



WELLINGTON HIGH SCHOOL

**1700 E. 16th Street
Wellington, KS 67152
(620)-326-4310**

STUDENT HANDBOOK 2021- 2022

ADAM HATFIELD
SUPERINTENDENT OF SCHOOLS

DR. ZACK HOOD
PRINCIPAL

STEPHANIE SMITH
ASSISTANT PRINCIPAL

LUKE SMITH
ATHLETIC / ACTIVITIES DIRECTOR

TABLE OF CONTENTS

Principal's Welcome...	2
WHS Vision and Mission...	3
WHS Faculty...	4
Attendance...	5
General Information...	7
Safety and Security Drills / Procedures...	13
Graduation Requirements...	15
Student Conduct Policy...	17
Computer Student Security Policy	26
WHS Virtual School / Fresh Start Program...	28
Participation in Athletics / Activities...	30
KSHSAA Rule 52 / Sportsmanship...	33
Health Services...	35
Emergency Safety Interventions...	38

Dear Students, Staff and Parents:

Welcome to the 2021-2022 school year! Our commitment at Wellington High School is to provide an authentic, experience-driven learning environment that will empower students to thrive, contribute and lead in a global society. Students will be equipped with a growth mindset that will encourage innovative thinkers, creative problem solvers and inspired learners.

High standards and expectations for each student in regard to academic performance, co-curricular participation, and responsible citizenship are the foundation of our school. It is the contribution of our students to our school community that makes Wellington High School an exceptional learning community. Full participation in academic and co-curricular programs and a willingness to act responsibly as an individual within our educational environment are the factors that enable all to have a successful and enjoyable year.

Below are our beliefs regarding teaching and learning that we developed and have put into place in order to continue to grow as a learning institution:

We believe that effective teachers:

- Create opportunities for intellectual risk-taking, collaboration, problem-solving, and application of classroom learning to real life situations;
- Implement strategies that promote ownership of learning to students;
- Design instruction to integrate a variety of innovative technological tools and resources to enhance learning;
- Collaborate with colleagues to share and discuss exemplary practices, interpret student performance data, and design lessons that demonstrate the why behind content.

We believe that successful students:

- Communicate in a meaningful way for a variety of purposes and audiences;
- Employ critical and creative thinking skills to solve problems; and
- Pose questions, examine possibilities, and apply skills to find solutions to authentic issues.
- Make positive choices related to physical and mental wellness; and
- Contribute to the local and global community in a collaborative and respectful manner.

In conclusion, I wish you all a wonderful school year. If I can be of any assistance, please do not hesitate to contact me and know that my door is always open. I can be reached at 620-326-4310 and zhood@usd353.com, also. I am honored to serve as your principal. Let's all be E.L.I.T.E.!

Sincerely,

Dr. Zack Hood

WHS VISION

Students will be empowered to thrive, contribute and lead in a global society.
Students will be equipped with a growth mindset as:

- Authentic, critical thinkers
- Dependable
- Accountable
- Taking initiative
- Reflectors of constructive criticism
- Positive and Effective team and community contributors.

WHS MISSION

Students have the time to deeply explore their strengths and passions within an authentic, experience - driven learning environment.

Students find confidence, relevance, and agency in their own work as a result of the caring relationships they have with staff and the personalized nature of their learning.

Students are equipped with the success skills and tools necessary to become architects of a better world.

We will achieve this Vision/Mission through implementation of the following design model, approved by the Kansas State Board of Education in June of 2018:



WELLINGTON HIGH SCHOOL FACULTY

Name	Position	Email	Room #	Phone Ext.
Aguilar, Zane	PE / Health	maguilar@usd353.com	Boy's PE Office	2292
Ault, Jennifer	Vocal Music	jault@usd353.com	Vocal	2121
Barnett, Margarita	Spanish / ELL	mbarnett@usd353.com	404	2189
Becker, Cindy	Math	cbecker@usd353.com	403	2257
Bristow, Amelia	Science	abristow@usd353.com	105	2052
Buchanan, Melissa	Business	mbuchanan@usd353.com	302	2190
Carroll, Darla	Language Arts	dcarroll@usd353.com	411	2260
Case, Rane	Career / Community	rcase@usd353.com	301	2208
Chase, Linda	Ag Tech	lchase@usd353.com	Ag Shop	2172
Collins, Ed	Special Education	ecollins@usd353.com	501	2101
Cornejo, Holly	Language Arts	hcornejo@usd353.com	412	2116
Cox, Christine	Math	ccox@usd353.com	110	2126
Daniels, Cindy	Food Service	cdaniels@usd353.com	Cafeteria Office	2079
Defore, Karla	Social Studies	kdefore@usd353.com	208	2148
Elder, Ryan	Industrial Tech	relder@usd353.com	Ag Shop	2210
Engstrand, Jamie	Social Worker	jengstrand@usd353.com	Office	2125
Foley, Ross	PE / Health	rfoley@usd353.com	Boy's PE Office	2294
Ford Katie	Language Arts	kford@usd353.com	409 / Yearbook Office	2167
Gerber, Matthew	Math	mgerber@usd353.com	112	2258
Gill, Audrey	Science	agill@usd353.com	109	2055
Ginter, James	Science	jginter@usd353.com	207	2127
Gray, Brenda	Special Education	bgray@usd353.com	503 / 505	2069
Green, Tim	Social Studies	tgreen@usd353.com	212	2241
Groom, Amy	3D Art	agroom@usd353.com	3D Art	2056
Hatfield, Carmen	Counselor	chatfield@usd353.com	Counselor's Office	2084
Hisken, Allen	Band	ahisken@usd353.com	Instrumental	2071
Hood, Zack	Principal	zhood@usd353.com	Office	
Hopper, Stephanie	Registrar	shopper@usd353.com	Counselor's Office	2187
House, Sarah	Media Center	shouse@usd353.com	Media Center	2233
Knepper, Brittanee	Girls PE	bknepper@usd353.com	Girl's PE Office	2263
Larkey, Todd	2D Art	tlarkey@usd353.com	2D Art	2096
Lawless, Karla	FACS	klawless@usd353.com	FACS	2144
Miller, Mary	Math	mmiller@usd353.com	401	2073
Nance, Kelly	Counselor	knance@usd353.com	Counselor's Office	2227

Nance, Roxi	Secretary	rnance@usd353.com	Office	2215
Osborn, Stacy	Credit Recovery	sosborn@usd353.com	406	2255
Parkey, Holly	Nurse	hparkey@usd353.com	Office	1110
Peterson, Brandi	Financial Secretary	bpeterson@usd353.com	Office	2072
Phelps, Lori	Transition	lphelps@usd353.com		2183
Phelps, Rick	Social Studies	rphelps@usd353.com	214	2226
Rausch, Linda	Credit Recovery	lrausch@usd353.com	102	2184
Rivers, Jennifer	Special Education	jrivers@usd353.com	408	2137
Sanders, April	Language Arts	asanders@usd353.com	410	2061
Sherry, Kurt	Special Education	ksherry@usd353.com	202	2166
Smith, Luke	Athletic Director	lsmith@usd353.com	Office	2186
Smith, Stephanie	Asst. Principal	ssmith@usd353.com	Office	2235
Urban, Chelsea	Spanish	curban@usd353.com	404	2090
Vaughn, Elizabeth	Business Education	evaughn@usd353.com	201	2109
Whaley, Kelsey	Special Education	kwhaley1@usd353.com	106	2085
Wilmoth, Mike	Social Studies	mwilmoth@usd353.com	206	2198
Wylie, Troy	School Resource Officer	twylie@usd353.com	Office	2142
Young, Adrian	Social Studies	ayoung@usd353.com	210	2066
Yunker, Kylie	Special Education	kyunker1@usd353.com	204	2295

ATTENDANCE

EXCUSED ABSENCES

The high school principal or his designee will determine whether your absence is excused or unexcused. The school's daily attendance report will indicate what absences are excused or unexcused.

ASK YOUR PARENT/GUARDIAN TO CALL THE SCHOOL EVERY DAY YOU ARE ABSENT. It is the responsibility of your parent/guardian to provide the school with verification of the reason you were absent from school on a specific date.

Students who miss more than five days in a semester will be marked as unexcused unless they have a doctor's note or documentation requested from the administration. Students who miss more than a half-day of school will participate in afternoon or night activities only with the permission of an administrator.

UNEXCUSED ABSENCE

If you did not bring an excuse signed by your parent/guardian or your parent/guardian did not call the office, you will be marked unexcused and you are to bring a note on the following morning to get it excused. If a phone call or written excuse is not received on the following morning, the absence will remain unexcused and you are subject to penalties.

A truancy report will be filed with the County Attorney whenever a student has:

- Three consecutive unexcused absences in a semester.
- Five unexcused absences in a semester.
- Seven unexcused absences in a year.

SATURDAY SCHOOL FOR EXCESSIVE ABSENCES

Any student exceeding 10 absences a semester, excused or unexcused, will be required to attend Saturday School in order to make up the class time in order to pass the classes in which they exceed the limit. Saturday School assignment will be at the discretion of administration. All school activities, funerals and any other administratively approved situations will not count towards the 10 day total.

ANTICIPATED ABSENCES

If you know you are going to be absent, you must arrange in advance in the office by bringing a written excuse from your parent/guardian prior to the absence.

SIGN IN/OUT PROCEDURE

When you arrive at school (after 8:10), go to the office to get an admit before you go to class. A student must sign in to the office any time they enter the building after the school day has begun. A student must sign out in the office any time they leave the building during the school day.

TARDIES

Each student is allowed two tardies per class per semester without consequences. The third and fourth tardies will result in a 30 minute detention issued by the teacher. Tardies beyond four will result in an office referral from the teacher.

COLLEGE VISITS

Students must pick up a form in the WHS office to take to the college visit. In order for this day to be excused as one of your visit days, you must return the completed form to the WHS office when you return to school. Seniors are allowed two college visits and juniors are allowed one college visit during regular WHS school hours.

GENERAL INFORMATION

SCHOOL AND WEATHER

It is the policy of USD 353 that, during inclement weather, an attempt will be made to hold school. When you or your parent/guardian feel that school may be dismissed because of snowstorms or other bad weather, you should tune your radio or TV to any of the following stations:

SUTV...	Channel 5
KLEY/KWME...	1130 AM/93.5 FM
KFH...	1330 AM/98 FM
KFDI...	1070 AM/101.3 FM
KSN...	Channel 3
KAKE...	Channel 10
KWCH...	Channel 12

The radio and TV stations will be notified by 7:00 A.M. to alert you

Those signed up for Crusader Alerts through text messaging or email will be notified as well.

PARKING REGULATIONS & VEHICLES

Driving to school and parking at WHS is a privilege. Students and parents must sign an agreement and obtain a parking pass from the front office in order to park in the WHS Student parking lot. Parking is on a first come, first serve basis. If you are driving a vehicle that takes up more than one spot, please park in the back of the lot. Please be courteous and safe.

Student Responsibilities

- Student drivers will procure a student parking sticker from the main office.
- Students will display parking stickers in the rear window of their vehicle.
- All students are to park in the designated student parking lot.
- Students will hold a valid driver's license and current car insurance.
- Students will adhere to a speed limit of 10 miles per hour inside the parking area and 20 miles per hour on Crusader Drive.
- Students will adhere to all other traffic laws while driving on-campus.
- Students will obtain permission from and sign out through the main office to go to their vehicle during the school day.

Consequences for Infractions

1. Verbal reprimand.
2. Referral to school administration and/or SRO.
3. Administration may suspend or revoke on-campus driving/parking privileges for disregarding any parking regulation, reckless driving, violating school property, vandalism,

or damage to vehicles or items in the parking area.

LOCKERS

Lockers will be assigned to students at the beginning of the school year. Each student will have an individual locker to use during the year and students are not to share lockers. Students need to remember that lockers belong to the school, and officials always have the right to inspect student lockers without notice. This policy applies to any locker owned by the school and issued to students for their use throughout the school year, including physical education lockers, athletic lockers, shop and agricultural education lockers.

CELL PHONES/ALL ELECTRONIC DEVICES

Cell phones and all electronic devices (other than ChromeBooks) are not allowed to be used in a classroom. Violation of this policy may result in disciplinary action by the teacher or the administration.

TELEPHONE USE

1. Students will not be called from class to accept telephone calls unless there is an emergency situation that requires IMMEDIATE ATTENTION.
2. When you receive a non-emergency call, information will be taken so that you may return the call between classes or after school.
3. One telephone in the High School Office is available to students for school business. The other school telephones are not for student use.
4. When students use the office phone, complete your call as quickly as possible.
5. If students are late to class because of a non-emergency call, you will receive a tardy.
6. Students are not allowed out of class to make personal calls.

GUIDANCE AND COUNSELING

The WHS counseling office is here to help each student with all academic, personal, social and postsecondary/career issues. Each incoming freshman or new student is assigned a counselor that will remain with them throughout their high school experience. Counselors will receive and disseminate all scholarship information and applications as they become available.

Counselors will assist students with all required state testing and assessments as needed.

The Registrar is also located in the guidance and counseling area and is available to help students with transcripts, grades, scholarships and graduation information.

SCHEDULE CHANGES

Individual student schedules are built from student requests. Once the semester schedule has been established, it is very difficult to change individual schedules. Counselors only have permission to make schedule changes that are on a student's request form.

DROPPING A HIGH SCHOOL CLASS

Students wanting to drop a semester or year long class may do so within the first 3 weeks of said class. After the 3 week deadline students will not be able to drop a class and there will be no exceptions.

DROPPING A COLLEGE CLASS

Students wanting to drop a college class will be bound by the college deadlines and rules. If a student drops a college class they must inform their High School counselor immediately to replace the class. Failure to do so will result in a semester edgenuity class to obtain the credit.

WITHDRAW PROCEDURES

If you must withdraw from Wellington High School, you must obtain a withdrawal form from the Guidance office. You must have this withdrawal form signed by your parents and by each teacher with whom you have class. You are then officially removed from the enrollment list.

CRUSADER YEARBOOK

The *Crusader* is the school's annually-published yearbook. The yearbooks are delivered to the school over the summer and are distributed to buyers during August enrollment. The current year's book may be purchased through the yearbook adviser or online at jostensyearbooks.com from the beginning of the school year until the April purchase deadline. Extra copies are not ordered, so it is crucial that you make your purchase during the sales campaign.

Attention Seniors: All **seniors must take a school photo** during picture day in the fall. This picture is used in the wall panel display of the graduating class located in the commons of the high school. Senior students may submit an alternate formal photo, however, for their senior picture in the yearbook. The yearbook adviser has specifications for the alternate senior photo for the yearbook and will announce the deadline for its submission during the school year.

CLASS RINGS

To receive a Wellington High School class ring from Jostens you must be enrolled as a sophomore in WHS at the time of ordering. If you are a Junior or Senior and need to order a ring you can contact Jostens directly for ordering information. Contact information for Jostens is available in the Guidance Office.

SENIOR ANNOUNCEMENTS- CAPS & GOWNS

The Senior Class announcements are selected by a committee from the senior class. The announcements, caps and gowns are ordered from Jostens in the fall and are delivered to the school in early spring. Payment for the cap and gown, announcements and other items are desired by the student/parent are made directly to Jostens.

SCHOOL ORGANIZATIONS AND SPONSORS

The adult sponsor of each school organization must attend all meetings of a class, organization, or committee.

Students may not attend more than three (3) club events during school hours per semester.

OUTSIDE DATES AT STUDENT EVENTS

In accordance with the rules of the Student Council, you will be allowed to bring outside dates to these school activities: The Homecoming Dance, The Duke Dance, and the Junior-Senior Prom. You are responsible for the conduct of your guest. All guests must be registered prior to the event. Dates must be a student in good standing, under the age of 21, and a date of a WHS student.

JUNIOR-SENIOR PROM REGULATIONS

1. Students must be in attendance the school day before prom. Otherwise he/she will not be allowed to attend the prom activities.
2. No one in the Wellington school system, or any guest, younger than a junior is eligible to attend.
3. Outside Dates will be allowed according to the following criteria:
 - Minimum age junior in good standing
 - Under the age of 21
 - Have to be a WHS student or a date of WHS student
4. Tickets will be obtained from the high school office in advance. The names of the outside dates should be turned into the office at the time of response to the invitation.
5. Guests will be expected to conform to rules of Wellington High School.
6. Those juniors and seniors who bring outside dates will be held directly responsible for the actions of their dates.
7. A date is not required.
8. Dressy attire is required.
9. Only those juniors & seniors attending the prom will vote for the Lord and Lady.

FINALS POLICY

Students who do not miss more than three days per class a semester and have not received a suspension (in or out of school) or an unexcused absence and have a A or better in class will be considered test exempt. Please be aware that for this policy 3 tardies in that class will count as an unexcused absence. The only absences which are not counted against this policy are two days of college visitation for seniors and one for juniors. Test exempt students may elect to take the final but their grade will not be lowered from the result of the final. Finals may be worth up to but no more than 10% of the grade for that class.

CLASSIFICATION

Classification is based on entry date to high school.

LUNCH PROCEDURES

Students may buy their meals in the cafeteria. You may not charge at the cashier's station.

1. You may NOT leave the building during your lunch period.
2. Outside fast food may not be brought in during lunch time.
3. Do not eat lunch in any area other than the cafeteria. You may bring a sack lunch, which you will eat in the cafeteria at the same time as your class eats.

U.S.D. 353 LUNCH POLICY

1. Unified School District 353 offers school meals each day that comply with the rules and regulations of the National School Lunch Act.
2. A copy of the school lunch policy as adopted by U.S.D. 353 and approved by the State Department of Education is on file for public review at the School District Administrative Center, 221 South Washington.
3. It shall be the responsibility of the principal at each building to accept applications for free and reduced priced meals under certain guidelines furnished them.
4. Families will have the opportunity to apply for free or reduced price meals at any time during the school year.
5. All the children are treated the same, regardless of ability to pay. In the operation of child feeding programs, no child will be discriminated against because of his race, sex, color, creed, or national origin.

HIGH SCHOOL LIBRARY POLICIES

Rules for Using Library Materials

- Books are checked out with your student ID for a 2-week period. Students may recheck a book 2 times, totaling 6 weeks of checkout.

- STUDENTS are responsible for any books checked out in their name. Students are not allowed to check out a book for anyone else.
 - You will be charged \$2 to reprint a lost barcode.
 - Damaged books will be repaired in the library or replaced. Students are responsible for the repair cost. The average cost of a repair is \$2-\$5. When books cannot be repaired, students are responsible for the replacement cost of the book.
 - Fines are charged during the last week of school at the compounding rate \$1.00 per day for each book not returned. Fines carry over from one year to the next. Fines are not excused at the end of the school year. No checkout is permitted until all fines are paid.
- **Computer usage:** Games and music are not allowed. Students will be asked to return to class if in violation.
 - **Snacks and drinks** are not allowed in the library. Students may bring in bottled water. Water must be left at the counter if you are using a computer.

DAILY BULLETINS

The student bulletin will be updated daily. The bulletin will be published on the USD 353 website. Items to be published in the bulletin must be submitted to the office by 12pm the day before in writing. Club & organizational meetings must have the sponsor's signature before they will be added. All event listings must have a date, time, and location & deadline (if needed).

SCHOOL SUPPLIES

Students are expected to furnish their own pencils and paper. Pencils may be purchased from the Duke's Den before school, after school, and between classes. Additional supplies may be required, check with your teacher.

SERVICE ANIMALS

WHS permits the use of service animals by exceptional students and persons with a disability in accordance with policies and guidelines established by the superintendent in accordance with federal and Kansas law and applicable requisitions.

For purposes of this policy, the term "service animals" means a dog that is individually trained to do work or perform tasks for the benefit of an exceptional child or a person with a disability including a physical, sensory, psychiatric, intellectual or other mental disability, which tasks are directly related to the handler's disability.

VISITORS

All visitors must check into the office. All visitors must be approved by the WHS office staff prior to entering the building. A visitor's badge will be issued to all approved visitors to wear while they are in the building.

SAFETY AND SECURITY DRILLS /PROCEDURES

There will be regularly scheduled drills throughout the year. You should become familiar with the exit procedures for each classroom.

Tornado Drills

1. The tornado signal is distinct
2. You should walk and remain quiet
3. Proceed to the Safe Room (wrestling room). Go to the back of the room and be seated.
4. Remain quiet for instructions from the staff in charge.

Fire Drills

1. The fire signal is a prolonged sounding of the alarm.
2. You should walk and remain quiet.
3. Walk away from the building, but stay on the school grounds.
4. Remain quiet for instruction from the staff in charge.

Building Evacuation

In the event the building becomes unsafe to occupy (i.e. gas leak, bomb threat), an announcement will be made to evacuate the building to a predetermined location. All students and staff should evacuate the building in an orderly manner, proceed to the evacuation site until the building is deemed safe for return and to await further instruction.

Intruder/Active Shooter Drill

All buildings in USD 353 are locked down and secure, but, in the event of an active shooter emergency or an intruder of any kind, USD 353 has adopted the ALICE response plan to assist you in determining the best options available to survive an attack. The ALICE response does not follow a set of prescribed actions, and you may not need to utilize all of the five steps when confronting an active shooter. Your survival is the most important outcome. We will have several drills each year. ALICE stands for:

1. **Alert** - Any number of things can alert you to a shooter situation:
 - a. Gunfire
 - b. Witnesses
 - c. Unusual commotion on campus
 - d. Phone/Text alerts
2. **Lockdown** - A lockdown is a semi-secure starting point from which to make your survival decisions. If you decide not to evacuate, secure the room.
 - a. Lock the door.
 - b. Cover any windows in the door if possible.
 - c. Tie down the door if possible using belts, purse straps, shoe laces, etc.
 - d. Barricade the door with anything available (desks, chairs, file cabinets.).
 - e. Look for alternative escape routes (windows, additional doors).
 - f. Call 911
 - g. Move out of the doorway in case gunfire comes through it.
 - h. Once secured, do not open the door for anyone. Unfamiliar voices may be the shooter attempting to lure you out. Police will enter the room when the situation is over.
 - i. Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
 - j. Put yourself in position to surprise the active shooter should they enter the room
3. **Inform** - Use any means necessary to pass on real time information
 - a. Use plain language
 - b. Derived from 911 calls, video surveillance, etc.
 - c. Who, what, when where and how information
 - d. Help people in or around the areas to make common sense decisions
 - e. Can be given by Flash Alerts, PA Announcements, police radio speakers
4. **Counter** - Use of simple, proactive techniques should you be confronted by an active shooter
 - a. Anything can be a weapon
 - b. Throw things at the shooter's head to disrupt his aim
 - c. Create as much noise as possible
 - d. Attack in a group (swarm)
 - e. Grab the shooter's limbs and head. Take the shooter to the ground and hold him

there.

- f. Fight dirty: Bite, kick, gouge eyes, etc.
- g. If you have control of the shooter call 911 and tell the police where you are and listen to their commands when officers arrive on the scene,

5. Evacuate - Remove yourself from the danger zone as quickly as possible

- a) Decide if you can safely evacuate.
- b) Run in a zigzag pattern as fast as you can.
- c) Do not stop running until you are far away from the scene.
- d) Break out windows and attempt to quickly clear glass from the frame
- e) Do not attempt to drive from the area.

GRADUATION REQUIREMENTS

You will be eligible for graduation from Wellington High School upon meeting the following requirements:

COURSE REQUIREMENTS:

- 4 Credits- English

-3 Credits- Math

-3 Credits- Social Studies

(2 ½ credits must be US History, World History & Government)

-3 Credits- Science

-1 Credits- Physical Education

-1 Credits- Business/Computer

-1 Credits- Fine Arts

-10 Elective Credits

Students may enroll in correspondence classes, from an accredited agency, and with administrative approval for the following reasons:

1. Failure of required classes needed for graduation.
2. Failure of elective classes to meet minimum requirements for graduation.
3. Enrichment- the courses are not offered by Wellington High School.

CUM LAUDE HONORS

WHS GRADUATION HONORS			
	Cum Laude	Magna Cum Laude	Summa Cum Laude
GPA	3.5 or better	3.5 or better	3.5 or better
ACT Score	23	26	29
Kansas Scholar	Must complete State Scholar Curriculum Standards for all levels.		
AP Classes	1 or More	2 or More	3 or More
	Enrollment in eight semesters of academic core classes. (Math, Science, English, Social Science)		

PROGRESS/SEMESTER/FINAL GRADE NOTIFICATION

Grades are available for parents/guardians at all times on Infinite Campus. For Mercury Endeavor Students (Summit Platform) grades can be found on the Summit Platform. WHS will also print copies of student grades or transcripts at the request of a parent/guardian.

GRADING STANDARDS

- Grade “A” – 90-100%
- Grade “B” – 80-89%
- Grade “C” – 70-79%
- Grade “D” – 60-69%
- Grade “F” – Below 60%

Because of the variety of work required in different courses, each teacher has the flexibility to assign grades according to the descriptions printed above.

STUDENT CONDUCT POLICY

USD 353 ANTI-HAZING, BULLYING AND HARASSMENT POLICY

1. Purpose and Philosophy: Student hazing, harassment, bullying and victimization activities that are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, and mean-spiritedness. USD 353 is committed to providing a safe and orderly environment for all students that emits respect, civility and dignity, so this policy's purpose is to create and preserve an educational environment free from such activities.
2. Policy: USD 353 strictly prohibits students from engaging individually or collectively in any form of hazing, harassment or bullying/victimization of any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school regardless of where the incident occurs. Any student who participates: up to and including suspension, expulsion, exclusion and loss of participation in extracurricular activities. In addition, students who participate in hazing, harassment or bullying/victimization may be referred to law enforcement authorities and may face subsequent prosecution.
3. Definitions
 - 3.1 "Hazing, harassment, bullying/victimization" means any action taken or situation created that causes or is reasonably likely to cause, harassment, bodily danger or physical harm, serious mental or emotional harm. Extreme embarrassment or ridicule, or personal degradation or loss of dignity to any person associated with the school.
 - 3.1.1 "Consent" is no defense to such activities i.e., the implied or expressed consent of a person to participate shall not be a defense to discipline under this policy.
 - 3.2 "Related initiation activity" means any method or initiation or pre-initiation into a student organization, club or team, or any past-time or amusement engaged in with respect to such organization, club or team, that causes or is likely to cause, bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment danger or personal degradation or loss of dignity to any person associated with the school.
 - 3.2.1 The terms "hazing" and "related initiation activity" do not include customary athletic events, intramural activities, or similar student consents or competitions.
 - 3.3 "Conspire to engage in the same" means to plan, encourage, or fail to report both listed and related initiation activities prohibited by the policy.
4. Prohibited Conduct: Activities that may be construed as hazing, harassment, bullying/victimization include, but are not limited to:
 - 4.1 Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual (including activities commonly known as the "choking game").

- 4.2 Any act that involves forced consumption of food, alcohol, drugs, or other substance, or any other forced activity that could adversely affect the physical health or safety of an individual.
- 4.3 Any activity that would subject an individual to extreme mental stress, embarrassment, or emotional harm, or any other forced activity that could adversely affect the mental health or dignity of the individual.
- 5. Examples of Hazing, Harassment, and Bullying/Victimization: Many different types of activities can be considered hazing, harassment, bullying/victimization. Although not intended as an exhaustive list, the following examples are provided to inform students, parents, educators about specific misconduct that may be considered hazing, harassment, bullying/victimization:
 - 5.1 Any activity that might reasonably bring physical harm to an individual, such as slapping, pushing, shoving, bumping, beating, paddling, taping, or otherwise restraining students against their will, forced calisthenics done individually or as a group.
 - 5.2 Activities that unreasonably interfere with a student's academic efforts by causing exhaustion, prolonged loss of sleep or loss of reasonable study time.
 - 5.3 Morally degrading or humiliating games, pranks, stunts, practical jokes or any other verbal, written or electronic activities that make a student the object of amusement, ridicule, or intimidation.
 - 5.4 Forcing, coercing or permitting students to eat or drink alcohol or consume illicit or controlled substances.
 - 5.5 Forcing, coercing or permitting students to eat or drink foreign or unusual substances or foods.
 - 5.6 Throwing or applying whipped cream, shaving cream, toothpaste, paint, honey, eggs or any other substances on an individual's body.
 - 5.7 Requiring personal servitude.
 - 5.8 Harassment including but not limited to pushing, cursing, shouting or yelling (See BOE policy)
 - 5.9 Requiring students to wear uncomfortable, ridiculous, or embarrassing clothing or underclothing.
 - 5.10 Requiring students to participate in acts of vandalism, theft, assault, sexual acts, or other criminal activities
 - 5.11 Causing indecent exposure or any other gross and lewd behavior involving nudity.
 - 5.12 Subjecting an individual to cruel or unusual psychological conditions for any reason.
 - 5.13 Compelling an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine moral or religious beliefs or contrary to the rules, policies and procedures of USD 353.
 - 5.14 **Racial references:** the use of racial slurs, names, or terms that may be offensive to other individuals. This includes joking and "horseplay" type references.
- 6. Reporting
 - 6.1 School personnel and students who become aware of any actions that could be hazing, harassment, bullying/victimization or related initiation activity shall report such incident immediately to the building principal so that prompt, and appropriate action can be taken.

RACIAL HARASSMENT OR INTIMIDATION

District employees and student(s) shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, wearing or possessing items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed, or in their own handwriting, or on electrical devices that is racially divisive or creates ill will or hatred.

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal, or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not adversely reflect on the student. The initiation of a racial harassment complaint will not adversely affect the job security or status of any employee until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

SEXUAL HARASSMENT

District employees will not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of the policy will result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principle is the object of a harassment complaint, the student may bypass the principle and report directly to the superintendent. Complaints against the superintendent will be heard by the board.

Definitions- sexual harassment will include, but not limited to:

- A. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- B. Subtly pressure or request for sexual activity;
- C. Creating a hostile, or offensive school environment, including the use of innuendos or overt or implied threats;
- D. Unnecessary touching of an individual, i.e., patting, pinching, hugging, repeated brushing against another person's body;
- E. Requesting or demanding sexual favors accompanied by an implied or overt promise or preferential treatment with regard to a student's grade status in any activity, or
- F. Sexual assault or battery as defined by current law.

Any individual who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Complaints regarding sexual

harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JGEC, which provides for immediate investigation and disciplinary action where appropriate. Imitation of a racial harassment complaint will not adversely reflect on the student. The imitation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of facts determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

Violations of these policies shall result in disciplinary action by the school authorities. For students there will be a three-day out-of-school suspension for the first offense and having a required parent conference prior to readmittance. The second offense will result in a three to five day out of school suspension with a possible expulsion hearing. The third offense will result in a suspension from school pending an expulsion hearing. Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

CHEATING/ACADEMIC DISHONESTY

Administration will deal with academic dishonesty based on the severity of the incident. Consequences will range from no credit for the assignment to no credit for the class and expulsion.

DRESS CODE

Any clothing item deemed disruptive to the educational process by administration will not be allowed. This list is not intended to be all-inclusive. Students will be given the option to change or go home with an unexcused absence. Repeat offenders will be subject to disciplinary action. Any student involved in a co-curricular or extracurricular activity in which the student represents the school must dress in accordance with the sponsor's requirements and be subject to the approval of the building principal.

- Student ID Badges must be worn and visible at all times.
- Shoes must be worn.
- No head apparel such as hats, bandanas, and sunglasses are to be worn in the school building.
- No gang associated clothing.
- No sagging – pants must be worn at the waist.
- Articles of clothing/jewelry that advertise, depict the use of, or condones inappropriate language, drugs, alcohol, tobacco, violence, sexual behavior/innuendo, or suicide are strictly forbidden.
- Articles of clothing/jewelry that disparages or humiliates any group, individual, national origin, gender, race, religion, or disability.
- Undergarments must not be exposed.
- No sleepwear, loungewear or pajamas. This does not include sweatshirts or sweatpants. Bedroom slippers are prohibited.
- No provocative/revealing clothing. Clothing that shows an inappropriate amount of bare skin (Cropped tops, midriffs, spaghetti straps, off the shoulder, halters, as well as, shorts, skorts, skirts or dresses that are shorter than mid thigh).
- Sleeveless, scooped athletic-style undershirts, when worn alone, are prohibited.

- Pants / shorts that have hanging chains or straps.
- Any other apparel or alteration of appearance determined by administration to be inappropriate by virtue of creating a safety concern or classroom disruption.

DRUG FREE POLICY

Unified School District 353 and Wellington High School is committed to a Drug Free Policy. All students are subject to random drug testing at any time throughout the school year. Students and guests may also be subject to drug or alcohol testing at any school activity. The use of a drug dog may be utilized.

All students have the right to attend school in an environment free of alcohol and other drugs. A student is forbidden to:

1. use, or have in possession, tobacco products;
2. use, or consume or have possession, a beverage containing alcohol;
3. use or consume any type of mood altering chemical;
4. use or consume, have in possession, buy, sell or give away any illicit or controlled substance defined by law as a drug;
5. Be in possession of paraphernalia determined to be drug related.

If any staff member observes a student in violation of the substance abuse policy they will immediately notify the administration. The administration will act on specific and conclusive evidence brought by staff members, administrators, or law enforcement officials. USD 353 will cooperate with outside agencies in their work with students and/or family.

Students found in violation of this policy will be subject to disciplinary action as described up to and including expulsion and referral for prosecution. Two drug/alcohol offenses in a school year will result in loss of all school activity privileges. As a condition of enrollment in the district, students shall abide by the terms of this policy. Students shall not lawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. The policy is effective:

1. While in school building.
2. While on school grounds.
3. While at school-sponsored events.
4. While being transported to or from school or school-sponsored events.
5. In any other situation where such students are subject to the authority of the school. Any student violating the terms of this policy may be reported to law enforcement officials when appropriate.

FOOD & DRINK

Food and Drinks are not allowed in a classroom unless approved by the teacher except for beverage containers with screw on lids. No OUTSIDE food or drink is allowed. Students are also asked to use proper food and drink storage and handling in order to help maintain school facilities. If students violate this policy they are subject to disciplinary action by the teacher or the administration.

PUBLIC DISPLAY OF AFFECTION

No touch policy.

VANDALISM AND DESTRUCTION OF SCHOOL PROPERTY

Vandalism, defacing, or destroying school property, the property of any school employees, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated for any act of vandalism, and, where warrants, charges may be filed with the Police Department and restitution paid to repair any damages.

SEARCH AND SEIZURE

School administration has the right and duty to initiate a search if there is reasonable suspicion to believe that drugs, weapons, dangerous, illegal or prohibited material, or stolen goods are likely to be found on the student's person, in lockers, desks, and other items or space provided to the student, or vehicles which are parked on school grounds. When school officials determine reasonable suspicion, refusal by a student or parent to search will result in a recommendation of expulsion for 90 days.

School Board policy regarding search and seizure permits the use of canine assistance. Be aware that Wellington High School may utilize canine assistance without prior notification.

WEAPONS POLICY

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

As used in this policy the term weapon and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than ¼ ounce, mine or similar device.
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; an combination of parts either designed or intended for use in converting any device into a destruction device described in the two

immediately preceding examples, and from which a destructive device may be readily assembled.

- Any bludgeon, sand club, metal knuckles or throwing stars;
- Any knife commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity by an outward, downward or centrifugal thrust or movement.

Any student in possession of a knife or gun in school or on school grounds (this includes vehicles on school property) which will be subject to an out of school suspension of three to ten days.

Students may also be subject to an expulsion of one calendar year from school for possession of a knife or gun on school property.

Any other article that could be considered a weapon, which does not specifically meet the definition under state and federal statutes, may also result in expulsion for up to one calendar year.

BEHAVIORAL REFERRALS

Mild Behaviors –Teacher handles (all consequences apply)	Possible Consequences:
<ul style="list-style-type: none"> ● Minor Stealing (school supplies, items off student's desk, etc.) ● Lying ● Tardies ● Cheating ● Horseplay (foolish behavior that doesn't harm others - pranks, rough play) ● Inappropriate behavior, gestures, objects, or comments (bad language, hand gestures, drawing of weapons or body parts) ● Inappropriate use of technology (changing settings, listening to music, sites prohibited by teacher) ● Defiant behavior (talking back, refusal to work, etc.) ● Invading personal space (Respect the bubble) ● Electronic devices (put it away, do not bring again) (must remain in backpack/locker/pocket/purse at all times if bring to school) ● Minor vandalism (writing on desks, etc.) ● Not wearing ID badge 	<ul style="list-style-type: none"> ● Parent contact (made by student or teacher) ● Logical consequence by teacher ● Practice appropriate behavior

<p>Moderate Behaviors –Notification: you will document and submit referral to Admin (3 times exhibiting Level 1 behavior even after corrective actions/feedback)</p>	<p>Possible Consequences:</p>
<ul style="list-style-type: none"> ● Technology Infraction (pornographic, removing keys, destruction to computers) ● Threats to staff/others (verbal threat to harm) ● Major Stealing (teacher items, electronics, student personal belongings) ● Tobacco Use/Possession ● Leaving School Grounds w/o Permission ● Precipitating a Fight ● Flagrant Disrespect ● Scuffle ● Failure to Serve Detention (multiple) 	<ul style="list-style-type: none"> ● Behavior Referral ● Parent contact by administrator ● Conference w/ Social Worker ● Saturday School at the discretion of administrator
<p>Severe Behavior - Office Referrals (Administrator becomes involved immediately).</p>	<p>Possible Consequences:</p>
<ul style="list-style-type: none"> ● Arson ● Repeated Tobacco - Use/Possession ● Sexual Harassment (touching someone in a private area or sexual comments) ● Bullying (repeated action or comments to the same person to gain power or intent to harm) <ul style="list-style-type: none"> *Social *Physical *Cyber Bullying ● Racial Slur ● Terroristic threat ● Weapons at school ● Physical contact with intent to harm ● Drugs and Alcohol - Use/Possession or Paraphernalia ● Misdemeanors / Felonies 	<ul style="list-style-type: none"> ● 1-10 day Suspension at Administrator Discretion ● Loss of activities (i.e- drug /alcohol / tobacco policy) ● Possible Expulsion / Change of Placement ● Parent conference ● Social Worker Conference ● Involvement of Law Enforcement

COMPUTER STUDENT SECURITY POLICY

USD 353 and Wellington High School are pleased to offer students access to the district computer network resources, electronic mail, and the Internet. The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. **ACCESS IS A PRIVILEGE, NOT A RIGHT!**

Network storage areas will be treated like school lockers. Network administrators and/or school administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that any file stored on district servers (including email files) will be private.

USD 353 will report to the proper authority any violation of KSA 21-3755

1. Willfully and without authorization gaining or attempting to gain access to and /or damaging, modifying, altering, destroying, or taking possession of a computer, computer system, computer network or any other property.
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretence or representation.
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing, taking possession of a computer, computer system, computer network or any other property.

Compliance With Copyright Laws and Licensing Agreements

The district intends to adhere to all copyright laws as applied to computer software. The district also intends to comply with the license agreements and/or policy statements contained in the software packages used in the district. Therefore, all software used on district computers shall be purchased by the district, properly licensed and registered with the publisher, and installed only by Computer Services Department personnel. Students are not permitted to load, download, or copy and software.

Unauthorized Access/Sharing Passwords

1. Students shall not tamper with, attempt to gain or gain access to computer data or operating systems (such as, but not limited to student files, teacher files, confidential information, student record data.)
2. Students shall not share or disclose any passwords and shall be held responsible for all physical and monetary damages as a result of any misuse associated with the user account. Students will be held accountable for all computer activity performed under their assigned network account.

Acceptable Use Policy (AUP)

A signed AUP (Acceptable Use Policy) must be on file with the school office before students will be given a network account. General school rules for behavior and communication apply and users must comply with district standards and honor the agreements they have signed.

Violation of Policy

Access to the network resources, the Internet, and email will enable students to use thousands of libraries and databases for educational purposes. Some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. USD 353 currently has filtering software in place (Shelterbelt), but no filtering is capable of blocking 100% of the inappropriate material available on the Internet. Ultimately, parents and guardians of students who are responsible for setting and conveying the standards that their children should follow when using media and information sources.

- Any student who abuses the USD 353 Computer Security Policy shall be subject to disciplinary action including, but not limited to, suspension from or denial of access to all district computers and network resources and suspension or expulsion from school. Minimum punishment shall be removal of network access for five days.
- Students who utilize computer data (i.e., other student's work product or a teacher's test) without authorization, to gain an improper academic advantage, may also be subject to discipline under the Board's policies on cheating.
- If student conduct constitutes a violation of copyright laws or KSA 21-3755, the student may be subject to criminal prosecution under such laws.
- Any student who intentionally damages or destroys district hardware and/or software, either directly or indirectly shall be responsible for all costs associated with repair and/or replacement of parts and services.

The activities listed below (but not limited to) are considered a violation of policy. Students will be held responsible for their actions.

- Purposefully sending or receiving and/or viewing obscene or pornographic material or material that facilitates illegal activities.
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems, files, or computer networks
- Violating copyright laws
- Using others' passwords
- Downloading programs
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Knowingly spreading computer viruses
- Use of unauthorized software (i.e. anonymizers, tunneling software, etc.)

WHS / FRESH START VIRTUAL SCHOOL PROGRAM

Program Objectives

The Fresh Start Virtual School was created to serve Wellington High School students who experience difficulty in the traditional high school environment or who have life experiences that prevent participation in a traditional school setting, are dedicated to completing graduation requirements, and are sufficiently self-motivated and organized to work in an independent environment. The program is designed to provide an alternative setting supporting the unique needs of these students.

Application to the Program

- Application forms completed
- A review of high school credits and records
- All relevant approvals have been obtained

Acceptance into the virtual school program requires approval of WHS and Fresh Start building administrators and district administration.

Eligibility

Individuals who are eligible for the virtual school program must meet the following criteria:

- Have a life circumstance warranting an alternative placement
- Have written permission of their legal guardian
- Provide all requested documentation justifying the enrollment (e.g., doctor's recommendation)
- Have the approval of their building administrator
- Apply to the program at the recommendation of their guidance counselor
- Have meet with, requested to attend and have received approval from the district-appointed advisory team and
- Agree to follow the schedule set forth through the Plan of Study/Student Contract

Monitoring Progress

It is a goal of the virtual school program for students to be serious and responsible in their efforts of working towards completing high school. Students will make contracts with the Fresh Start teacher and school administration for continued eligibility for the program, to be reviewed regularly. Progress will be monitored in the following areas:

- Progress towards fulfillment of the Plan of Study/Student Contract

- Daily attendance
- Academic honesty
- Appropriate attitude, behavior, and participation and
- Credits earned

Failure to make progress

Students enrolled in the virtual school program do so with the understanding that their time is extremely valuable while they are working. If a student fails to make adequate progress in the virtual school program as indicated by the plan of study/student contract, they may be excused from the program and required to return to their base school. Failure to make progress in indicated by:

- Unexcused or excessive absences
- Tardies
- Failing to earn credits in the expected timeline
- Failing to use time wisely while at school
- Demonstrating a poor attitude or behaviors
- Demonstrating work or participation that is at an unsatisfactory level

Plan of Study/Student Contract

The virtual school program is designed to help students earn high school credits efficiently and in accordance with state curricular standards. Students in the program will earn credits by completing requirements outlined in a Plan of Study/Student Contract reviewed by the program teacher, building administrator, student, guardian, and applicable district staff.

School Hours and Class Schedule

The virtual school day schedule for on-site attendees will be the same as the school day schedule at WHS. Students are expected to attend on-site during regular school hours during all attendance days as indicated on the district calendar unless approval for an alternate schedule has been approved by administration. Students are subject to conditions indicated by the WHS student handbook. Repeated unexcused absences or tardies may result in the student being dismissed from the virtual school program and required to enroll in their base school.

Unit and End-of-Course Tests

Off-site attendees must take end-of-unit and end-of-course tests at the Fresh Start Center, proctored by a staff member. In addition, off-site attendees may come to the school to complete coursework if they would like additional assistance. While in the building, off-site attendees must comply with all rules and standards in the school handbook and district policy. Failure to do so may result in disciplinary action.

PARTICIPATION IN ATHLETICS/ACTIVITIES

A. You may choose from these curricular or extracurricular activities

1. Curricular activities are those which are part of a class for which you receive credit toward graduation. These include the following:
 - a. Debate
 - b. Forensics
 - c. Vocal Music
 - d. Instrumental Music
 - e. Yearbook
 - f. Leadership

2. Extracurricular activities are those for which you do not receive credit toward graduation. These include the following.
 - a. Baseball
 - b. Basketball
 - c. BPA
 - d. Cheerleading
 - e. Circle of Friends
 - f. Color Guard
 - g. Crimson Dancers
 - h. Crusader Creators
 - i. Crusaders of the Stage
 - j. Cross Country
 - k. Drama
 - l. FCA
 - m. FCCLA
 - n. FFA
 - o. Football
 - p. Golf
 - q. National Honor Society
 - r. Powerlifting
 - s. SADD
 - t. Scholars Bowl
 - u. Softball
 - v. Student Council
 - w. Tennis
 - x. Track
 - y. Volleyball
 - z. Wrestling

- B. You may be involved in more than one school activity.
 - 1. If the school groups in which you are involved have activities scheduled at the same time, you should notify the sponsors of these activities so that they can work out an arrangement.
 - 2. If a satisfactory arrangement cannot be made, the decision will be made by the principal. Their decision will be binding on everyone.
 - 3. KSHSAA Regional and State events take precedence over other activities.
- C. You have a responsibility to the activity in which you choose to participate.
 - 1. You must attend curricular class activities and you must behave as you should in any class.
 - a. The principal shall take the same steps in ensuring discipline and attendance at activities of performing groups as he does with any class.
 - b. When you violate any policies, the sponsor will have the authority to suspend you from activities.
 - (1) A report will then be sent to the principal, who will consider the facts of the case.
 - (2) The principal may then either extend the suspension, remove the student from the class, or determine what other form of penalty should be imposed.
 - 2. When you ask to be excused from a curricular activity, your request should be submitted to the sponsor of that activity. Within one day, the sponsor will make a recommendation on the request which he must send to the principal, who will then consider all sides of the matter and make the final decision.
- D. When you represent Wellington high School in extracurricular activities, you will conform to the personal appearance codes as prescribed by the sponsors of each activity.

USD 353 ATHLETIC/ACTIVITY POLICY

THIS POLICY IS IN EFFECT FROM THE FIRST DAY OF FALL ATHLETIC PRACTICE EACH SCHOOL YEAR UNTIL THE CONCLUSION OF SPRING SPORTS. STUDENT ATHLETES WILL BE HELD ACCOUNTABLE TO THESE GUIDELINES DURING AND OUTSIDE OF THEIR SEASON OF COMPETITION.

In order for a high school student to be involved in a KSHSAA athletic programs and activities (cheerleading, dance team, debate, forensics, music, student council, and scholars bowl) he/she must abide by these USD 353 guidelines as well as those established by the Kansas State High School Activities Association:

- 1. The student shall have passed at least six new subjects of unit weight the previous semester of attendance and be enrolled in and attending a minimum of six new subjects during the present semester. This is in accordance with the K.S.H.S.A.A. of which we are a member. (Middle School Students must pass five subjects)
- 2. He/she must be a bona fide student of the school and in good standing. If a student is under an administrative suspension, he/she WILL NOT be allowed to practice or participate in activities during the suspension period. Athletes being withheld from competition or while under athletic suspension are not considered to be in good standing.

3. The student must be in school a minimum of one-half day of school in order to participate in athletic contests or practices. Absences must be excused by the school with a note or call from the parent/guardian. Exceptions must be approved by a member of the building administration.
4. He/she must attend practice regularly. Absence from practice must be excused ahead of time by the coach. The coach has the final say as to whether the miss will be excused. Even if the absence is excused, the coach reserves the right to require conditioning work for that day to be made up. All other absences will be unexcused. The third unexcused absence may result in removal from the activity for the remainder of the season.
5. If at any time a student is found to be using, distributing, selling, or giving away any type of controlled substance (excluding alcohol and tobacco) they will be denied the privilege of participation in the athletic program for the remainder of the school year.
6. Beginning with the third week of each grading term, students participating in extracurricular activities will be subject to biweekly grade checks by the Activities Director. If at that time, the student has 1 F they will be placed on Academic Probation. The probationary period will last two weeks and if the student still has 1 F they will be Academically Ineligible until the grades in question have improved to a passing level, as approved by the teacher and the Activities Director. While a student is Academically Ineligible, they are able to participate in practices, meetings, etc. They are expected to attend contests and events, without being able to participate. If the contest or event requires the student to miss school, the student will stay in school in order to make academic progress. At the end of the first semester, student grades and their eligibility will reset. Eligibility applies to all KSHSAA sponsored activities and may extend to school sponsored activities as determined by the sponsor and administration.
7. He/she **MUST NOT** use or have possession of drugs, alcohol, or tobacco products. Any student involved with these substances on school grounds, at a school activity, or while in any way representing Wellington High School will receive the following consequences, **First offense** the athlete will be suspended from athletic competition for a minimum of 20% of the total number of competition dates (at the level which he/she usually competes), the athletic director and/or building principal will determine the exact number of contests. The total will be rounded up in a decimal situation. Students will attend one session with the high school counselor during the suspension to be given tools to help them recover from this situation.
8. If a student is involved with these substances away from school grounds or activities and it can be substantiated by a reliable source, such as the police, a faculty member, or an administrator, he/she will face the same penalties as outlined in point #7 above.
9. When a student is on athletic suspension for any period of time, he/she will be required to attend all team meetings and practices and be present with the team, but not suited up, during games.
10. **Second offense:** Any further involvement with drugs, alcohol, or tobacco products becomes evident, the student will be immediately removed from their athletic activity and denied the privilege of participation in the athletic program and all school activities for the remainder of the school year.
11. Disciplinary action will be handled on an individual basis, except those violations specifically spoken to above. Disciplinary action will result if, in the judgment of the coach and administration, the athlete's actions are considered irreconcilable. Irreconcilable actions could include, but are not limited to, such things as criminal activity (defined by KSA 72-8901 as conduct which constitutes the commission of a misdemeanor or a felony), or misconduct at school/school activities (as addressed in USD 353 disciplinary policies).

This policy applies to all Kansas State High School Activities Association Activities.

KSHSAA RULE 52

INTRODUCTION – The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist – they must be integrated and support each other in “different” arenas. The concept of “sportsmanship” must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY – Activities are an important aspect of the total education process in the American schools. They provide an arena of participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP, to build school pride, and to increase student/community involvement in society; this ultimately translates into improved academic performance.

Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. **Sportsmanship is good citizenship in action!**

ALL ACTIONS ARE TO BE FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or DISRESPECTFUL

Section 1- General regulation (apply to grades 7-12)

Art 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policies items are listed below are clarification:

- a. Be courteous to all (participants, coaches, officials, staff and fans.)
- b. Know the rules, abide by and respect the official’s decisions.
- c. Win with character and lose with dignity
- d. Display appreciation for good performance regardless of the team/
- e. Exercise self- control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Art 2: Enforcement Procedure:

- a. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein /
- b. The executive board of the Kansas State High Activities Association shall be responsible for the interpretation including “desirable and unacceptable behavior” and shall publish them in the Association’s Citizenship/Sportsmanship Manual.

RULE 52 INTERPRETATIONS

The following interpretations and policies were adopted by the KSHSAA Executive Board on November 17, 1988, in regard to be new Citizenship/ Sportsmanship Rule 52. These are meant to clarify and assist member schools in their enforcement of this regulation. Desirable and unacceptable behavior illustrations are “examples” and are not to be considered all inclusive.

RULE 52 VIOLATIONS

Violations of the code of ethics, KSHSAA rule and regulation or citizenship/sportsmanship rule 52 by member schools and/ or individuals shall be subject to consideration by the KSHSAA.

Action may result in the form of reprimand, probation or suspension of the school and/or individual depending upon the degree of the violation.

If a member school is not willing to impose disciplinary measures acceptable to the KSHSAA, a hearing (informal or formal) will be held and restrictions imposed by the KSHSAA.

School/coaches are encouraged to use the NCR Report Form to call attention to the KSHSAA any unusual situations, positive or negative, immediately following the contest.

If a problem is severe then the KSHSAA should be notified by telephone so the situation can be followed up right away.

LETTERING

Each coach/instructor will inform participants of the lettering policies for the sport/activity at the beginning of the season/year.

ATHLETIC ADMISSIONS

AVCTL tickets prices are set at \$6.00 for adults and \$4.00 for students. Students will be admitted to home games for \$1.00 plus a student ID. Tournaments and post season playoffs do not qualify for these prices.

SELECTION PROCEDURE FOR NATIONAL HONOR SOCIETY

The National Honor Society is an academic honors organization for which membership is by invitation only according to the following procedure:

1. Students’ academic records are reviewed to determine scholastic eligibility. To be scholastically eligible, a student must have a 3.500 or better grade point average. (The grade point average is determined to three decimal points; it is not rounded off to 3.5.)
2. Students who are eligible scholastically and their parent/guardian are notified by letter.
3. For further consideration for selection to the National Honor Society, each scholastically eligible student must complete the Student Activity Information Form. The form must be picked up by the deadline stated in the letter and must be returned by the deadline stated in the letter. If either deadline is not met, the student will no longer be eligible for

membership.

4. The student will submit all required materials to the NHS Advisor by the deadline.
5. The Faculty Advisory Committee, a committee of five teachers, then reviews the Student Information form, reference letters, and discipline/administrative file for each candidate and selects students for membership.
6. The students selected for membership and their parent/guardian are notified by letter.
7. An induction ceremony is held.
8. Infractions of school policies may result in disciplinary action.

HEALTH SERVICES

***Any Decisions or actions taken by USD 353 Board of Education or changes in Kansas Statutes or Laws after the printing of this information will override what is written here.**

The School Nurse provides a variety of health related services to USD 353 students. Health records, including immunizations and physicals, as required by Kansas State Law are maintained for each student throughout their school career. Vision and hearing screenings are provided every 2 years and dental screenings are offered yearly for our students. If you do not want your student to have these screenings, you must send a written refusal to the school nurse. Specific immunizations are required per grade for each student to follow Kansas Statute. First Aid/ emergency treatment will be handled by the school nurse, if present, or designated personnel. Students will be cared for in the nurse's office and return to class if appropriate and able. General guidelines for dismissal for illness include: temperature of 100.0F or above, vomiting, identification of potential communicable disease, etc and for injury include: loss of consciousness, possible fractures, possible need for stitches, or an injury that prevents them from participating in school. The parent/guardian may choose to take their student home for an illness/injury. Building/District attendance policy will apply any time a student is dismissed as ill or injured. In the event of a serious accident, the school will attempt to contact the parent/guardian. In the event that they are unable to be contacted, or cannot make it to the school quickly and immediate medical care is needed 911 will be called to facilitate transport to the hospital. The parent/guardian has the right to decline EMS transport upon their arrival to the school.

MEDICATION ADMINISTRATION

Per USD 353 Board of Education policy JGFGB & JGFGBA (Administration and Self-Administration of Medication)the following steps must be followed:

- 1.A written order from a Health Care Provider (Physician, ARNP, PA, or Dentist/Orthodontist) with written parent/guardian consent must be provided each year for all medications.
2. The student must receive at least one dose of the medication (except the epinephrine auto-injector) prior to receiving it at school.

3. Medication must be provided in its original container (the pharmacy will usually provide a 2nd labeled container if you request it).
4. If the student needs their medication during a school sponsored event such as a field trip or athletic event, arrangements will be made for the student to receive his/her medication by a supervising adult.
5. Appropriate staff will be notified that the student has a prescribed medication in the nurse's office or carries one with them.
6. All medication will be kept in and administered from the nurse's office except Self-administered medication (see below)
7. Parents/guardians are to be aware that the school district and its officers, employees, and agents aren't liable for damage, injury or death relating to the administration/self-administration of medication and will sign a statement to that effect.

SELF-ADMINISTERED MEDICATIONS: (Insulin, epi-pen, inhalers)

Medication in this section will be defined as a medication prescribed for treatment of anaphylaxis (severe allergic reaction), asthma, or diabetes. In addition to the above requirements, the following must be met:

1. The health care provider must sign that the student has the skill level necessary to administer the medication as prescribed and to use any device necessary for that administration.
2. If a student abuses this policy by sharing medication with another student or other identified misuse their right to self administration of medication as defined here will be revoked and disciplinary action could be taken.

PHYSICAL EXAM

Per K.S.A. 72-5214 Kindergarten students and any student, up to the age of nine, who was not previously enrolled in a Kansas school shall present a health assessment/physical prior to their admission/attendance. The physical must have been completed within the 12 months prior to their attendance.

HEAD LICE

Parents will be notified if their child has nits or live lice. Those with live lice will be sent home for treatment before they can return to school. The student must report to the office to have their hair checked to insure all live lice have been removed. Information regarding method of spread, removal and treatment of head lice is available from the nurse's office. School wide checks are no longer recommended, students may be referred to the nurse for a check if scratching or visible lice are present.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)

AED's are available at each school and may only be used by staff, students, or patrons that are trained and certified in their use by American Red Cross or American Heart Association. If the AED is used notify the school nurse so supplies and equipment can be checked and replaced. WHS has an AED on the wall between the Main and Auxiliary Gym and one located on the wall between the entrance doors to the library. WMS has an AED located on the wall outside their gym. Each of the elementary schools has an AED in a cabinet located in their commons or office hallway. There are mobile AED units available for checkout, through the nurse, during extracurricular activities. Tampering with or vandalism of the AED or its cabinet will be dealt with as a disciplinary matter through the Principal's office. Replacement/repair costs for the AED or cabinet will be the responsibility of the student &/or student's parent/guardian.

IMMUNIZATION REQUIREMENTS

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school. There are specific intervals between immunizations and variations on doses depending on dates. Any questions, contact the school nurse, health department or online at: <http://www.kdheks.gov/immunize/schoolInfo.htm>

Kindergarten-Grade 6

VACCINE	REQUIREMENT
Dtap/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses (1 dose must be after 4 th birthday)
MMR (measles, mumps, rubella)	2 doses
Varicella (chicken pox)	2 doses (or signed doctor's note if child had the illness)
Hepatitis B	3 doses
Hepatitis A (KDG and 1st only)	2 doses

Grade 7-12

VACCINE	REQUIREMENT
Tdap	1 dose (regardless of last DtaP or Td (dose)
IPV (polio)	4 doses (one dose must be after 4 th birthday)
MMR (measles, mumps, rubella)	2 doses
Varicella (chicken pox)	2 doses (or signed doctor's note if child had the illness)
Hepatitis B	3 doses
Meningococcal (7th and 11th grade only)	1 dose

IMMUNIZATION EXEMPTIONS

Medical: An annual written statement or medical exemption form, signed by a physician, stating the reason for the exemption and the vaccine that the student is exempt from must be turned in to the nurse's office.

Religious: A written statement from the parent/guardian that the student is adherent of a religious denomination whose religious teachings are opposed to the required immunizations.

**Non-compliance with the provisions of KSA 72-5209 & K.A.R. 28-1-20 as amended, may result in the student being excluded from school until compliance with the law has occurred. The school nurse or her designee will notify the parent/guardian of needed immunizations.

EMERGENCY SAFETY INTERVENTIONS

The Wellington USD 353 board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The Wellington USD 353 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 www.usd353.com. In addition, this policy shall be included in at least one of the following: USD 353 crisis plan, or student handbook.

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

GAAF Emergency Safety Interventions GAAF-2

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

GAAF Emergency Safety Interventions GAAF-3

state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” 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;

GAAF Emergency Safety Interventions GAAF-4

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

GAAF Emergency Safety Interventions GAAF-5

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.

GAAF Emergency Safety Interventions GAAF-6

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

GAAF Emergency Safety Interventions GAAF-7

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

GAAF Emergency Safety Interventions GAAF-8

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.

GAAF Emergency Safety Interventions GAAF-9

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

GAAF Emergency Safety Interventions GAAF-10

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

GAAF Emergency Safety Interventions GAAF-11

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.