
- Open defiance that contributes to an unsafe environment or undermines authority
- Sexual harassment of any kind
- Alcohol/Drugs-sale, use, possession
- Harassment of students or staff

Level 4 misbehavior takes priority over everything else, including teaching and learning. All staff members are required to assist in the correction of such misbehaviors. Any misbehavior is considered Level 4 misbehavior if it would bring an affirmative answer to any part of this question: “Is this behavior intended to cause another individual physical or mental harm and/or is it illegal?” This student needs to be sent or escorted to the office.

The staff must provide in writing the circumstances surrounding this incident.

Level 3 Orderly Environment

The second key to a productive teaching and learning process is to assure an orderly environment—eliminating misbehaviors that normally occur outside the classroom that are not intended to cause physical or mental harm to another individual but do negatively affect an orderly classroom environment. Students are expected to handle themselves in a positive way at all times and in all areas (such as in the cafeteria, hallways, school grounds, and school activities). The following are examples of behaviors that will not be tolerated.

- Disruptive behaviors
- Inappropriate use of a motor vehicle (Grades 9-12)
- Inappropriate literature, websites.
- Truancy, continual tardiness.
- Destruction or defacement of property
- Tobacco possession or use (including smoking, chewing, E-cigs)
- Inappropriate language, apparel or devices
- Non-compliance, defiance of a staff’s request
- Inappropriate physical contact
- Disobedience of school rules
- Intimidation

Level 3 behaviors will be handled by the individual(s) assigned to supervise the area. If any other staff member is in the area, he or she is expected to assist when necessary.

Level 2 Productive Classroom Environment

Any behaviors that interfere with another student's opportunity to learn cannot and will not be tolerated—that is, misbehaviors that occur in the classroom and interfere with the learning of others.

Level 2 misbehaviors take the highest priority in the classroom. The following are examples of Level 2 misbehaviors:

- Failing to follow request of a staff member.
- Showing disrespect towards others
- Using equipment improperly
- Profanity, inappropriate language.
- Disruptive behaviors

Misbehavior is of the Level 2 category if it would bring an affirmative answer to this question: “Does the misbehavior interfere with another student's opportunity to learn?”

Level 2 misbehaviors must be corrected immediately.

Level 1 Productive Personal Environment

Misbehaviors that occur in the classroom that affect only the disruptive student are considered Level 1. This type of behavior is considered at the lowest level because it does not negatively affect a safe and orderly environment and it does not interfere with other students' opportunity to learn. The teacher should not stop the learning activity to deal with such behaviors. Examples are:

- Not having appropriate equipment and materials
- Sleeping
- Failing to turn in homework, failing to complete assignments
- Being off task but not disrupting others
- Failing to dress out for P.E. (Grades 6-12)

The classroom teacher will address levels 2 and 1 misbehavior.

Determining the Level of Misbehavior

The four levels will give staff the structure to know the urgency of handling inappropriate behavior and some indication of what to expect. The above lists are not all-inclusive. If there is confusion as to the level of misbehavior, ask the following questions in this order:

1. Is the behavior intended to cause another individual physical or mental harm and/or is it illegal? If the answer to this question is yes, then no matter where the behavior occurred—in the classroom, cafeteria, hallway, etc.—this is a Level 4 behavior and must be handled immediately.

If the answer to question 1 is *no* and the behavior occurred in the classroom, the next question would be:

2. Does the behavior actually interfere with the learning of other students? If the answer is *yes*, then it must be handled immediately and quickly so the learning activity can continue without further interruption.

If the answer is *no*, then this is a Level 1 behavior and should be handled without interrupting the learning activity. If the behavior occurred outside the classroom and the answer to question 1 was *no*, then this would be a Level 3 behavior and the designated supervisor in the area is expected to correct the behavior and/or escort the student to the office.

PART 4 LEVELS OF UNACCEPTABLE BEHAVIORS AND RANGES OF EXPECTED CONSEQUENCES

Having hard and fast consequences for each misbehavior is not a way to change inappropriate behavior to acceptable behavior and does not provide staff the flexibility to handle each situation as they see fit. To bring about some type of consistency in the handling of the different levels of misbehavior, a minimum and maximum range of consequences has been established and will be the rule of thumb.

Level 4 Productive Personal Environment

For behaviors that are intended to cause another individual physical or mental harm and/or are illegal, the possible consequences are:

1. In-school suspension
2. Out-of-school suspension
3. Referral to local agencies (KS Safe Schools Act)
4. Long-term suspension (current semester)
5. Expulsion (remainder of the current school year)
6. Expulsion for 186 days

Level 3 Orderly Environment

For behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual and are not illegal, but do negatively affect an orderly classroom environment, the possible consequences are:

1. Looking in the vicinity of the misbehavior
2. Informal talk, verbal contact
3. Walking toward the misbehavior
4. Isolation (separation from group)
5. Student-Teacher-Parent conference (personal, phone, or written)
6. Principal-Teacher-Parent conference
7. Behavior contract
8. Removal from bus
9. Behavioral interventions.
10. Referral to principal's office
11. Restitution
12. Detention
13. Loss of school privilege, recess.
14. In-school suspension
15. Suspension from school related activities
16. Out-of-school suspension (1-5 days)

Level 2 Productive Classroom Environment

For behaviors that occur in the classroom and interfere with the learning of others, the possible consequences are:

1. Looking in the vicinity of the misbehavior
2. Informal talk, verbal contact
3. Walking toward the area of the misbehavior
4. Behavioral intervention
5. Isolation (separated from group)
6. Removal from classroom
7. Identify the exact behavior and tell the offender in a respectful manner to stop the behavior.
8. Student-Teacher-Parent conference (personal, phone or written)
9. Conference with principal (K-5)
10. Restitution
11. Behavior contract
12. Detention

Level 1 Productive Personal Environment

For behaviors that occur in the classroom and affect only the disruptive student, the possible consequences are:

1. Provide the student supplies for classroom use only
2. Send the student to get appropriate materials
3. Ignoring the behaviour
4. Looking in the vicinity of the misbehavior
5. Walking toward the area of the misbehavior
6. Informal talk, verbal contact
7. Isolation (separated from the group)
8. Loss of school privilege
9. Student- Teacher- Parent conference
10. Behavior contract
11. Detention

Limits

Our purpose is to make this school a safe and highly productive educational environment for all students. Sometimes long-term suspensions or expulsions are needed. All directives set out by state or federal laws will be strictly adhered to. Also, all guidelines established by IDEA for special needs students will be followed. Typically, each behavior “choice” will be dealt with on a case-by-case basis. However, if the behaviors create a clear pattern the behavior will be dealt with on a more serious level.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

In accordance with Federal Law, the Parsons USD 503 Board of Education adopted the following policy on August 13, 1990. A copy of this policy is required to be given to all students and the parents of all students.

The unlawful possession, use or distribution of illicit drugs and alcohol by students or school employees 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 School and Communities Act, P.L. 102-226. Compliance with this policy is mandatory.

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, distribute, dispense, possess, be under the influence of, or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials. The student will also be subject to the following school sanctions:

1. First Offense – A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short term suspension
 - b. Suspension from all student activities for a period of up to one month
2. Second Offense – A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long term suspension
 - b. Suspension from all student activities for a period of up to one semester or four months
 - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student enters and agrees to complete a drug and alcohol rehabilitation program. Names of acceptable programs are on file with the Board clerk. If at any time the student fails to make satisfactory progress in the program, the suspension shall be re-imposed.
3. Third and Subsequent Offenses – A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year
 - b. Suspension from participation in and attendance at all school activities for the school year
 - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

ELECTRONIC DEVICES

Electronic devices brought to school (ipods, telephones, etc.) are the responsibility of the student. The school is not responsible for lost or stolen items.

ELEMENTARY TRANSITION ROOM

This program is an alternative to expulsion for some students. When a student's daily conduct is chronically disruptive and all other options have been exhausted, ETR assignment may be the next step. Assignment to this program may only be initiated by school administration. ETR students will operate on a daily point system to earn their way back to the regular education setting.

EMERGENCY SAFETY INTERVENTIONS (GAAF)

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

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

Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

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

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

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

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

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

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

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

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

reasonably believes that he or she will be prevented from leaving the enclosed area.

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

Prohibited Types of Restraint

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

Using face-down (prone) physical restraint;

Using face-up (supine) physical restraint;

Using physical restraint that obstructs the student’s airway;

Using physical restraint that impacts a student’s primary mode of communication;

Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

Use of mechanical restraint, *except*:

Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

Any device used by a certified law enforcement officer to carry out law enforcement duties; or 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

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent

with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

Notification and Documentation

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
NOTICE TO PARENTS & PUPILS OF RIGHTS

To: Parents and Pupils in Parsons District Schools USD 503

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of pupils enrolled in any educational institution receiving Federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this ACT:

[1] You are entitled to have access to your child's school records upon request. The request should be directed to the principal of the school, who is the official custodian of student records in the school district. Access shall be granted to you within 45 days after receipt of the request by the principal.

[2] The school district will follow the following procedures in granting access by parents to student records:

(a) Parents wishing to inspect and review their child's records secure a request form in the principal's office, complete it and submit it to the principal. Within reasonable time, but not to exceed 45 days, the records may be examined by the parent, at which time the principal or his designate will furnish explanations or interpretations of the records if requested by parents.

(b) Parents wishing to have a copy of their child's record secure a request form in the principal's office, complete it and submit it to the principal. Within reasonable time, but not to exceed the 45 days, a copy of the record will be provided the parent, subject to the charge stated in 7d. Parents will sign a receipt. The principal or his designate will furnish explanations or interpretations of the records if requested by parents.

[3] The following persons have the right of access to your child's education records without your consent:

(a) other school officials, including teachers within the educational institution or local educational agency who have been designated by such agency or institution to have legitimate educational interests;

(b) officials of other schools or school systems in which the pupil seeks or intends to enroll, upon condition that the pupil's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

(c) authorized representatives of {1} the Comptroller General of the United States, {2} the Secretary of the Office of Education, {3} an administrative head of an education agency;

(d) agencies or institutions of high education, in connection with a pupil's applications for, or receipt of, financial aid;

(e) state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;

(f) organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive texts, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives

of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;

(g) accrediting organizations in order to carry out their accrediting functions;

(h) agencies or governmental officials, in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the pupil or other persons;

(i) state educational authorities in connection with the audit and evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs. Provided, that except when collection of personally identification information is specifically authorized by Federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of your child/children and you by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of Federal legal requirements.

[4] The parent's right of access shall include:

(a) The right to be provided a list of the types of education records which are maintained by the institution and are directly related to his children; (see number 11)

(b) The right to inspect and review the content of those records; (see number 2a)

(c) The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district of reproducing such copies; (see number 2b)

(d) The right to response from the district to reasonable requests for explanations and interpretations of those records;

(e) If any material or document in the education record of a pupil includes information on more than one pupil, the right to inspect and review only such material or document as related to such pupil or to be informed of the specific information contained in such part of such material.

[5] You have a right to a hearing to challenge the content of your child's education record:

(a) To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student and,

(b) To insert into the record a written explanation respecting the content of the record.

[6] The school district will adhere to the following procedures where a parent desires to challenge the content of his child's educational record:

(a) Parents who have questions about a particular item on a pupil's record or have a complaint are encouraged to meet with the principal informally to resolve the matter. The principal has the authority to expunge items from a pupil's records without the necessity of a formal hearing. If the parents are not satisfied with the principal's explanation and decision, they may follow the procedures in b. and c.

(b) The parents will request that the principal conduct a formal hearing. The principal will conduct a hearing with the parents, and other appropriate persons, within five (5) days of the complaint to determine if the records are inaccurate, misleading, in violation of the privacy or other rights of pupils or contains inappropriate data. The complaint and results of the hearing are to be

sent to the parents or guardian and superintendent of schools within five (5) days after the conclusion of the hearing. Parents shall be afforded procedural due process.

(c) The parents or guardian may file an appeal with the clerk of the Board of Education within ten (10) days of the decision of the building principal. The Board of Education shall hear the appeal within twenty (20) calendar days after the notice has been filed. A decision will be rendered within five (5) days after the conclusion of the hearing. Parents shall be afforded procedural due process.

[7] Before any school records will be released to third parties who have requested copies of your child's school records, except those parties listed in number 3, you must give your written consent to said release. This written consent must be presented to the principal before he will release them. The written consent must include the following:

- (a) the specific records to be released,
- (b) the reason for such release,
- (c) the name of the party or agency to whom the records will be released, and
- (d) notification to you that you may receive a copy of the pupil's records to be released, if you desire a copy. A copy of two pages shall be free of charge; copies of additional pages shall cost \$.20 per page.

(e) prior written consent of the parent is required to disclose information to community based organizations.

[8] You have a right to obtain copies of your child's student records at other times, at the cost in 7d above.

[9] You have a right to notification of transfer of your child's records and the right to challenge the content of the records to be transferred.

[10] You have a right to notification of receipt of a judicial order or subpoena by the principal requiring him to turn over your child's records to the court prior to compliance.

[11] The following records are maintained by this school district and directly relate to and personally identify pupils who have attended or who are attending this school district:

- (a) Identifying data,
- (b) Present and past scholastic and attendance records,
- (c) Standardized test scores,
- (d) Health records
- (e) Psychological reports for selected students, with prior parental consent,
- (f) Curriculum progress records,
- (g) Anecdotal comments
- (h) Special communications to and from parents, such as; health problems, special activities, scholastic commendations or problems, suspension or expulsion notices, and requests for review and release of records.

[12] The school district will follow the following procedures in the case of reviewing and expunging student records: The principal of each school shall cause to have pupil records reviewed at least once each year and prior to a pupil's record being sent to another school district.

At this time obsolete data and information shall be deleted in accordance with school district procedures. Information in the record which may state or imply conclusions about the pupil or his educational achievement or performance shall also be deleted.

[13] The school district has designated the following information as directory information:

- (a) The pupil's name, address, telephone number, date of birth;
- (b) The pupil's major field of study;
- (c) The pupil's participation in officially recognized activities and sports;
- (d) The weight and height of members of athletic teams;
- (e) Dates of attendance;
- (f) Diplomas and awards received; and
- (g) The most recent previous school district attended by the pupil.

This information is considered public information which may be released by the school district without your prior consent. You have ten (10) days from the date of this notice to inform the school district that any or all of the directory information should not be released without your prior consent.

[14] The principal will maintain a record of those persons, agencies or organizations that have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency or organization had in seeking the pupil's records. The record will be available only to the parents of said pupil and the principal or his designate.

[15] When your child becomes eighteen years of age, all rights formerly accorded to you as parents of said pupil become the sole rights of the pupil, and you will no longer have the right of access to said records. If your child, however, is still dependent upon you and is being claimed as a tax deduction or, if you are paying his board and room, you will be afforded the right to have access to his records without his consent.

School principals and this office welcome questions you may have about the Family Educational Rights and Privacy Act and related procedures contained in this notice.

FOOD SERVICE

Applications for free/reduced meals may be obtained at the school office or at the Board of Education Office at 2900 Southern Blvd. A new application is required at the beginning of each school year. You are responsible for the cost of meals until your application has been approved.

If your child cannot eat certain foods for medical reasons, our food service department will prepare them a special meal. A WRITTEN ORDER FROM A PHYSICIAN IS REQUIRED EACH YEAR.

KANSAS HIGHWAY PATROL HOTLINE

A statewide hotline is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. Help keep your school safe! Call the Kansas School Safety Hotline to report any information that might threaten the safety of the school or our students.

1-877-626-8203

KANSAS OFFENDER REGISTRATION LAW

KSA 22-4909 requires the State Department of Education to notify any school/school district as well as accredited nonpublic schools of the Kansas Bureau of Investigation internet website concerning the Kansas Offender Registration law. Section 2 of this bill provides the following.

“(c) The State Department of Education shall annually notify any school upon which is located a structure used by a unified school district or an accredited nonpublic school for student instruction or attendance or extracurricular activities of pupils enrolled in kindergarten or any grades one through 12 of the Kansas Bureau of Investigation internet website and any internet website containing information on the Kansas Offender Registration sponsored or created by the sheriff of the county in which the school is located for the purposes of locating offenders who reside near such school.”

KANSAS SET OFF PROGRAM

After three (3) attempts to collect, the Kansas Setoff Program may be used by USD 503 Parsons District Schools to collect unpaid meal balances and fees owed to the district that have proved to be uncollectable. The Kansas Setoff Program deducts the debt from the individual’s state income tax refund and/or other state income sources and then transfers the funds to the school district for payment.

MEDICATION POLICY

1. Pupils shall be prevented by school personnel from giving medication of any type to other pupils. Pupils in possession of specified medications, which have not been prescribed by a physician or dentist, are in violation of the policies of the Board of Education.
2. Written request from the physician or dentist shall accompany **ALL** prescription medication to be administered at school. The responsibility for fulfilling a physician’s prescription rests with the pupil and the parent. The school is responsible only for providing an opportunity for administering the prescription.
3. A written request from the parent/guardian shall accompany **ALL** over-the-counter medication to be administered by the school.
4. The written permission for medication form shall identify the name of student, medication, dosage, reason for medication, time of day to be administered and anticipated number of days to be provided.
5. Parent or guardian signature is needed on **ALL** permission for medication forms.
6. Only medication in the original container can be administered. Two containers, one for home and one for school should be requested from the pharmacy.
7. Any change in type of medications, dosage and/or time of administration shall be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.
8. All medication to be administered shall be turned in to the school office with the signed permission form. (Forms for prescription administration and over-the-counter medication are available in the school office)
9. Out of date medication will be picked up by parent or destroyed.

NONDISCRIMINATION NOTICE

USD 503 Parsons District Schools does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the nondiscrimination policies, including request for accommodations or access to District buildings and programs:

Superintendent of Schools
2900 Southern Ave, Parsons KS 67357
620-421-5950 smartin@vikingnet.net

OUT-OF-DISTRICT REQUESTS

Students residing outside the district boundaries desiring to attend Parsons' schools may make written request for admittance to the Superintendent of schools. This request must be made each year.

OUT-OF-SCHOOL SUSPENSION/EXPULSION

Suspension and expulsion of students will be governed by the provisions of the State of Kansas (K.S.A. 72-8901 through 72-8904). Suspension and expulsion are regarded as serious matters and are the final disciplinary means at the disposal of the principal. They are not lightly evoked nor used for minor offenses.

The principal has the authority to suspend students for a period not to exceed five (5) school days. Suspensions may entail excluding a student from school or requiring him to attend the in-school suspension room instead of regular classes. Students are responsible for make-up work following an out-of-school suspension. The principal may also initiate and conduct proceedings for expulsion or long-term suspension.

PERSONAL APPEARANCE

Personal appearance should not disrupt the educational process, violate federal, state, or local health or obscenity laws, or affect the welfare and safety of the student or his/her classmates.

Specific dress rules include:

- Sexually suggestive/ double meaning clothing will not be permitted.
- Clothing advertising drugs, alcohol, tobacco, firearms or with profanity will not be permitted.
- Abbreviated tops (halter, tube, or shortened shirt) muscle shirts or spaghetti straps will not be permitted. Tank tops must have two inch or wider seams on shoulders.
- No bare midriffs. Midriffs will be covered in the sitting and standing position.
- Hats, caps, or headgear are not to be worn in school.
- Clothing may not be cut or altered from original state.
- Shorts or skirts will minimally be mid-thigh length.
- Pants and shorts must cover undergarments and buttocks. Excessive sagging of the pant is not permitted.
- Chains or studded collars will not be permitted.
- Shirts or tops must be no longer than fingertip length. Modest necklines are expected.

Method for checking neckline: When the hand is placed at the neckline parallel to the ground with the thumb touching the base of the Adam's Apple, the neckline will not exceed the width of the hand. (Rule of Thumb)

- If there is a question as to whether an article of clothing is appropriate, don't wear it! Students who violate the school dress code will be asked to change. Continued violation of dress code will result in a non-compliance discipline referral.
- Coats and/or jackets must not be longer than fingertip length.

PROOF OF IDENTITY –

IMMUNIZATION CERTIFICATE HEALTH ASSESSMENT

Proof of identity is required to be enrolled in school. Our school district accepts such items (not limited to) as a hospital certificate, a certified birth certificate from the State Department of Vital Statistics, or a court order placing student in custody of SRS. Please bring proof of identity to the school office as soon as possible. For those students transferring from other school districts, school records will meet this requirement. Kansas state law requires the school to report to the local law enforcement the names and addresses of all students new to the school district who cannot provide proof of identity within 30 days of enrollment.

The policy of immunization of students is in accordance with K.S.A. 72-5208 to 72-5211. The Secretary of Health and Environment has designated measles, mumps, rubella, polio, diphtheria, pertussis and tetanus as the diseases for which all students must be immunized. In each school year, every pupil enrolling for the first time in this state, and each child enrolling or enrolled for the first time in a preschool program operated by U.S.D. 503, and such other pupils that are needing age appropriate immunization boosters prior to admission to and attendance at school, shall present to the school appropriate certification of proof of immunization from a physician or health department that the person has received such tests and immunizations as are deemed necessary by the Kansas State Health and Environment.

Immunizations deemed appropriate by the Secretary of Health and Environment are required for all students. An alternative to the certification of immunization is an annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or immunizations would seriously endanger the life or health of the child or a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or immunizations.

Pupils who have not completed the required immunizations may enroll or remain enrolled while completing the required immunizations if a physician or local health department certifies that the pupil has received the most recent appropriate immunizations in all required series. Building principals will suspend any student who has not presented to their office the properly signed certificate of immunization form after written notice of intent to suspend when there is failure to comply.

The policy of health assessments of students shall be in accordance with K.S.A. 72-5214 as amended Senate Bill 520 May 5, 1994. Every pupil up to the age of nine years, who has not previously been enrolled in an elementary school in Kansas, shall present to the school the results of a health assessment, which has been completed within 12 months of the school entry date. Health assessments mean a health history, physical examination and such screening tests as are medically indicated to determine hearing ability, vision ability, nutrition adequacy and appropriate growth and development.

The only alternative for the health assessment requirements is the parent or guardian shall sign a written statement that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments or a written statement signed by the parent or guardian that such assessment will be completed within ninety (90) days after admission to school. Building principals will suspend any student who has not presented to their office the results of a health assessment as required by law.

PUPIL ILLNESS AND ACCIDENTS

If a pupil becomes ill, the nature of the illness determines the course of action by school personnel. The pupil will be taken immediately to the school nurse or to the office of the principal.

1. At that time a determination will be made regarding the procedure to be followed. If the pupil has a fever or shows signs of distress, parents are contacted by the person responsible. If the parent or other designated person cannot be located, the pupil will be held until the normal dismissal time. A pupil will not be taken home or allowed to go home without prior parent approval.
2. If the pupil appears to be significantly ill or shows evidence of acute distress, the parent will be notified. If parent contact is not possible, the principal (or other designated personnel) will determine the next course of action. This may include calling an ambulance, the family physician or some other similar positive action. Continued efforts should be made to reach the parent or other designated person to respond to the pupil's state of emergency.

If a pupil is injured at school, the following steps will be taken:

1. For simple injuries, such as minor bruises or abrasions, emergency first aid is administered by the nurse, principal, teacher, secretary or other person in charge.
2. For serious injuries, rules of first aid are followed and the judgment of the nurse, principal, teacher, or other person in charge takes these factors into account. The parents will be notified immediately, if possible. If the parents are unavailable, the person designated by the parents to render assistance in the event of an emergency will be contacted.
3. The nature of a serious accident will determine the course of action, but generally the following will be done.
 - a) If indicated, an ambulance or some emergency agency will be called.
 - b) If indicated, a medical doctor will be called.
 - c) The parent will be notified immediately.
 - d) The nurse will be called.
 - e) School personnel will take the pupil home, to the physician, or hospital if indicated.
4. Every possible precaution will be exercised by the person in charge at the time of an accident to provide the appropriate care and to take suitable precautions to prevent further injury.

The Nurse Practice Act KSA 65-1113 et seq., as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis.

REPORT CARDS & PARENT CONFERENCES

Pupil progress is determined each quarter through an assessment of individual growth & progress and is indicated on reports to parents. While parents are always encouraged to confer with teachers concerning pupil progress, a framework for conferences has been established to insure two-way discussion of your child's progress. Parent-teacher conferences are scheduled during the first and third quarters.

SAFETY DRILLS

During a fire drill we must evacuate the building as safely and quickly as possible. A tornado drill moves you to the safest parts of the building as safely and quickly as possible. Each classroom teacher has the directions, routes, and places to locate for each drill. Every student must participate. Follow the teachers' directions closely. The drills are designed to prevent injury and save lives and therefore must be treated very seriously.

SAFE SCHOOLS

Parsons District Schools shall maintain a safe and nurturing educational environment. The faculty and staff will not tolerate violence or injury to staff or students, nor will weapons of any kind be tolerated at any event or on any school property. Criminal misconduct shall be reported to the proper law enforcement authority. The provisions of K.S.A. 21-4204 prohibiting firearms on school property shall be strictly enforced. **Threats of violence will be treated as actual acts.**

The Kansas School Safety Hotline (1-877-626-8203)

SECTION 504 Accommodations for Students (IDACB in policy)

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

SEXUAL HARASSMENT

District employees or students shall not sexually harass, or permit sexual harassment of a student or employee by another employee, student, non-employee or non-student. Violation of this policy shall result in disciplinary action, including termination of an employee or disciplinary action against the student involved. Supervisors who fail to follow this policy or who fail to investigate and report complaints in a timely manner shall be in violation of this policy. If a teacher, principal or immediate supervisor is the object of a harassment complaint, the student or employee may report directly to the superintendent. Complaints against the superintendent shall be heard by the Board.

Definitions of sexual harassment:

Sexual harassment may include, but not limited to:

1. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
2. Subtle pressure or requests for sexual activity;
3. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
4. Creating a hostile work environment, including the use of innuendoes or overt or implied threats;
5. Unnecessary touching of an individual, e.g. patting, pinching, hugging, repeated brushing against another person's body;
6. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment or a student's grades or status in any activity; or
7. Sexual assault or battery as defined by current law.

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her teacher, principal, supervisor, or superintendent. Initiation of a sexual harassment complaint will not cause any adverse reflection on the complainant. The initiation of a complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

SCHOOL CANCELLATION and LATE START

If school is not to be held or is delayed because of inclement weather or for any other reason, the superintendent will notify the local news media and the principals. Cancellations will be announced on:

- > KLKC FM RADIO, Parsons - 1540 AM on your dial
- > KKOW RADIO, Pittsburg - 870 AM or 96.9 FM on your dial
- > KOAM TV, Pittsburg **Vikingnet.net**

Generally, if Parsons' schools are to be closed, the announcement will be made early in the morning. If the Superintendent announces a "late start", buses will run two hours later than usual. There will be no a.m. preschool on late start days. Parents ultimately have the right to determine whether to send their children to school on inclement weather days.

SCHOOL HOURS

School hours are from 8:10 a.m. until 3:30 p.m. for students in grades K-5. Preschool hours are from 8:00-11:00 a.m. and 12:20-3:20 p.m. Middle School and High School hours are 7:55 a.m. until 3:15p.m.

SCHOOL NOTIFICATION SYSTEM

All schools in USD #503 use a communication tool. The principal of each school can make one phone call that can be sent to all parents in a matter of minutes. This tool will be used for snow days and important messages. Please make sure you let the school know your current phone number so you will receive these calls.

SITE COUNCIL

Site Council is a council made up of teachers, administrators, parents and community members that work collaboratively on ways to improve our school. The establishment of a team is one component of the Quality Performance Accreditation (QPA) in the state of Kansas. If you are interested in participating please notify your elementary building secretary or principal.

SOLICITATION

Solicitation (selling or collecting of money for anything) of students or by students is not permitted unless approved by a school administrator.

SPECIAL EDUCATION SERVICES

Special education services in Parsons Schools are provided by the Tri-County Special Education Cooperative and the Southeast Kansas Education Service Center.

STUDENT ACCIDENT INSURANCE

Student accident insurance is being offered this year by First Agency. If you are interested in buying student accident insurance that will cover your child for 24 hours a day, please ask for a brochure at the school office.

The school district provides accident insurance coverage for all school sponsored activities. This insurance will be in effect only after other benefits are paid by your personal insurance. Parents are responsible for filing claims with First Agency. The claim forms and benefits and exclusions policies are available in the office.

STUDENT IMPROVEMENT TEAM (SIT)

The SIT Team works with teachers/parents in developing a program of support for students who are experiencing significant academic and/or behavioral problems and students who may need enrichment. The process allows a diverse team of people to develop support programs specific to the child's needs. Sometimes outside the school resources are brought in to aid the school with this job

The SIT Team will be responsible for the following:

- Receiving student referrals, fact finding and assessment.
- Participating in the problem solving process.
- Developing an appropriate intervention plan.
- Support, follow up and evaluation of each plan.
- Parents/Guardians/Teachers/Staff can begin the process by completing a Request for Assistance form and submitting it to the school secretary/principal. Requests for assistance are open to anyone.

STUDENT TELEPHONE USE

The office telephone is for business purposes. Students may use it for emergencies, but must have permission from their teacher before coming to the office. Each classroom has a telephone and teachers may give permission to use it.

SUZUKI STRING PROGRAM

The Suzuki String Program is offered to students in grades 1-5. Students study in this program during the school day. A limited number of instruments are available for rent. See instrument rental fees.

TECHNOLOGY ACCEPTABLE USE POLICY
USD 503 Board of Education Approved 6-18-2012

Technology access utilizing district resources is available to employees and students of Parsons District Schools as a privilege and not a right. USD 503 technology access and usage requires efficient, ethical, and legal utilization of district resources. USD 503 defines district technology resource usage to include access to and usage of televisions, video recorders/players, computers, peripherals (such as projectors, printers, scanners, cameras, usb drives, eInstruction units, smartboards units, etc.), the Internet, e-mail system, voice mail systems, phone systems, and copiers. If a user violates any of these provisions, his or her account or access may be terminated or limited and future access could be denied.

I. Board/District's Desired Outcomes

1. District technology resources would be appropriately integrated into the learning environment as an educational resource and utilized by all district students and staff. This integration and usage would promote educational development, performance, achievement, productivity, and obtain positive educational results.
2. Parsons District Schools expects the utilization of their technology resources to promote effective and efficient communication, intellectual inquiry, comprehensive information gathering/presentation and awareness of global diversity that will enhance the districts teaching and learning goals and objectives.
3. The District is responsible to inform, educate, and provide all staff training on acceptable use of district technology resources. The district teaching staff is responsible to inform, educate, and provide all students training on acceptable use of district technology resources.
4. Additionally, staff and student training will occur so staff/students learn appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and cyber bullying awareness and response.
5. The district administrative team shall be responsible for establishing practices that enforce this policy at the district, building, and classroom levels.

II. General Usage Guidelines for Technology Resources

1. Parsons District Schools views access to district provided technology resources as a privilege and not a right. As such, inherent with this privilege, are responsibilities with which Parsons District Schools expects full and complete compliance. Breach of these responsibilities may result in loss of access privileges to these technology resources.
2. The user specifically agrees not to submit, publish, retrieve or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material when using district technology resources.

III. USD 503 District Definition of Acceptable and Unacceptable Use of District Technology-Internet Resources.

Acceptable Use	Unacceptable Use
Use of technology resources that promote educational teaching and learning objectives and results.	Use of technology resources for personal use/benefit, profit, commercial, political, religious, and illegal activity.
Copying of materials after receiving written approval from source or owner(s).	Copying of materials in violation of copyright laws.
Use of school management program/data by authorized staff members in the performance of their jobs.	Access or use of school management data or program by students or nonauthorized or unapproved staff.
Proper work citing of reference work ideas, and findings of information.	Plagiarizing without giving credit or citing original source or author.
Proper usage of district provided applications, programs, internet web sites, and resources for educational use by district staff and students.	Attempting to degrade, disrupt or disable district technology resources or bypass or circumvent district acceptable use policies, security, or filtering programs.
<u>Authorized</u> downloading of productivity applications, educational programs, and data-voice files for use with assigned projects or technology related research activities. A district/building technology team member must authorize the downloading of any new program or application to Lab or commonly shared technology resources.	Unauthorized downloading of programs, applications, games, audio files and pictures onto district resources that do not promote school district educational or standardization goals or objectives including but not limited to Snood, DragonBall-Z, file sharing audio files, and pornographic/obscene/offensive jpeg or video files.
Discretionary use of district provided internet/e-mail/phones/voicemail programs to communicate with teaching colleagues within and outside USD 503, USD 503 students and direct family members.	Excessive or disruptive use of district provided internet/e-mail/phones/voicemail programs that limit or negatively impact the staff teaching or student learning process.
Staff users will only register or sign up for educational listservs or information referral sites that fully protect the distribution of personal information.	All users will not provide personal data or information regarding themselves, co-workers or students on any non-educational web site for any reason using district resources.

TESTING

The purpose of the testing program in the Parsons School system is to assist the teachers in gaining added knowledge about their pupils, assist the administration in the development of curriculum, assist the pupil in identifying strengths and weaknesses, and assist the parents in understanding the academic development of their children. The Kansas State Assessment Programs and other local assessments as school improvement plans dictate are administered throughout the year. The Kansas Report Card is a collection of data compiled annually to provide information not only on a statewide basis but also by district and by building. By providing information on school performance, the Kansas State Department of Education supports both school improvement and accountability at the state, district, and building level for educational progress. To access the building report cards: <http://online.ksde.org/rcard/>

TORNADO SAFE ROOMS

All of our schools except the Middle School have storm shelters which are available in case of a tornado warning. **If the weather event happens during the school day, the community shelters will NOT be open to the community. Our students' safety is paramount. If we are in a tornado WARNING, the shelters will be locked and secured until the crisis has passed.**

WE WILL NOT OPEN THE SHELTERS TO ALLOW ANYONE IN OR OUT. PARENTS SHOULD NOT MAKE THE TRIP TO THE SCHOOL, BUT SHOULD TAKE SHELTER UNTIL THE WARNING HAS ENDED.

Parsons Police and Fire Department remind everyone that you should have a plan in case of storms—talk to neighbors who have basements, identify the safest place in your home. Often there will not be time to travel to a storm shelter. Community shelters should not be your only option.

During a storm after school hours, it is important to note that, school personnel are not “in charge” of the storm event. In most cases, the shelters are opened by community volunteers who live adjacent to the schools. USD 503 will not require staff or administrators to leave their home shelters and families to open the community shelters.

Safe rooms may be uncomfortable with limited seating and warm/cold temperatures. They are designed purely to offer shelter.

There can be issues with people bringing pets to the safe rooms, as some patrons are highly allergic and can't tolerate pets. For everyone's safety, pets are not allowed in the safe rooms. The only facility that can shelter pets is the High School locker room. Pets must be secured in a carrier.

TRANSPORTATION

Shuttle bus service between designated bus stops will be available for students in grades K-5. Middle and High School students are not eligible to use the shuttle bus service. Any student who lives 2 1/2 miles or more from their attendance center is eligible to ride the bus. There will be nine bus stops throughout the community. There will be no exceptions.

Kensington Court Apartments
13th and Southern
Garfield School
Guthridge School
Lincoln School
Mendota Creek Apartments
Parsons Middle School
26th and Stevens
North Boulevard and Boyd

Only students who have a completed bus form on file with the office of the superintendent will be eligible for transportation. There will be no change in bus service for students with an IEP for transportation. Bus monitors will be in place at Garfield, Guthridge, Lincoln and the Middle School. Parents are responsible for the supervision of their children at 13th and Southern, 26th and Stevens, North Boulevard and Boyd, Kensington Court and Mendota Creek Apartments.

TRUANCY

Truancy applies to students under 18 years of age.

Definition of Truancy:

A child becomes truant when they have three consecutive unexcused absences, five unexcused absences that are not consecutive in a semester, or seven unexcused absences in a year.

WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds, a school bus, or off the school grounds at a school activity, function, or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one school year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

As used in this policy, the term “firearm” means any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means any explosive incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having

an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

No facsimile or real firearms shall be used in practice or presentation of any production, except that a specific facsimile may be approved by the chief school officer to be used as a stage prop in a specific production. Said approval shall spell out in writing the details of the use of the prop.

The Parsons District Schools maintain a safe environment for all students. Possession of any type of knife by a student, deemed a weapon by administration, may result in suspension from school.

WORKING ON WELLNESS

The Board of Education approved a Wellness Policy for the district at the school board meeting on May 15, 2006. The policy reads as follows: “Unified School District #503, Parsons is committed to providing a school environment that promotes and protects children’s health, well-being and ability to learn by supporting healthy eating and physical activity:” The School Health Council members are encouraging our parents, staff and community members of USD #503 to consider healthier food and beverages for classroom parties and celebrations, classroom rewards, fundraisers and intramural events.

Shown below is a list of suggested snack and beverage selections that meet the recommended nutritional criteria for a “Healthy Snack” per the Kansas Wellness Policy Guidelines:

- Less than 200 calories per item

- Less than 35% of total calories from fat or less than 4 grams per 100 calories

- Less than 35% of weight from total sugar OR less than 9 grams per 100 calories

Working With The School If Your Student Is Bullied

Follow the chain of command: Contact the teacher responsible where your child is having problems or your child's classroom teacher or counselor. Let them know what is going on with your child. Only go up the chain of command if you feel that these staff members are not effectively addressing your child's physical and emotional safety.

If there is a meeting: Present to the teacher relevant information about the bullying incidents and anti-bullying strategies already attempted. Be prepared with realistic strategies that can reasonably be implemented. Inform the school ahead of time if you would like certain staff members to attend the meeting. A good safety plan addresses which staff members are responsible for supervising your child and how they should react if your child is bullied. The plan should state how your child is expected to react if confronted by a bully. Practice assertiveness skills with your child to effectively respond to bullying.

Make sure your child is involved with the plan.

If the bullying doesn't stop, work with the school to develop a safety plan: For the plan to work, your child must have "buy-in". Make sure your child feels good about the plan and believes the plan has a realistic chance of working. Give your child a day or two to consider the pros and cons and to become comfortable with the plan. To meet, develop and implement a safety plan may take 5-10 school days. Remember to evaluate the plan's effectiveness in about 3-4 weeks. You know if the plan is working by answering the question, "Is my child safe?"

Evaluate the plan

Elementary Attendance Centers
Student/Parent Section

Lincoln Elementary (Pre-K, K, 1)
1800 Dirr Street

421-3510 (phone) 423-8831 (fax)

Kim Myers, Secretary
Shelley Gardner, Principal

Garfield Elementary (2-3)
300 S. 14th Street

421-3530 (phone) 423-8838 (fax)

Bonnie Dodd, Secretary
Misty Russell, Principal

Guthridge School (4-5)
1020 South 31st Street

421-6800 (phone) 423-8843 (fax)

Tara Cervantes, Secretary
Kurt Friess, Principal

AFTER-SCHOOL DETENTION

If a student is to be detained after school by the teacher, parents will be notified ahead of time.

AFTER SCHOOL PROGRAM

The Parsons District schools offer an after school program at Garfield Elementary funded by the Kansas Reading Roadmap Grant. This program is designed for K-3 students who need additional support in reading instruction. The program runs from 3:30- 5:30, Monday – Thursday. Students from Lincoln are bussed to Garfield. Classroom teachers make student referrals to the program based on individual reading data. If parents are interested in having their child participate, they may contact their attendance center office.

A.I.R.

Students in grades 3 – 5 who do not complete their assigned homework will be required to report to A.I.R. (Academic Improvement Room). A.I.R. is from 3:30 until 4:30 Monday, Tuesday, and Thursday. If a student fails to report to A.I.R. they may be given a 1/2 day in-school suspension the following day. Parents will always be notified before a student is kept after school for A.I.R.

ARRIVAL AT SCHOOL

Students are urged not to arrive at school prior to 7:30 a.m. as this is when direct supervision of students begins. If for some reason it is necessary for a student to come to school before 7:30 a.m. please enroll them in the Before/After School Child Care Program at Lincoln.

If your children walk to school, please instruct them how to use the safest route. **All students will enter the school in the morning by the main entrance.** At the close of school, the students will be excused from the main entrance or designated exit.

Everyone is to use the crosswalks when crossing streets, both before and after school.

ART

The purpose of visual art education is to encourage creative expression and develop a historical understanding of culture through art. These classes are offered to pupils in grades K-5.

ASSEMBLIES

1. Listen courteously during the program.
2. Show appropriate appreciation.
3. Respect personal space.
4. Keep hands, feet, and other objects to one's self.

ATTENDANCE PROCEDURES

Children with regular attendance do better in school! However, if your child is to be absent, please notify the school by 8:30 a.m. on the day of the absence. If it is impossible for you to telephone, please send a note with your child stating the reason for the absence when they return to school, or send a written note with a brother or sister. No verbal messages with siblings, please. If your child is absent, and the school is not notified, the school will attempt to make

parent contact to confirm the absence. School contact will not necessarily constitute an excused absence. If your child is going to be absent for two consecutive days or more, please make arrangements to obtain homework from the classroom teacher. **If a student misses school for a doctor's appointment, a note from the doctor is required.**

Students who miss one or more hours of the school day will be counted as absent. Absences will be calculated on a half-day basis. Students will not be permitted to leave the building during school hours without the school's consent. They must be signed out at the office and accompanied by a parent/guardian, or their designee.

A student will be considered 1/2 day absent if they miss more than one hour in the morning or afternoon. Students who miss twelve or more days in a semester will be determined to have excessive absences. Students who have excessive absences could face retention. Students who have excessive tardies may face disciplinary consequences.

A student under sixteen (16) years of age is considered **truant if absent three consecutive days, or five or more days in one semester, or seven or more days in a year without a valid excuse acceptable to the principal.**

1. Parents will be notified of unexcused absences.
2. When truancy has been determined:
 - The parent or guardian will be notified by mail.
 - After notification, the parent or guardian has 48 hours to clear the truancy.
 - The Department of Children and Families (DCF) and the County Attorney will be notified of truants under age 13.
3. The student's attendance records and a summation of action taken by support personnel will be made available to the court.
4. The school will be available to work with the student in cooperation with the appropriate community authority assigned by the court.

BICYCLES

All bicycles are to be parked and locked in the racks located outside the building immediately upon arrival at school. Bicycles are not to be ridden on the sidewalks or the playground. They will be walked from the street to the bicycle rack. Students will leave the school grounds by walking their bikes across the crosswalks, and then mounting their bike. Kindergartners are discouraged from riding bikes.

BREAKFAST AND LUNCH PROGRAM

Breakfast is served from 7:40 a.m. – 8:00 a.m. daily
Contact your specific building for daily lunch times

All students in grades K-5 may purchase a hot lunch each school day for \$2.60 and breakfast for \$1.75. Students may bring a cold lunch and milk is available at \$.50 per one-half pint carton. Each child has a separate computerized lunch account. You may send as much lunch money as you wish. Full price students will start receiving automated reminder calls to pay on a meal account when the balance gets to \$4.60 and reduced students start receiving calls when the balance gets to \$1.20.

You are encouraged to pay for your child's lunch at least on a weekly basis so that money does not have to be brought each day. For your convenience, we have worked out an example of what breakfasts & lunches cost for the period indicated.

# of Breakfasts	Regular Cost	Reduced Cost	Extra Milk
1 day	\$ 1.75	\$.30	\$.50
5 days	\$ 8.75	\$ 1.50	\$ 2.50
10 days	\$ 17.50	\$ 3.00	\$ 5.00
30 days	\$ 52.50	\$ 9.00	\$15.00

# of Lunches	Regular Cost	Reduced Cost
1 day	\$ 2.60	\$.40
5 days	\$ 13.00	\$ 2.00
10 days	\$ 26.00	\$ 4.00
30 days	\$ 78.00	\$ 12.00

Please remember that this is a pay-ahead program and we discourage charging. In an emergency, we will charge for two days. After that, if payment is not received, you will be asked to send a sack lunch for your child. Unpaid lunch balances may be turned over to the state set off program.

We encourage parents and grandparents to come and have breakfast or lunch with students. Breakfast is \$2.25 and lunch is \$3.60. Please notify the school by 8:30 a.m. the day before you plan to come for breakfast and by 8:30 the day you plan to come for lunch.

CELL PHONES

Students are not allowed to use cell phones while at school. If parents want their child to have a cell phone for after school, the phone must remain in the child's backpack and be turned off during school hours. Any phone that rings during the school day, or any child text messaging or making calls, will result in the phone being confiscated and given to the principal for return to the student's parents. Disciplinary action may be taken.

CHILD CARE PROGRAMS

BEFORE SCHOOL - AFTER SCHOOL - PRE-K DAY

USD 503 values a safe and enriched environment for students during out of school time. Child care is offered before school, during the day (for students enrolled and attending one of our prek programs) and after school, by the district as a resource to help meet the diverse needs of families.

The child care program is available at Lincoln Elementary school on days that school is in session during the school term. Child care is not available on vacation days or teacher in-service days. Child care is available on early release days.

Child care will be available between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday on regular school days. Every effort will be made to accommodate and coordinate resources to meet the diverse needs of all district students.

Child care programming will include supervision of outside play, optional homework assistance, healthy snacks and small and large group indoor play. Play will encourage individual development as well as skill building in communication and gross and fine motor skills.

Fees:

Before School Child Care	\$3 per day
Pre-k Child Care	\$10 per day or \$40 per week
After School Child Care	\$4 per day (regular attendance) \$5 per day drop in

EXCUSED FROM RECESS OR PHYSICAL EDUCATION

Students who have been ill, or for some other reason are not to go out for recess or participate in physical education, must bring a note for that particular day. Otherwise, students will be expected to participate in outdoor recesses, activities in the multi-purpose room, or physical education. Excuses from physical education class require a doctor's statement. Physical education students with an excuse will observe their class in session.

FIELD TRIPS

The school district realizes the potential worth of educational field trips and the fact that they can enrich activities create interest and enthusiasm, and present learning experiences to children. Parents will be asked to sign a field trip permission slip at the beginning of each school year. They will be informed of each trip, location, time and method of travel.

GENERAL MUSIC

The elementary general music program strives to develop basic music skills. The elements of music are experienced and taught through a variety of musical activities. Through experiencing music, students will gain knowledge and understanding of music, which will help them to develop an appreciation of music and its aesthetic qualities.

Our school music programs are an important part of your child's learning activities. Please make every effort to attend the evening program when your child performs. These classes are offered to pupils in grades K-5.

GOOD CONDUCT RULES

Playground

1. Use appropriate language & show respect to everyone.
2. Keep hands, feet, and other objects to one's self.
3. Use playground equipment safely.
4. Line up in an orderly manner.
5. Use good sportsmanship.

Lunchroom

1. Enter and leave in an orderly manner.
2. Use soft, respectful voices & good table manners.
3. Keep hands, feet, and other objects to one's self.
4. Stay in seat and raise hand for help.
5. No sharing of food.
6. Remain seated until dismissed.

Hallways and Restrooms

1. Walk quietly in halls.
2. Keep hands, feet, and other objects to one's self.
3. Walk directly to assigned area.
4. Follow directions courteously.
5. Keep all areas clean.

HEALTH SERVICES

A vision test is given to students in grades K, 1, 2 and 4. Hearing screening is provided for pupils in grades K, 1, 3 and 5 routinely in addition to any other pupil referred by teacher, parent, or doctor. Scoliosis screening is provided for female students in grade 5. If a student fails the screening a written notice will be sent to the parent. Student health records will be maintained and updated by the school nurse.

HOMEWORK

Homework is an integral part of a student's total learning experience. To derive the greatest benefit from school learning experiences, students sometimes must finish related study and follow-up work at home. It is the student's responsibility to complete assigned work on time and to the best of his ability. Work missed because of absence should be made up. Parents should communicate with the teacher when extenuating circumstances prevent the completion of homework.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension (ISS) is normally the principal's decision. No other staff member may assign a student to ISS. Teachers will supply students assigned to ISS with class assignments, books, and materials. The teacher should make periodic checks with the ISS supervisor to insure that ample work is provided and that students are working. A room is designated for ISS.

INSTRUMENT RENTAL FEE

The instrument rental fee is \$30 per year per instrument.

LIBRARY

The primary purpose of the library is to encourage students' reading and interest in books. These classes are offered to pupils in grades K-5.

LOST AND FOUND

Items will be turned in to the office. Those items of value (rings, watches, etc.) will be kept secure by the building secretary and will have to be spoken for by the owner. Personal items should be marked or labeled with your child's name. All unclaimed items will be donated to charity at the end of each semester.

PAPERBACK BOOKS

Paperback books may be available for purchase by students through various publishing companies. Classroom book orders are made through each teacher.

PARENT-TEACHER ORGANIZATION (PTO)

There is one district wide PTO for all students pre-k through 5th grade. The meetings are held monthly at one of the elementary buildings. PTO does two major fundraisers a year in order to help off-set the cost of field trips and other school activities for students.

PHYSICAL EDUCATION

Lifelong physical fitness skills are highly emphasized. These classes are offered to pupils in grades K-5.

PLAYGROUND SAFETY

Play apparatus can be dangerous. When all students are outdoors, students are to use the play apparatus safely. Only one student is allowed on each swing. The automobile parking lot is off limits for play.

ROOM PARTIES

All edible treats must be store bought and prepackaged.

The PTO sponsors three room parties a year (approximately 1 hour each) - Halloween, Christmas and Valentine's Day. PTO room sponsors provide treats. We ask that additional treats not be sent; instead students are encouraged to bring treats on their birthdays.

Please notify your child's teacher that you will be bringing birthday treats. Treats will be handed out during the last few minutes of the day. They may be brought to the office any time during the day, but please do not take them to the classroom. Birthday invitations will not be passed out at school unless every student in the class is being invited.

We honor the fact that some religious groups do not desire their children to participate, and these children will be excused from the parties.

Classroom parties should be limited to the above three holidays during the course of the school year. This number puts no undue burden on the teacher or the PTO room sponsors. All special parties need to be approved by the principal.

SCHOOL PICTURES

Individual school pictures are taken each year in the fall. Parents are given an opportunity to purchase a prepared package of prints. Payment must be made before pictures are taken. Individual spring photos are also offered. These are more informal with a casual background and are also available for purchase.

SCHOOL VISITATION

Upon arrival all parents and visitors need to check in at the office.

Parents are encouraged and welcome to visit school. Research has shown that the more involved parents are in their student's learning, the more motivated the children will be to learn. If you would like to volunteer in your child's classroom, we would ask that you speak to your child's teacher(s). If you would like to visit the room, please call the office so we can give you the

schedule for that day. Students who are not enrolled in the building will not be allowed to visit classrooms during the school day without prior approval by the principal.

TEXTBOOK FEE

The textbook fee for elementary students is \$20 per year per student.

TITLE I PARENTAL INVOLVEMENT

When schools work together with families to support learning, children are inclined to succeed not just in school, but throughout life. Research has shown that parental participation in schooling improves student learning. Under the Improving America’s Schools Act of 1994, Title I has been restructured to serve as a means for helping all students to achieve challenging academic standards. To accomplish this objective, the Act promotes the formation of new partnerships, particularly home-school partnerships; to help address more completely the full range of student needs that impact on their learning.

School programs and policies in parent involvement are particularly important for parents who may be less sure about how to help their children become successful in school. The district is required to do the following:

1. Involve parents in the planning, reviewing, and improving of the school’s Title I program. Provide parents with timely information about the program, including a description and explanation of the curriculum, the forms of assessment used, and the proficiency levels students are expected to meet.
2. Hold an annual meeting at a convenient time to which all Title I parents are invited. The purposes of the meeting are to inform parents of the school’s participation in Title I, its requirements, and their right to be involved.
3. Use school-parent compacts that outline how parents, staff, and students will share responsibility for promoting higher student achievement.

Partnerships between school and home are vital for children to be able to succeed. When families are involved in their children’s education, children do better in school, and the schools they attend get better!

Middle School Student/Parent Section

Parsons Middle School
2719 Main Street
Parsons, KS 67357
Phone: (620) 421-4190

Lori Ray, Principal

John Cox, Assistant Principal/Activities Director

ACTIVITY/FIELD TRIP PROCEDURES

All school rules and policies are in effect for the duration of the activity and/or trip. Violations of the rules will result in the student being returned to Parsons along with subsequent school disciplinary action. Each student must have a signed activity/field trip permission form on file to attend.

AFTER SCHOOL

Students are expected to leave the campus after the 3:15 p.m. bell, unless they are participating in an organized activity, waiting on a younger sibling, or are staying at the request of a teacher and are under a teacher's supervision.

ARRIVAL SCHEDULE

1. The school day is scheduled 7:55 a.m. to 3:15 p.m. Monday through Friday. Students should arrive no earlier than 7:30 a.m. Students will not be permitted to enter the school prior to the 7:45 a.m. bell unless they are eating breakfast.
2. **Once students arrive at school they are to remain in front of the school and are not to leave campus.**
3. Breakfast students and students given special permission by staff will enter the building early and go to a designated area and wait for the 7:45 a.m. bell.
4. During rain and cold weather, students may be admitted to the front lobby and cafeteria after 7:30 a.m.
5. The locker bell rings at 7:45 a.m. The teachers will be at their doors to supervise and control hall traffic at that time and during all passing periods.
6. Students serving a morning detention will be admitted to the building at 7:00 and proceed directly to the office.

CELL PHONES

Students may have cell phones at school, but are not allowed to have them in class unless given prior permission by the teacher. Students may use their phones before school, during passing periods at their lockers and during lunch. Any student with their phone any other time will have their phone confiscated and taken to the office. After the first offense, the student may pick their phone up in the office at the end of the school day. After the second or any reoccurring offenses, a parent will be required to pick the phone up in the office during regular school hours.

CHEATING

Students are to do their own work as assigned by teachers. Anyone who is in violation of academic honesty will have a disciplinary consequence. This policy includes acts of plagiarism or any attempt to claim other's work as their own. Credit for work will be at the discretion of the teacher.

DETENTION

Detentions will be held from 7:00-7:45a.m. and 3:15-4:00 p.m. each school day. A student may be assigned to Detention for any violation of school rules, when such assignment is considered proper punishment. Student will serve the detention on the date(s) assigned unless prior arrangements have been made with the office. Students with unexcused absence(s) from Detention may be suspended. School personnel must be notified prior to the absence.

When reporting for detention, a student must follow these rules to receive credit for serving their time.

1. Be seated in the office.
2. There will be no talking or cell phone usage.
3. Each student must have school work to do or have a book to read.
4. The student may not leave school grounds prior to reporting to detention.

DRIVING

Middle school students will not be allowed to drive to or from school.

EIGHTH GRADE PROMOTION DRESS CODE

LADIES: Dresses, skirts, pants and blouses, appropriate to wear to semi-formal functions or a school music program. Strapless, off the shoulder, backless, formal and floor length dresses are not acceptable. Dresses may not be shorter than fingertip length when arms are placed at the side.

GENTLEMEN: Dress shirts, dress slacks, casual slacks, nice jeans; appropriate to wear to semi-formal functions or a school music program. Tuxedos, gym shorts and t-shirts are not acceptable.

ELIGIBILITY FOR ACTIVITIES/ATHLETICS

PMS has a zero "F" policy. Coaches do weekly grade checks and students are expected to pass all classes. Students with an F will be placed on activity/athletic probation on Wednesday after grade checks. Students may participate fully during their probation period. If the grade is not raised to passing by Friday of that week, the student will become ineligible until the grade is passing. Students will be expected to put forth effort, and work to the best of their capability in all classes in order to participate in any extra-curricular activities.

EXPO

EXPO period will be at the end of the regular school day. During this time, teachers will meet with their individual classes to perform the following: Check agendas for completeness (6th

grade), weekly grade checks, study hall time, academic support and grade level team building activities. These sessions also allow teachers time to collaborate and plan.

TEXTBOOK FEE

The textbook fee for Middle School students is \$35 per year per student.

INSTRUMENT RENTAL FEE

The instrument rental fee is \$30 per year per instrument.

HALL PASSES

Students in the halls during the class periods without an authorized pass are subject to school discipline. This will be determined by the circumstances.

LATE WORK

Late work will be accepted during the current grading period. There may be deductions for late work.

LOCKERS

Every student is provided a locker for school use. Students are prohibited from storing anything in their lockers which is not needed in school-related activities. Locker combinations should not be shared with anyone, and lockers are to be kept locked at all times. All students are to use school issued locks on PE lockers. In assigning lockers to students, the school does not relinquish control over the lockers. The lockers are school property and school officials have the right to search lockers at any given time. Random locker searches can and will be made throughout the school year. Students should not share their locker with anyone.

LUNCH PERIOD

Two lunch periods are scheduled at PMS. Students will have 1st lunch before 5th hour, or 2nd lunch after 5th hour. Students may either purchase a hot lunch, buy items from the ala carte line, or bring their own lunch. Parents and guardians are asked to not bring food from an outside vendor to their student during lunch.

Students paying full-price for their meals may pay for that day's meal in the lunch line. All students can purchase extra milk in the lunch line. Listed below are some lunch period general rules:

1. Students are to avoid loud talking or excessive noise of any kind while in the cafeteria.
2. Students are not to give, share, or sell food.
3. Students are to stay in one seat while in the cafeteria.
4. After you have eaten your lunch and disposed of your tray and silverware, you are to sit back down and wait to leave the cafeteria by the back door upon dismissal.
5. Under no circumstances will students be near or touch any vehicles.
6. Be sure to come to the cafeteria prepared to go outside.
7. Supervisors will be on duty inside the cafeteria. They have the same authority as teachers while on duty.
8. A closed lunch area has been set aside for those who do not follow the school lunch policies.

MEAL PRICES

	Breakfast		Lunch
Full Price	\$1.85	Full Price	\$2.85
Reduced Price	\$0.30	Reduced Price	\$0.40
Adult	\$2.25	Adult:	\$3.60

OFFICE RULES

Office hours—The Middle School Office is open on all regular school days from 7:00 a.m. to 4:00 p.m.

Transaction of Business—Students who have business in the office should be courteous, quiet, and business like and should leave quickly when the business is completed. They should remain outside the counter unless asked by one of the secretaries to step behind.

Telephone Calls—It is the purpose of the office to serve patrons, pupils, and teachers courteously. The office telephones are in such demand, that it is necessary to deliver messages instead of calling pupils to the telephone during school hours. Messages for the teacher will also be delivered through the office.

OUT OF SCHOOL BEHAVIOR

Public relations is the job of every student at Parsons Middle School. Unacceptable conduct on the part of a few students reflects on how the public views the entire student body. All of the good things our students do can be quickly forgotten by inappropriate conduct of a few. Rules that are enforced on campus, will also apply at any school sponsored activities. We ask that students be good ambassadors, and show acceptable conduct in all public settings.

PROMOTION/RETENTION

Every student is expected to be enrolled in a full day of instruction unless other arrangements are made with school administration. Under normal progress, sixth, seventh, & eighth grade students are expected to successfully complete the course work in these grades to be promoted. Students who show excessive absences and failed courses will be brought to the attention of the Building Leadership Team. Unsuccessful attempts to remedy achievement levels could result in this group (BLT) recommending retention for students in question. Final decision for promotion/retention will be made by school administration.

SPORTSMANSHIP

Good sportsmanship at all athletic events and school-sponsored activities is the responsibility of every student and fan in attendance. Parsons Middle School is an active member of the KSHSAA and supports the guidelines on sportsmanship as outlined under rule 52 in the association handbook. *“Make good sportsmanship a part of your game.”*

STUDENT CONDUCT

Every student at Parsons Middle School will be expected to adopt and practice a code of self-discipline that is in keeping with the standards and atmosphere of our school.

Every student will be expected to follow the basic rules of acceptable behavior, such as:

1. Make a sincere effort to do their best work at all times.
2. Develop standards of personal conduct that are reflected in socially appropriate behavior.
3. Respect the rights and property of others.
4. Comply with the authority of teachers, administrators, and all other staff members.
5. Follow school rules and regulations.
6. Be regular and punctual in meeting all school obligations.
7. Help maintain school property free from damage and defacement.

It is the responsibility of every student to accept and follow the authority of all supervisory staff, teachers, and administrators. The school's authority includes the regular school day, out of school behavior, and all school sponsored activities.

SUSPENSIONS

Suspensions are an extreme measure, but sometimes necessary to correct behaviors in violation of the USD 503 Discipline Plan. Level 3 and 4 infractions will often result in such consequences. For further explanation of these behaviors, refer to the Plan.

In-School Suspension (ISS)

In-school suspension (ISS) is provided as an alternative to out-of-school suspension. Students will be assigned to ISS by an administrator when the students have violated a school regulation or have been involved in some offense that is serious enough for removal from the classroom. Students, while in ISS, are given individual classroom assignments. They will eat lunch, use restrooms, water fountains, etc. at a time other than when the remainder of the student body is involved in these activities. Students who do not cooperate in ISS will receive an out-of-school suspension and the length of time will be determined by the violation.

Out of School Suspension (OSS)

This suspension is a form of punishment that is used when every effort to work with the student has been tried unsuccessfully. The administration has the authority to suspend or expel any student guilty of gross misconduct, violation of student safety, or persistent disobedience, when such suspension or expulsion is in the best interest of the school.

TARDIES

Being on time to school will help develop skills that will continue into the workplace. Promptness to class is considered very important for the individual and to the class they are attending. Tardiness not only penalizes the individual, but is a disruption to the class.

Tardy Procedures:

1. A student is tardy if not in the classroom and at the location designated by the teacher when the tardy bell rings.
2. It is not necessary for students to go to their locker between every class.
3. A tardy is excused when a student is detained by a staff member, who will issue the student a note that will admit them to class.
4. A student tardy to school for first hour will report to the office.

VIKING BUCKS

This is a school wide incentive program staff members may use to motivate students to display desired behaviors. A Viking Store will be open once a month during EXPO for students to spend any Viking Bucks they have accumulated. Viking Bucks can be earned for:

1. Scholarly behaviors and academic achievement
2. Helpful and cooperative attitudes
3. Exhibition of responsibility
4. Good Citizenship

Staff members should write the students name awarded the Viking Buck and their own signature.

Zeros Aren't Possible (ZAP)

ZAP is an extra class period at the end of the school day that students are assigned to for not completing work by the deadlines assigned in each of our classrooms. Students missing assignments or with an F for any class will be assigned to ZAP until work is completed. Students not going to an assigned ZAP without prior notice to the teacher, will be given a detention for not attending in addition to making up the time for ZAP.

Parsons High School Student/Parent Section
3030 Morton
421-3660
Matt Rogers Principal
Russ Orton Assistant Principal

ACADEMIC LETTERS

Students who maintain a 3.25 or higher GPA and B's or better during both semesters of a school year are awarded an academic letter. Students must be enrolled in a minimum of 6 classes including dual or concurrent credit courses in order to be eligible for a letter their senior year.

ACADEMIC INTEGRITY

Parsons High School expects all students to abide by ethical academic standards. Academic dishonesty which includes plagiarism, cheating, and copying is prohibited. Determination of academic dishonesty will be based on specific evidence provided by the teacher or administrator taking into consideration written materials, observation, and other information applicable.

Students engaged in academic dishonesty shall be subject to disciplinary and academic penalties. Penalties may include the following consequences and/or others deemed appropriate:

- Loss of credit for the assignment, test, quiz, or project
- Parent notification
- Detention or suspension
- Removal from class

ACTIVITIES ELIGIBILITY

Basic Eligibility is based on the student's prior semester's grades. Students must pass 5 of 7 classes to be eligible for the next semester. All students involved in extra-curricular athletics/activities will have to fall in compliance with this policy and procedures to participate.

Grades will be checked weekly. A "D and F" report will be generated by the counseling department and sent to the athletic director and head coaches of that season.

Participants with one F will be assigned to Level 1 (Yellow).

Participants with two or more Fs will be assigned to Level 2 (Red).

Level 0 (Green) - Participants with grades that are 60% or above for all classes will be in good standing to participate until the next week's grade check.

Level 1 (Yellow) - Participants with a grade below 60% will be on probation for a maximum of three weeks in order to get the grade brought up to passing. When the participant raises their grade within that 3 weeks to above a 60%, they will be in good standing until the next week's grade check.

Participants at the end of probation period (3 weeks) will have their grades checked again. If they are all above 60%, they will be in good standing until the next week's grade check. If they do not get their grade up in 3 weeks they will go to Level 2 (Red).

Level 2 (Red) - Participants that have a grade(s) below 60% will be on probation for a maximum of three weeks (coming off Level 1) or six weeks (starting on Level 2) required to go to mandatory tutoring after school, then report to practice. If the participant raises their grade(s) within that 3 weeks to above a 60% will be in good standing until the next week's grade check.

Participants at the end of probation period will have their grades checked again, if they are all above 60%, they will be in good standing until the next week's grade check. If they do not get their grades up in 3 weeks they will go to Level 3.

Level 3 (black) - Participants that still have a grade(s) below 60% will be on probation and required to go to mandatory tutoring after school, will not be able to practice or participate. If the participant raises their grade(s) within that 3 weeks to above a 60% will be in good standing until the next week's grade check.

Participants will have their grade(s) check each week until they are 60% or above.

Activities include:

Baseball	Basketball	
Cross Country	Football	Boys' Golf
Girls' Golf	Girls' Gymnastics	Boys' Soccer
Girls' Soccer	Softball	Boys' Swimming and Diving
Boys' Tennis	Girls Tennis	Girls' Swimming and Diving
Girls' Volleyball	Wrestling	Track and Field
Music	Piano	Scholars' Bowl
Speech and Drama	Spirit Activities (Cheerleading and Dance)	
Student Council	FBLA	SKILLS-USA
HOSA	FACS	Band
Choir	Orchestra	Robotics
Musicals/ Plays	Choir Performances	Band Performances
Debate/ Forensic Performances		Orchestra Performances

- **Coaches/Sponsors are responsible for following the guidelines concerning student eligibility.**

JDDAA-ALCOHOL SCREENING POLICY

Alcohol use by a student is illegal and poses a serious threat not only to the student's own safety and well-being, but also to the safety and well-being of the entire school community. Therefore, alcohol use by students will not be tolerated during school hours, on school property, or at any school-sponsored event or activity during or after school hours. When determining whether or not alcohol has been used or consumed by a student at a school-related function, or whether they are intoxicated, the safety of the student involved and the safety of other students, school staff and members of the general public, are the school district's primary concerns.

If a supervising administrator believes that a student has used alcohol based on the observation of behavior, lack of coordination, or smelling alcohol on the student's breath, he or she may take action to confirm the suspicion. An assessment of a student's possible or suspected alcohol use may be aided by utilizing breath alcohol testing devices, such as breathalyzers, which indicate the presence or absence of alcohol in a person's system. The intended purpose of having breath alcohol testing available is to prevent alcohol use by students. School Administration have been trained by Parsons Law enforcement officers to administer the alcohol breathalyzer tests pursuant to manufacturer's instructions. These tests may be conducted by school administration or officers from the Parsons Police Department, including School Resource Officers. Any student who is determined to be under the influence of alcohol will be dealt with by the Parsons Police Department according to the law. That includes the possible issuance of a criminal citation, transportation to the County Jail for processing, and later court appearances, as other possible consequences.

A student's participation in any extracurricular activity, including, but not limited to, sports and dances, is a privilege, not a right; therefore, students who wish to take part in extracurricular activities, and their parents, guardians or other responsible persons, will be required to sign a form acknowledging that they have read and understand the alcohol screening policy.

ANNOUNCEMENTS

Those wishing to make a general announcement to the student body should provide the information necessary with prior approval of administration. The announcement must be worded the way it is to appear. It should then be turned in to the front office to be read.

ASSEMBLIES

Any school is judged by the action of its students in an assembly. At Parsons High School there are basically three kinds of assemblies: Educational, Special, and Pep Assemblies. Regardless of the type of assembly or the nature of the program, students should give their complete attention from beginning to end.

ATTENDANCE

Regular attendance is required by district policy for all students regardless of age. Students absent from school without the permission of their parent(s) or guardian(s) and approval of the high school administration are unexcused. Absences from class for school sponsored activities are not considered as being absent from school, but all work missed must be made up.

ATTENDANCE INITIATIVES

Students exceeding 10 days of absences for any reason may administratively be placed on the following attendance initiatives:

- 10 day letter-All absences will be unexcused unless written documentation on professional letterhead stating the need for the absence is received by the school office.
- Loss of field trips-Students in excess of 10 days absence will not be allowed to miss school due to an academic or activity, early dismissal, or day trip.
- Loss of school activities-Students will not be allowed to attend after school activities which may include Prom.

ADMINISTRATOR DETENTION

Administration will assign all detentions when a Discipline Referral is completed on Infinite Campus. Administrative detentions are assigned for before or after school; it is the student's responsibility to be at the assigned detention. **Failure to serve administrator detentions will result in the student receiving not in good standing status.**

BREATHALYZER POLICY BEFORE ADMITTANCE TO DANCE

In an effort to maintain an alcohol-free environment at school dances, all students and guests of students in attendance at school sponsored dances will be required to take a breathalyzer test upon entry.

Students will enter at one entrance point for the dance or activity so the breathalyzer test may be administered.

If the breathalyzer registers that a student has been drinking alcohol, a second test will be administered after a 10 minute interval. Students will not be allowed to leave by themselves after a positive test. If the student's test comes up positive again, the student will be questioned and his/her parents will be contacted to come pick up the student. Students who receive two positive test results will be subject to discipline up to and including suspension and expulsion. Any student refusing to take the breathalyzer test will not be allowed to attend the dance.

Students and their guests will be screened by alcohol breathalyzers at school dances and may be screened at other school activities. Any student who wishes to bring a guest to a school dance must provide the principal with a breathalyzer test submission form, signed by the guest and the guest's parent(s), prior to attending the dance. As a condition of admission to a school-sponsored activity, a signed copy of the Alcohol Screening Acknowledgement must be on file at the school.

Every student attending school or school-related events or activities (whether within or outside the school district), is expected to follow the Student Handbook.

CAFETERIA

The cafeteria serves lunch daily in one lunch session. Students are encouraged to participate in the lunch program. Students will not be allowed to take food from the cafeteria. All students are issued a 4-digit lunch code; this code must be used to receive lunch. Lunch cost is **\$3.00**. Breakfast is **\$2.00**. **Parents/Guardians will receive a phone message about low lunch balances. Students are not permitted to maintain a negative balance. Students may be required to bring a lunch from home or served an alternate lunch choice until the negative balance is paid.**

CLOSED LUNCH

The lunch period for freshman and sophomores will be closed. Students are expected to eat the school's lunch or bring a lunch. Deliveries and/or restaurant food brought to the cafeteria is discouraged for freshmen and sophomores.

CLUBS AND ORGANIZATIONS

The following is a list of the clubs and organizations open to the students of Parsons High School.

Student Council
National Honor Society
Freshman Class
Sports Club
Sophomore Class
Future Educators of America
Junior Class
Senior Class
Chess Club
Drama Club
Library Club
Distinguished Readers
Vocational-Industrial Clubs of America (SKILLS-USA)
Future Business Leaders of America (FBLA)
Family Career and Community Leaders of America (FCCLA)
Students Against Destructive Decisions (SADD)
Fellowship of Christian Athletes (FCA)
HOSA

CODE OF CONDUCT

Parsons High School requires student behavior be in compliance with school board policy, with the Student Handbook Regulations, and specifically regarding public laws. Behavior not in compliance with public laws will result in student's suspension from extra-curricular activities. Verification required to impose the following consequences would include student admission, parent of student admission, 503 staff eyewitness, police report, and/or newspaper report.

1st Offense: Loss of 2 or 25% of competition dates whichever is greatest.

2nd Offense: Loss of 50% of competition dates.

3rd Offense: Loss of KSHSAA activities for 1 calendar year.

- **The number of competition dates is figured by the current activity the student is participating in or the upcoming activity if the student is not currently competing.**
- **If the number of competition dates is greater than the remaining number of dates in the current activity, the remainder will be carried over to the next activity the student participates in.**
- **The student will be considered ‘not in good standing’ until completion of activities suspension.**

CLOSED HALLWAYS

Student’s assigned closed hallways will comply with the following procedures:

- Student will pass to their first hour when the tardy bell rings.
- For hours two through seven, the students will be released 5 minutes prior to the end of class, and are expected to arrive for their next hour when the bell rings to dismiss class. The student is to stay in that class while the normal passing period is occurring.

DUAL OR CONCURRENT CREDIT

Dual credit classes are courses offered through LCC and taught at the LCC campus. Concurrent credit courses are taught at PHS and are awarded college credit through LCC. College fees for dual credit and concurrent credit classes are the responsibility of the student.

Concurrent Credit requirements (Juniors or Seniors) On High School Campus

- Student must have at least a 2.5 GPA
- Student must meet a set score on the ACT or Compass test*
- Building Administration approval (Discipline record, Attendance record, State Assessment Scores, Map Scores and Teacher recommendations)

Dual Credit requirements (Seniors) Off Campus

Students may enroll in one hour of LCC courses during the school day while attending six hours at PHS. Students wanting to enroll in more than one hour need building administrator approval prior to enrollment.

- Student must have at least a 3.25 GPA
- Student must have no unexcused absences
- Student must meet a set score on the ACT or Compass test*
- Building Administration approval (Discipline record, Attendance record, State Assessment Scores, Map Scores and Teacher recommendations)

*Students must have a Reading score of an 18 or higher on the ACT or a 75 or higher on the Compass to enroll in any course at LCC. In addition, English and Math courses require a set score on the English and Math portions of the ACT or Compass test.

Students wanting to enroll in English Composition must also have an 18 or higher on the English portion of the ACT or score a 70-100 on the Compass Writing test.

ELECTRONIC DEVICES

The use of cell phones **should not disrupt the educational process** and talking or texting on them is not allowed during classes. Students may use their cell phones before 7:55 AM and after 3:15 PM outside of the classroom. Students may use their phone during passing periods, and at lunch. MP3 players, iPods, and other similar devices with headphones may be used before and after school, during passing periods, and at lunch. These devices (MP3 players, iPods, etc) may also be used in the classroom at the teacher's discretion. All other non-academic electronic devices are to be off and out of sight during the school day. Absolutely no electronic device with digital recording capability is to be used in locker rooms or restrooms.

The use of an electronic device including cell phones for non-academic purposes is strictly prohibited. Engaging in non-academic activities during a class period will result in disciplinary action consistent with other non-compliant or disrupting behaviors.

ENROLLMENT AND SCHEDULE CHANGES

Students are given an opportunity to enroll in courses which they wish to take during the succeeding year. Prior to actual enrollment, each student is given information concerning courses which will be offered; additionally, a course description book may be accessed via the school website. Four-year plans will be developed with cooperation of the parent and student. Scheduling will flow directly from the most recent four year plan. Changes to the four-year plan may be made with parental approval through the counseling office. The number of sections of each course and employment of teachers to instruct the sections are based on student initial requests. Because of this, it is essential that students carefully consider the courses desired.

If a change is requested, **students must meet with their counselor no later than 5 school days after the start of that semester.** A completed add-drop form is required.

EXCUSED ABSENCES

Defined as: Illness, doctor appointments, death in the family, or other situation as approved by the administration. **School contact does not constitute an excused absence.** Homework and necessary materials should be received and completed prior to an excused absence whenever possible. Students should communicate with their individual teachers and refer to each teacher's syllabus and classroom policies. **All doctor's notes must accompany the student upon their return to school to be considered an excused absence. The note must contain the time of the visit, the length of the visit, and the visit date.**

GRADE-LEVEL PROMOTION AND RECLASSIFICATION

Students earn credits by passing classes to be promoted to the next grade level. Freshmen must earn at least 4 of the 7 possible credits. Sophomores must earn at least 11 and juniors a minimum of 18 credits. Students behind in credits will be reclassified to the appropriate grade.

GRADUATION REQUIREMENTS

Twenty five (25) units of credit are required for graduation and participation in commencement. A student must have paid all debts and finish the year in good standing. Exceptions to this policy are (1) those students with permission to be part-time or graduate early; and (2) those students with extenuating circumstances that result in severe hardship. Application for an exception must be made in writing through the Principal's office. Students receiving a diploma pre-approved through the administration and board of education with fewer than 25 credits will not be allowed to participate in graduation exercises.

Second semester seniors MUST BE enrolled in a minimum of 6 courses in order to be eligible for activities.

GUIDANCE AND COUNSELING

The Guidance Department is housed in a suite of offices on the first floor of the school building. It exists for the purpose of assisting students with their educational and vocational plans and for helping with personal problems as they affect educational development. Guidance personnel visit with students about scheduling, courses, testing, transcripts, or any matter of concern to the student. Guidance personnel also work closely with individual teachers or groups of teachers and with the administration. Parents who have questions or concerns may call the Guidance Office for assistance and may make appointments to visit with the counselor. Parents are requested to inform the Guidance Office of special or unusual problems.

The Guidance Department makes referrals to various local and state agencies which provide services for students with special or unusual problems.

Registration in national testing programs is arranged through the Guidance Department. This testing includes the ACT, SAT, which are primarily for seniors, the PSAT for juniors, and the PLAN (Preliminary ACT) for Sophomores.

INCENTIVES

Each semester, students who meet the following criteria may opt to be exempt from three final exams: an A in the class, no unexcused absences, 3 or fewer excused absences, and no ISS/OSS. Classes also participate in a year-long competition known as the Outstanding Class or OC competitions. The class that accumulates the most points throughout the school year earns a reward .

Parsons High School staff and administration periodically recognize outstanding student accomplishments and encourage school spirit through various activities. Other incentives, rewards, or motivational activities may be conducted as appropriate.

IN-SCHOOL SUSPENSION

Students in In-School Suspension are not eligible to compete while placed in suspension. Students may receive academic support after 3:30 if they choose. Students will be required to do a writing assignment daily.

LATE-HOMEWORK

Parsons High School staff expects homework assignments to be completed accurately and on time. **Assignments will NOT be accepted after the assigned due date. Each student will be granted a homework pass card with a limited number of late-work passes on it which provides a 24-hour extension for homework completion.** Freshmen will receive a card with 4 homework passes per semester; sophomores will have 3 per semester; juniors will have 2 per semester; and, seniors will have 1 per semester. It is the student's responsibility to maintain and use these passes. Lost cards will NOT be replaced. Once all passes are used, the student will NOT be granted any further extensions.

Teachers may have specific homework completion requirements for quiz and/or test retakes. It is the student's responsibility to understand the classroom expectations and understand the exact due dates of all work.

LIBRARY MEDIA CENTER

The library is open from 7:15 a.m. to 4:00 p.m. each school day. Students are welcome to come into the library before school, after school and during their lunch break. A hall pass is required for admittance during class time. Students are responsible for all materials that they check out. Fines are charged at five cents per school day and any lost or damaged materials must be paid for. A refund will be made if materials are returned.

LOCKERS

Every student is provided a locker for storage of books, materials and personal items. Personal locks are NOT allowed. Students are prohibited from storing anything in their lockers which is not needed in school connected activities, or any implement which can be considered a lethal weapon. In assigning lockers to students, the school does not relinquish control over those lockers. **Random locker searches can and will be made throughout the school year.**

NON-COMPLIANCE

Refusing to cooperate with school personnel when given a reasonable request will result in a Disciplinary Referral

NOT IN GOOD STANDING

A student deemed 'not in good standing' by administration, which means the student is not following the rules and regulations set forth by the school, may attend classes only between 7:55 and 3:15. **Students not in good standing will not participate in practices, contests, performance, or field trips of any kind. Students also will lose their open lunch.** Out-of-school suspension automatically results in 'not in good standing' status. **Students who do not serve detentions may be considered not in good standing until they serve the detentions they owe.** Other inappropriate behaviors or actions may result in 'not in good standing' status as deemed by building administration.

OUT OF SCHOOL SUSPENSION

Students serving an OSS placement will not be eligible to participate or attend after school activities. Students may receive academic support after 3:30 if they choose.

OVERNIGHT ACTIVITY TRIP PROCEDURES

All students and their belongings will be searched prior to boarding the bus or any other school transportation. All school rules and policies are in full force for the duration of the trip. Violations of the above stated rules will result in the student returned to Parsons along with subsequent school disciplinary action. Each student must obtain and have signed by the parent or guardian a permission form to attend.

OVERNIGHT STUDENT TRIPS

The overnight trip student conduct form must be signed by both the parent and the student prior to being allowed to attend any overnight activity. All overnight student trips will be governed by the following policy:

- Students will be in their assigned rooms no later than 11:00 p.m.
- Persons other than members of the team or group, their parents, coaches or sponsors are not allowed in school rented rooms.
- Students of the same sex only shall occupy a rented room.
- The drug and alcohol policy in the student handbook is in effect on all out-of-town trips.
- The conduct policy in the student handbook is in effect on all out-of-town trips.

Members of teams or school sponsored groups who violate the rules established for student conduct may be:

Suspended

Expelled

Removed from the group or team and not be allowed to participate for the remainder of the term

Returned home

Banned from all future out of town trips

Students are not allowed to drive personal vehicles on any school sponsored trips.

PARENT / STUDENT RESPONSIBILITIES

The primary responsibility for regular attendance rests with students and parents (or guardians).

- Parents are responsible for notifying school attendance personnel (421-3660 ext 1) PRIOR to planned absences, or on the **FIRST DAY** of an unplanned absence.
- Written notes will be accepted from parents who do not have phones (or those who would have to call long distance) if the note accompanies the student **ON THE FIRST DAY OF RETURN.**

Missing class without such notice is considered to be an unexcused absence. Faked phone calls or forged notes may result in suspension.

The administrators are authorized to consider unusual circumstances and resolve absences in the best interest of the student's education. Students must coordinate make up work for all excused absences with their teachers. Students are given the days missed plus an additional day when excused. Work to be made up during an unexcused absence is at the discretion of the teacher and is the student's responsibility to communicate with the necessary teaching staff.

PEP ASSEMBLIES

Faculty and student organizations may plan assemblies that prompt full participation of the student body. Pep assemblies are held during Viking Time and normally are twenty minutes in length. Student organization sponsors should schedule pep assemblies through the principal's office in advance.

PERFECT ATTENDANCE

Perfect attendance is defined as being present in class or school related activities each hour of the school day/year. All students who have not been absent during the year will be given a certificate of perfect attendance at the end of the year. \$10 per week will be awarded to students who are selected from the weekly pool of perfect attendance.

POSSESSION AND/OR USE OF TOBACCO PRODUCTS

The possession and/or use (smoking, chewing, etc.) of any tobacco product are prohibited on/near school grounds. Students found in possession or using tobacco products either in the building or on/near school property during the school day may be suspended and/or expelled. The rule applies to all school activities. All city and state statutes apply to minors in possession.

RANDOM EXTRA CURRICULAR STUDENT DRUG TESTING

Informed Consent for Testing

At the beginning of each semester, students choosing to participate in any extracurricular activities and their parent/guardian/custodians will complete and sign the Informed Consent Agreement and Release of Information Form for the Medical Review Officer. All students wishing to participate in extracurricular activities as defined must have the forms completed, signed, and on file with the Parsons High School administration before participating including practices no later than 10 days after the start of the semester. Student forms from 1st semester will be carried over to 2nd semester. Transfer students will have 10 days from their date of enrollment to complete and return paperwork.

- Failure to turn in properly completed and signed forms by the appropriate date will render the student ineligible for extracurricular activities during the current school year. Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary.
- Any student participating in extracurricular activities with the proper paperwork (physical, concussion form, and random drug testing) on file will be included in the pool of students who are subject to random drug testing.

“Extracurricular activity” means any school-sponsored activities outside the regular course of study including:

- A. Activities involving competition, judging, or comparison of individuals or groups. Activities included are, but not limited to, all athletic programs, cheerleading, dance, band, choir, orchestra, debate, forensics, Skills USA, and HOSA.
- B. Activities considered noncompetitive but school-sponsored are National Honor Society, Key Club, Math Club, SADD, STUCO, Yearbook, Student Ambassadors, school dances, NFL, and weight lifting. This is not an all-inclusive list. (Pg. 11)

Selection Process

Upon receipt of all Informed Consent paperwork, students will be assigned a number. On the day of sample collection, numbers will be randomly drawn and then corresponded to a previously numbered student. Student samples will be collected each month. In situations where a student is absent, an alternate student will be randomly selected and the absent student will be placed on the next available test date.

Sample Collection

Random samples will be collected by the Urine Drug Screen Collector, as determined by Parsons High School administration and the USD #503 approved collection agency’s administration, each month school is in session beginning in September and lasting through May. Students will be discretely removed from class, will have a sample collected, and be returned to class in order to maintain confidentiality. The specific dates of sample collection will remain confidential between Parsons High School and the collection agency. Samples will be tested by the Medical Review Officer. Positive test samples will require test confirmation.

Violations: *Sanctions will be imposed 72 hours after notification from principal to parent.*

1st Offense

For the first positive test, the student shall be suspended from participation in all activities including meetings, practices, performances, or competitions either as a spectator or participant for four (4) weeks. It is recommended, not required, that the student and parent/guardian obtain a substance abuse evaluation and education counseling for the student during this time. Upon completing an administratively approved and certified drug evaluation and assessment education program at the student or parent/guardian/custodian expense, then the ineligibility may be reduced to two (2) weeks. Upon return to activities, the student is subject to 2 follow up tests within the current school year.

2nd Offense

Upon a student’s second positive test, an 18-week suspension of all extracurricular activities will be imposed. Upon completing an administratively approved and certified drug evaluation and assessment education program at the student or parent/guardian/custodian expense, then the ineligibility may be reduced to nine (9) weeks. Upon return to activities, the student is subject to 2 additional follow up tests within the current school year.

3rd Offense

For the 3rd positive test, the student shall be suspended from participation in all extracurricular activities for 1 calendar year. In order to continue in extracurricular activities after the 1-year suspension, the student must complete an administratively approved and certified drug

evaluation and assessment education program at the student or parent/guardian/custodian expense. Upon return to activities, the student is subject to 2 additional follow up tests.

Any further offenses after the 3rd positive will result in suspension from all extracurricular activities while the student is enrolled at Parsons High School.

- Suspensions under this policy may carry over into the following school year.
- Written documentation with dates and facilitator signatures on office letterhead is required to acknowledge completion of an evaluation / education program.
- A student refusing to submit a sample upon being randomly selected will be considered in violation. The refusal will be treated as a positive test.
- A student who self-refers concerning this program will be treated as having tested positive.
- The building administrator will notify the parent/guardian first then the student upon confirmation from the Medical Review Officer of a confirmed positive test.
- Any determination may be appealed to the testing agency's lab technician within 72 hours of notification. Contact information is provided upon parent notification by principal.

Non-punitive Nature of Policy:

No student will be penalized academically for testing positive for illegal drugs. Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary. The results of a random urine drug test will not be documented in any student's academic records. Information regarding the results of drug tests may be disclosed to criminal or juvenile authorities through court order or subpoena. In the event of such communication, the student's custodial parent, legal guardian, or custodian will be notified prior to the release of information.

SCHOOL ACTIVITY ABSENCES

Absences for school activities are excused. Since these are planned and scheduled events, all possible effort should be made to complete the work prior to being absent or on the day following the absence. Students should request due dates and expectations be clearly communicated before an absence.

SCHOOL DANCES

Dances at PHS are designed for the enjoyment of ALL of our students. PHS juniors and seniors may bring outside dates to Prom, provided the outside date has been registered in the office prior to the dance. Any PHS student may bring an outside date to the Homecoming dance if the date has been registered. Guests must be high school age or older not exceeding the age of 20. All other dances are for PHS students only. Students, who leave the building, during the dance, will not be re-admitted. Students are required to sign out if leaving early from a dance. The sign in/out sheet will be made available to parents as requested. **Fighting at dances will result in suspension from all further dances.**

SCHOOL PLANNERS / AGENDAS

All 9th grade students will be issued a School Planner and required to use them by all staff. Students, 10th-12th grade, may receive a planner upon request. Students will be issued only one planner at the beginning of the year. A replacement cost of \$5.00 will be required. Additional planners can be purchased in the Guidance Office.

SPORTSMANSHIP

Good sportsmanship at all athletic events and school sponsored activities is the responsibility of every student and fan in attendance. Parsons High School is an active member of KSHSAA and supports the guidelines on sportsmanship as outlined under rule 52 in the association handbook.

Make good sportsmanship a part of your game.

STUDENT ACTIVITIES

Students at Parsons High School participate in football, volleyball (girls), basketball (boys and girls), cross country (boys and girls), wrestling, track (boys and girls), baseball (boys), tennis (boys and girls), golf (boys and girls), softball (girls), and swimming (boys and girls), music, debate/forensics, and cheerleaders. PHS is a member of the Southeast Kansas League (SEK). Student participants must observe all rules of the Kansas State High School Activities Association and specific activity policy.

Students who wish to participate in any activity must meet the following criteria:

- Be enrolled in seven periods. Second semester seniors must be enrolled in a minimum of six (6) courses (high school and/or dual credit).
- A student in good standing with the school.
- Have passed and filed a KSHSAA physical exam with the activities director for athletic participation.
- Follow the PHS activity policy.
- Consent to random drug testing as per the extracurricular policy.

A student must attend at least five class periods on the day of a contest or practice in order to participate. All class work missed must be made up and every effort should be made to complete the work prior to being absent.

Participation in student activities is a privilege and not a right; therefore, Parsons High School requires students to adhere to standards of behavior which will bring credit to students, the particular activity, the school, and the community. Students who represent Parsons High School must demonstrate good citizenship and conduct at all times.

STUDENT ACTIVITY FEES & YEARBOOK FEES

The **activity fee of \$25.00** allows the student to attend all PHS activities (except dances) without paying the \$4.00 admittance price per activity. Activity tickets will be distributed after fees are paid. The ticket admits students to almost all school functions including home football and basketball games, school plays, concerts and musicals. High school students must pay admission to school functions if they do not have a ticket. Replacement of a lost card is \$2.00.

Yearbook order forms are sent home once in the fall and once in the spring during the school year. Additional information may be obtained from the yearbook sponsor.

STUDENT HONOR ROLL

Parsons High School recognizes students each semester who maintain excellent academics. The two levels for recognition are: 4.0 Honor Roll and 3.5-3.99 Honor Roll.

STUDENT LEARNING INTERVENTIONS

Parsons High School staff meets in grade-level teams two times per month to discuss student concerns and progress. Any necessary referrals are made to the Student Improvement Team (SIT). Through data collection and conferencing with teachers, school psychologist, administration, and parents a determination to recommend testing for special education services may be made.

STUDENT PARKING

Students should park in spaces provided in student parking lots and in the streets west and north of the building. No student is permitted to park in the bus zones, handicap or visitor parking spaces, or in the school vehicle stalls adjacent to the vocational building. Vehicles parked in marked spaces will be required to move and possibly result in disciplinary action.

Students who are on track to graduate in May and in good standing may reserve a parking spot in the designated areas as their senior parking spot. The parking stall may be personalized. All students are expected to respect the senior privilege.

TARDY POLICY

Tardies are tallied per day. The 1st tardy is a warning. The 2nd tardy is a thirty minute detention. The 3rd and all subsequent tardies will result in a discipline referral. Continued tardiness will result in a parent meeting with administration and a possible informal hearing.

TEACHER ASSIGNED DETENTION

Teachers may assign a detention for infractions not deemed worthy of a Discipline Referral. Teacher assigned detentions will be either before or after school at the teacher's discretion. Students will be given at least 2 choices of times to complete the detention. **If the student does not comply with the teacher assigned detention, then a Discipline Referral will be completed, and the student will be assigned an administrative detention.**

TEXTBOOKS

A text book fee of \$50 will be charged for the school year. Students are responsible for maintaining their books in good condition and for returning them to the issuing teacher at the conclusion of the course or upon withdrawal from the class. A student who loses a book must pay the cost of the book before another is issued. Also, a student who damages a book must pay an amount sufficient for restoring the book to its original condition. If a book is stolen, the student to whom the book was issued is responsible. All books for which a student is responsible must be returned to the teacher or paid for before transcripts will be released.

TRANSCRIPTS

A transcript of all academic work attempted by the student will be maintained in the guidance office. Upon graduation, students are entitled to have two transcripts sent to the institution(s) of their choice without cost. For the third and for each succeeding copy of the transcript, a fee of two dollars per copy will be charged. Copies of transcripts will not be sent for students who have not cleared all financial obligations with Parsons High School. The original transcript is maintained in the guidance office and is not accessible to any person without the written consent of students over 18 years of age, or parents (legal guardian) for students under 18 years of age.

UNEXCUSED ABSENCES

Failure to sign out in the office before leaving the building will result in the absence being unexcused. Students unexcused for up to 4 hours will be reported as unexcused absent for the entire day. Students unexcused 4 hours or more will have the absence counted towards truancy. **Students will be expected to make up missed class time due to unexcused absences.**

VIRTUAL PRESCRIPTIVE LEARNING

VPL is a credit recovery program. Credit recovery, work study supervision, and summer school, are emphasized. Students may be assigned through administrative referral. For more information please visit your school counselor. Students are able to use the facility during the regular school session from 7:00 – 3:15.

VISITORS

Parent visitations are encouraged. All adult visitors must sign in through the office and get a visitor pass. Student visitors are not allowed at Parsons High School. (Foreign Exchange students will be allowed to visit the school.)

WITHDRAWAL FROM SCHOOL

All student withdrawals will be initiated in the principal's office. The secretaries will fill out appropriate withdrawal forms. This will be done as quickly as possible, but may take a day.