

**Inman Jr. & Sr. High School  
2017-18 Student Handbook**

Inman Schools...Where Tradition Meets Innovation

**BOARD OF EDUCATION**

David Balzer  
Janell Harman  
Kevin Neufeld

Mark Ropp  
Jessica Schierling  
Lisa Thimmesch

**ADMINISTRATION**

Scott Friesen  
Tyler Weinbrenner

Superintendent  
Principal

**INTENT OF HANDBOOK**

*Not every procedure or rule can be covered in this handbook. No part of this offering should be in conflict with Federal or State Law, Inman Board of Education Policy, KSHSAA rules, or the directives of the Superintendent of Schools. Should there be such a conflict, then Federal or State Law, Inman Board of Education Policy, KSHSAA rules, or the directives of the Superintendent of Schools will take precedence over the information in this handbook.*

**Inman Jr. and Sr. High School Faculty**

<b><u>Name</u></b>	<b><u>Degree</u></b>	<b><u>Teaching Field</u></b>	<b><u>Activities Sponsored</u></b>
Kara Ayers	B.A.	Foreign Language	Senior Class Sponsor
Kim Baldwin	M.S.	Language Arts	Sophomore Class Sponsor/Media Tech/Yearbook
Abram Brensing	M.S.	Art	Senior Class Sponsor
Clayton Cearley	B.S.	Social Studies	Freshman Class Sponsor/Head JH Football/Asst. JH Boys Basketball/Asst. JH Track
Sara Cottam	B.S.	Mathematics	7 <sup>th</sup> /8 <sup>th</sup> Class Sponsor/JH Stuco
Aaron Dibbens	B.S.	Special Education	Sophomore Class Sponsor
Thayne Ediger	M.S.	Science/Physical Education	7 <sup>th</sup> /8 <sup>th</sup> Class Sponsor
Scott Flaming		Technology Coordinator	
Jeff Friesen	M.A.	Social Studies	7 <sup>th</sup> /8 <sup>th</sup> Class Sponsor/Asst. HS Boys Basketball/Asst. JH Track
Tami Garst	M.A.	Language Arts	7 <sup>th</sup> /8 <sup>th</sup> Class Sponsor
Russ Goering	B.S.	Athletic Director/P.E./Health/Driver's Education	
Matt Harris	M.S.	Mathematics	Freshman Class Sponsor/Head JH Boys Basketball
Scott Hatfield	B.A.	Band	Sophomore Class Sponsor
Daniel Knapp	B.S.	Agricultural Education	FFA/Senior Class Sponsor
Tony Mark	B.S.	Special Education	Junior Class Sponsor/Asst. Baseball
Karissa Menard	B.M.E.	Vocal Music	Junior Class Sponsor/Notables/Musical Director
Jay Parsons	M.S.	Mathematics	Senior Class Sponsor/Head Cross Country/HS Scholars Bowl/Asst. HS Track
Joe Pfannenstiel	M.S.	Counselor	Freshman Class Sponsor/Student Council
Bre Ryan	B.A.	Language Arts	Freshman Class Sponsor/Head JH Girls Basketball/
Lance Sawyer	B.S.	Physical Education/Mathematics	Junior Class Sponsor/Head HS Football/Weights
Dale Sprunger	M.S.	Industrial Arts	Sophomore Class Sponsor/Head HS Track/Asst. HS Football
Debra Vogt	M.S.	Gifted Education	
Sharena Webb	B.S.	Science	Junior Class Sponsor/JH Quiz Bowl

## Support Staff

Rita Balzer	HS Paraprofessional
Denni Raney	JH Paraprofessional
Michelle Reimer	HS Paraprofessional
David Williams	HS Paraprofessional
Aaron Voth	JH Paraprofessional

## Cooks, Custodians, Maintenance, and Office Personnel

Margie Brensing	Secretary Assistant/Concessions
Josh Brooks	Maintenance Director
Deb Burgess	Head Cook
Renee Foster	Custodian
Gwen Gordon	District Powerschool/Data Collection
Mindy Mikulecky	Secretary/Food Service Director
Susan Roehl	Cook/Custodian
Mary Jo Swenson	Custodian
Josh Pollock	Custodian
Alisha Pollock	Assistant Cook

## Coaches, Assistant Coaches & Coaches' Aides

Emme Butler	Head HS Volleyball
Brett Froese	Head HS Boys' Basketball
Kristi Froese	Head JH Volleyball
Caleb Hendricks	Assistant HS Football
Bill Maurer	Head HS Girls' Basketball
Matt Mikulecky	Head Baseball
Doug Neufeld	Assistant HS Girls' Basketball
Maddi Richert	Head HS Cheer/Dance
Denni Raney	Assistant JH Cheer
Kendee Schroeder	Head JH Cheer/Asst. HS Cheer
Bill Sisson	Head Softball
Cameron Traxson	Assistant JH Football/Assistant HS Track
Kelly Turcotte	Assistant JH Volleyball/Assistant Softball
Aaron Voth	Assistant JH Girls' Basketball/Assistant HS Volleyball

## 2017-18 Student Officers

### Senior Class Sponsors

John Ramey	President
Ethan Stubbs	Vice-President
Elizabeth Wood	Secretary
Nathan Enns	Treasurer
MaKayla Michael	STUCO
Gabe Knechtel	STUCO

### Sophomore Class Sponsors

Matt Ramey	President
Nich Martisko	Vice-President
Camden Stubbs	Secretary

### Junior Class Sponsors

Makayla Schroeder	President
Bailey Eck	Vice-President
Taylor Dieball	Secretary
Sean Smallcanyon	Treasurer
Jordan Friesen	STUCO
Reagen Snow	STUCO

### Freshman Class Sponsors

Peter Buller	President
Jarrold Werth	Vice-President
Halee Konrade	Secretary

Jaxon Mead                      Treasurer  
 Jacob Koop                      STUCO  
 Rachel Harman                 STUCO

Hali Eddy                         Treasurer  
 Raegan Neufeld               STUCO  
 Parker Eck                       STUCO

**Student Council**

Max Harman                      CO-President  
 Dakota Parkhurst               CO-President  
 Kirstan Devore                 Secretary  
 Michael Bledsoe                Treasurer

**FFA Officers**

Max Harman                      President  
 Elizabeth Wood                 Vice-President  
 Kaylee Wedel                   Secretary  
 Katie Krehbiel                 Treasurer  
 Ashton Brunk                   Reporter  
 Ally Leslie                       Sentinel  
 Collin Wedel                     Student Advisor  
 Taylor Dieball                  Historian

**FFA Jr. Officers**

Bailey Eck                        President  
 Rachal Harman                 Vice-President  
 MaKayla Schroeder            Secretary  
 Gabe Knechtal                 Student Advisor

***INMAN HIGH SCHOOL  
 DAILY CLASS SCHEDULES***

**H.S. BELL SCHEDULE**

First Period----- 8:15-9:04  
 Second Period----- 9:08-9:57  
 Third Period-----10:01-10:50  
 Home Room -----10:54-11:24  
 Fourth Period-----11:57-12:46  
     ***1st lunch    11:28-11:53***  
 Fifth Period-----12:50-1:39  
 Sixth Period-----1:43-2:32  
 Seventh Period-----2:36-3:25

***INMAN JUNIOR HIGH SCHOOL  
 DAILY CLASS SCHEDULES***

**Jr. High BELL SCHEDULE**

First Period ----- 8:15-8:59  
 Second Period ----- 9:03-9:47  
 Third Period ----- 9:51-10:35  
 Fourth Period-----10:39-11:23  
 Fifth Period -----11:26-12:17  
     ***2nd lunch    12:21-12:46***  
 Sixth Period -----12:50-1:39  
 Seventh Period-----1:43-2:32  
 Eighth Period-----2:36-3:25

The school doors will be opened at 7:00 a.m. and locked at 4:00 p.m.  
 This schedule may have to change in order to equalize the number of students eating during each lunch shift.  
 1<sup>st</sup> lunch students will move to the commons when they are done eating.  
 2<sup>nd</sup> lunch students will move to the black gym when they are done eating.

## Instructor Lunch Schedule

### First Lunch 11:28-11:53

Ayers  
Baldwin  
Cearley  
Harris  
Knapp  
Mark  
Menard  
Parsons  
Sprunger  
Webb

### Second Lunch 12:21-12:46

Brensing  
Cottam  
Dibbens  
Ediger  
Friesen  
Garst  
Goering  
Hatfield  
Ryan  
Sawyer

## FOUR YEAR FUND-RAISING PLAN FOR CLASSES

<u>CLASS</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
Freshmen	Fall (FB) Homecoming Locker Decorations Christmas Dance Winter (BB) Homecoming Locker Decorations	Class Dues Concessions
Sophomores	Winter (BB) Homecoming Dance Fall (FB) Homecoming Backdrop	Class Dues Concessions
Juniors	Junior/Senior Banquet & Prom Winter (BB) Homecoming Backdrop	Class Dues Concessions Magazine Sales
Seniors	Caps & Gowns Other Graduation Expenses Fall (FB) Homecoming Dance Alumni Banquet	Class Dues Concessions

The following classes and/or organizations are in charge of organizing and/or decorating the following activities for the 2017 - 2018 school year:

Aug.	<b>Beginning of School Mixer</b> <ul style="list-style-type: none"> <li>▪ Refreshments - STUCO</li> <li>▪ Dance or other activity - STUCO</li> </ul>
Sept./Oct.	<b>Football Homecoming</b> <ul style="list-style-type: none"> <li>▪ Dance sponsored by Seniors</li> <li>▪ Assembly - Cheerleaders</li> <li>▪ Backdrop - Sophomores</li> <li>▪ Locker decorations - Freshmen</li> <li>▪ Coronation - Cheerleaders</li> <li>▪ Refreshments, Dance decorations &amp; Cleanup - Seniors</li> </ul> <b>Junior High Mixer-JH STUCO</b>
Nov.	<b>Food Bank Drive - STUCO</b>
Dec.	<b>Community Service Drive - STUCO</b> <b>Christmas Dance - Semi-formal – Freshman</b>

- Jan./Feb.                      Basketball Homecoming**
- **Dance sponsored by Sophomores**
  - **Assembly - Cheerleaders**
  - **Backdrop - Juniors**
  - **Locker decorations - Freshmen**
  - **Coronation - Cheerleaders**
  - **Refreshments, Dance decorations & Cleanup - Sophomores**
- April                              Jr/Sr. Banquet and Prom - Junior Class**
- May                                May Day Assembly**
- **Backdrop - STUCO**
  - **Program - STUCO**

Section I

**ACTIVITY TRANSPORTATION**

Whenever students ride transportation to an activity provided by the school, they should also ride home on that transportation. Students representing Inman High School will be required to ride school transportation unless special permission is granted by the administration. Exceptions to this policy shall be granted providing:

*Alternative transportation arrangements are authorized in writing by the student's parent or guardian.*

**ATTENDANCE**

School attendance is the responsibility of each student and his/her parent. Daily class participation is an integral part of the educational process. Students are expected to attend school full time except for when absences are excused for the reasons addressed below. All absences will be unexcused unless excused by a parental phone call or note. Students arriving 25 minutes or more after a class has begun will have the entire hour counted as an absence. Parents or guardians are asked to call the school office (585-6441) before 10:00AM on the day of any student absence. The school will contact parents if a student is absent and the office has not received a call. If a phone call cannot be made, a note, presented on the day of return, will be accepted. The note will include the name of the student, the date of the return, the date of the absence, the reason for the absence, and the signature of the parent/guardian. If a note is not delivered to the office within two (2) days upon return to school, the absence will be considered unexcused.

Absence during the school day:

1. Students should bring a note from a parent, or parent should make a phone call requesting that their student be permitted to sign-out of school.
2. The student should present the note to the office at the beginning of the school day.
3. The student will sign out in the office prior to leaving the building.
4. Upon return the student will check in at the office.

Without prior written permission or a phone call from the parent or guardian, school officials will not permit a student to sign out or leave the campus.

**Excused Absence**

Excused absences shall include but may not be limited to the following:

- Personal illness and professional appointments
- Health-related treatment, examination, or recuperation
- Serious illness or death of a member of the family
- Emergencies calling for the student's presence at home
- Obligatory religious observances
- Participation in a USD 448 district-approved or Inman school sponsored activity
- Absences prearranged by parents and approved by the principal
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district would not be considered inexcusably absent. The administration reserves the right to judge the sufficiency of any claimed emergency. To be excused, all other absences shall have the prior approval of the administration. This prior approval should be obtained well in advance of the date when the student will be absent. Prior approval must be obtained for family vacations and for non-school related activities, including working for parents. Medical and/or dental appointments should be made outside of the school day when possible.

It is the student's responsibility to obtain from each teacher the work missed due to an absence. An authorized school activity or excused absence allows the student to make up the work missed and receive a grade and credit when the make-up work is completed within the numbers of days absent plus one day. A student will not receive credit for any work not made up. Prior notification should be made to the High School office for absences due to family/non-school related activities.

### **Unexcused Absences**

Those students without a parental phone call or parental note will receive an unexcused absence. An unexcused absence will deny a student the privilege of participating in that day's extra-curricular activities. Student time missed due to unexcused absences will result in make-up time. In all cases, unexcused absences will be dealt with in accordance to Kansas's attendance laws.

- 1<sup>st</sup> Unexcused Absence: Detention
- 2<sup>nd</sup> Unexcused Absence: Detention
- 3<sup>rd</sup> Unexcused Absence: In School Suspension
- 4<sup>th</sup> Unexcused Absence: Attendance Contract

### **Examples of Unexcused Absences** (Not an all inclusive list)

- Baby-sitting.....Contingent upon circumstances
- Car Trouble.....Without verification by parent
- Fair.....Unless participant (Fair trips, track meets, etc... will be counted as family trips only if students attend with his or her parents)
  
- Hair appointments
- Home Chores.....Contingent upon circumstances
- Hunting
- Missing Bus
- Oversleeping
- Ski trips.....Without family
- Skip Days
- Skipping School... 1<sup>st</sup> offense – make up time or in-school suspension  
2<sup>nd</sup> offense – double time or in-school suspension  
3<sup>rd</sup> offense – in-school suspension
- Vacations.....Without family
- Working.....Without prior administrative approval

### **ABSENCES ON DAY OF AN ACTIVITY**

A student must be in attendance by 10:00 a.m. and the absence must be excused in order to participate in extra-curricular events on that day.

### **FOOD/DRINK**

Students may have food or drink in the commons area before school. The machines will not operate between 8:15 – 3:15. Gum and candy will be allowed as per school staff guidelines, which are subject to administrative review.

### **CELL PHONES**

Cell phones may be used in the school before and after school hours, during passing periods, and at lunch. Cell phones are to be put on silent or turned off while in class and are not to be used. Cell phones that are used during class will be confiscated and taken to the office. A detention may be assigned for violation of the cell phone policy.

Cell Phone Violation:

- 1<sup>st</sup> Offense: Cell phone taken to office and picked up by student at the end of the day.
- 2<sup>nd</sup> Offense: Cell phone taken to office and picked up by parent at the end of the school day.
- 3<sup>rd</sup> Offense: Cell phone taken to office and picked up by parent. Student assigned to Saturday Session.

### **CHEATING**

A student cheating on schoolwork will receive a zero (0) for the work but still may be required to satisfactorily complete it at the discretion of the instructor and the building principal. Other appropriate action may be taken.

### **CLOSED NOON HOUR AND LUNCHESES**

Students will not leave the building during the noon hour. \*Seniors will be permitted to leave the building for lunch once weekly with the day of the week to be agreed upon by administration.

Students who bring their own lunches will eat in the lunchroom m. Only those with a certified medical reason (note from a physician) will be allowed to go home to eat. Those students who leave school grounds during the lunch period without permission will be considered to have "skipped" and will be dealt with per district policy.

The Inman School lunch program is self-supporting and operates on a cash basis. All students participating in the hot lunch program, as well as those bringing their lunches, are expected to eat in the cafeteria. Food is not to be taken from the cafeteria and every effort should be made to keep this area as clean as possible.

### **CONFERENCES--PARENT REQUESTED**

In the event that a parent should wish to have a conference with an instructor, the following procedure should be followed:

1. The parent should call the school office and ask to speak to the counselor or instructor regarding a conference. If the instructor is not occupied with a class, he/she will be called to the phone and an appointment arranged time.
2. If the instructor is in class at the time, he/she will be notified as soon as possible.

3. The instructor will return the call and arrange an appointment at the school at a time convenient to both parties.
4. Parents and teachers have the option to have the principal present at any conference.

All parent conferences regarding pupil progress are to be held at school. The cooperation of the parents regarding this matter will be greatly appreciated.

#### **DANCE GUIDELINES FOR INMAN HIGH SCHOOL**

1. Dances will be sponsored by an IHS organization and may be used to raise funds. Five all-school dances per school year will be permitted. The Junior/Senior prom is excluded from this number. (We encourage classes and clubs to sponsor more activities than just dances.)
2. Dances must be supervised by at least two adult couples over 21, one of which must be a faculty member. An administrator will also be available to assist at all dances.
3. The organization and supervisors shall be responsible for the condition the school is left in after the dance.
4. The school commons or music room are possible locations for the dance.
5. All organizations wishing to sponsor a dance should have prior approval by the high school principal at least three weeks before the event, and will be placed on the weekly calendar.
6. Live or recorded music may be used.
7. Dances will be limited to Inman High School students and their dates. Out-of-school dates must be registered in the office. No outside dates are allowed at the back to school mixer.
8. Dances will not last later than 12 o'clock midnight and earlier times may be used.
9. The doors will close one hour after the beginning of the dance and there will be no admittance after that time. Anyone leaving a dance may not return after doors have been closed. Exceptions may be made if prior arrangements are made with the principal.
10. All IHS students and their dates will observe the published guidelines/policies of IHS. IHS students will be responsible for the conduct of their out-of-school dates.
11. Dancing must be face-to-face.

#### **DETENTION - STUDENT**

Teachers, at their discretion, may detain a student before or after school for up to one hour. Students should be given a twenty-four hour notice to enable them to notify parents and make arrangements for transportation when they are required to stay for detention. Students who have a detention for academic reasons may be allowed to ride the activity bus; this is subject to administrative review.

#### **DRESS CODE FOR STUDENTS OF INMAN HIGH SCHOOL**

We are interested in the welfare and reputation of our school. We feel that proper dress of the students has an influence on the overall atmosphere of our school. Proper grooming is necessary on the part of both boys and girls. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

The following will be used as guidelines for good grooming and dress for the school:

- Dress must be reasonable and non-disruptive.
- Shirts must be long enough to cover the torso.
- All tops must have sleeves.
- No torn clothing or shirts slit down the side are allowed.
- The appropriateness of body shirts is subject to administrative approval.
- Shorts, skirts, or dresses should be of appropriate length.
- Clothing with obscene, suggestive, or sexual double meanings imprinted or pictured will not be permitted.
- Clothing alluding to or portraying alcoholic beverages, other drugs, or smoking materials is unacceptable.
- Sunglasses unless required by a physician are unacceptable. They must be left in one's locker.
- Jewelry that is disruptive is unacceptable.
- Headdress such as caps, hats, sweat bands, "doo-rags", scarves, and hoods are not appropriate school apparel and need to be removed when entering the building and kept in the student's locker. At the end of the school day, hats should not be worn until students exit the building. Bandannas are not allowed in the building.
- Bare feet or stocking feet will not be permitted.
- Clothes must be neat and clean.
- Undergarments are to be covered at all times.
- Hair color must not be disruptive to educational environment.

The items listed above serve only as a guideline. There may be other dress code issues that are not included in this section and are at the discretion of the administration.

Safety regulations and appropriate dress must be met in Industrial Arts, Vocational Agriculture, Chemistry, Physics and Physical Education/Athletics and may require special dress.

The dress code applies at all school-sponsored activities (i.e. sports events, dances, etc.) and the school reserves the right to determine what is appropriate dress. A Student's personal appearance may not disrupt the school day or the classroom atmosphere. Students wearing inappropriate clothing will be asked to change regardless of having access to a coat or sweater. Students failing to follow the dress policy will be assigned detention after the first incident. Students will receive a 30-minute detention for the 2<sup>nd</sup> and 3<sup>rd</sup> offense, and



a 60-minute detention for the 4<sup>th</sup> and 5<sup>th</sup> offense. Dress code offenses beyond six will result in a parent conference and possibly a contract outlining solutions to the problem. Continued disregard for the school dress code policy will result in a suspension.

### **ELECTRONIC DEVICES**

Personal laptops, iPads, radios, iPods, mp3 players, etc. may be used with teacher approval.

### **GRADUATION EXERCISES**

For students to take part in the graduation exercises, they must meet these criteria:

1. Not under any disciplinary action that will not allow them to participate.
2. Have met their financial obligations to the school and class.
3. Be a student with good academic and behavioral standing.
4. Meet prescribed behavior and dress that is required.
5. Have successfully completed all the requirements for graduation before participating in the commencement exercises.

### **HALL CONDUCT**

Proper conduct in the halls is expected of every student. Running, pushing, and shoving, are prohibited. Students are asked to refrain from forming large groups in the halls, which hinder other students from passing. There shall be no display of affection other than holding hands while at school.

### **HOME ROOM**

1. Every student will report to their designated teacher or location for homeroom.
2. Home Room time is to be used for doing assigned work, reading, or other school scheduled activities.
3. Activities such as talking or socializing with friends, playing cards, or sleeping are not allowed during Home Room.
4. School organization's meetings can be scheduled during homeroom.

### **LEAVING THE CLASSROOM**

Except for special reasons, students should not be allowed to leave the classroom during class time. The instructor and not the bell is responsible for dismissing the class at the end of the period. Students outside of the classroom during class time should have a written pass.

### **LEAVING SCHOOL**

After a student has reported to school, he or she is not to leave at any time, except after reporting to the office, receiving permission, and signing out. The student should have a written note from a teacher or parent requesting that he or she be allowed to leave the building. The administration reserves the privilege to determine if it is necessary for the student to leave the building. It will be necessary to contact a parent of any student who wants to leave school, before that student is allowed to leave the building. Failure to follow proper procedure when leaving the building will result in an unexcused absence regardless of the reason. Failure to sign out in the office may be dealt with as skipping/unexcused absence. If a student needs to get something from home or their car during the school day, they may be required to make up the time that they are gone with a minimum of 30 minutes.

### **MEDICATION AT SCHOOL**

If a student is in need of taking or keeping prescribed medication at school, the parent or guardian should contact the school to make arrangements. The container should be labeled with the following information: 1) child's name; 2) doctor's name; 3) name of drug; 4) time and amount of dosage.

Store purchased medication (i.e., aspirin, NoDoz, Tylenol) is subject to school policy.

### **SATURDAY OR HOLIDAY SESSIONS OR DETENTION**

Saturday or holiday sessions or detentions may be assigned by the principal or his designee. Such sessions or detentions may be assigned to a student to catch up on academic work or as part of regular disciplinary action. The session or detention may last one to six hours with a break provided for lunch if necessary. Students will be supervised by the principal or his designee and will be required to work in isolation or with others. When a Saturday or holiday session or detention is required, parents should be contacted verbally by the principal or his designee. A written notice should also be sent to the home. Saturday or holiday sessions or detentions will normally occur between the hours of 8:00 a.m. and 5:00 p.m.

### **SUSPENSION AND EXPULSION OF PUPILS**

Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee or certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

#### **Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;

- Conduct which constitutes the commission of a misdemeanor occurring at school, on school property, or at a school sponsored activity.
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school sponsored event.

#### Short-term Suspension

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

#### Suspension and Expulsion Procedures

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

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

#### Long-Term Suspension or Expulsion

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

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations, and relevant handbook language.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

#### Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or parent/guardian to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation requiring a one calendar year expulsion, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation requiring a one calendar year expulsion, the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
  - Be on school property or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

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

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

#### Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

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

- To a fair and impartial decision based on substantial evidence.

#### Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

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

#### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students placed on OSS will not be in good standing during the time of their suspension. During the suspension, the student is not allowed on school property. The student is not allowed to attend, perform or participate in, or practice or compete in any school activity within USD 448, or at any other school or site, involving Inman High School/Junior High students. Students on OSS will be allowed to make up work during the time of their suspension. To receive credit, all work must be turned in when the student returns to class. Someone shall pick up make-up work assignments in the office other than the suspended student. A student regains his/her student-in-good-standing status upon his/her return to school the first day following the end of the suspension.

#### **IN-SCHOOL SUSPENSION POLICY**

In-school suspension means that students guilty of undesirable behavior will be confined to a suspension room for a period of one (1) to five (5) school days when deemed advisable by the principal.

Students will be required to do all regular class assignments and will be denied usual privileges. Students will receive credit for work turned into the facilitator the day of the suspension. Any work not completed will be recorded as a "0". In-school suspension students will eat lunch earlier than their classmates and will have a closed noon hour. They will not be allowed to participate in, or attend extracurricular activities held before, during or after school while serving the in-school suspension. This includes practices, performances, programs, recitals, or games. This is not an all-inclusive list. Sleeping in in-school suspension is not acceptable.

Parents will be notified verbally and in writing within 24 hours if their student is placed for a half-day or more in in-school suspension. Because we are not always able to notify parents when problems occur at school, this notification may take place after the fact.

The in-school suspension room will be supervised by the principal, counselor, or instructors, depending upon the daily schedule.

Students assigned to in-school suspension will be required to report to the office at 8:15 a.m. and must remain in in-school suspension until 3:15 p.m.

Expectations:

1. If possible, the student's instructors will be notified before 3:15 p.m. of in-school suspension the following day.
2. The instructor is responsible to provide an assignment. It should take up to fifty-five (55) minutes to complete.
3. Instructors will give a grade for these assignments. It is the student's responsibility to turn the work in to the instructor. If the work is not turned in, a "0" will be given.
4. Should students not make an effort to work, another day of in-school suspension may be assigned or an out-of-school suspension may occur.
5. ISS is not for wasting time.

#### **SCHOOL GROUNDS**

School doors will be opened at 7:00 in the morning and locked at 4:00 in the afternoon. Students who are not under school supervision or participating in activities should not arrive before 7:00 a.m. and should leave the school premises no later than fifteen (15) minutes after the end of the academic or activity day. Those refusing to obey this policy are subject to school and/or civil-criminal punishment. USD No. 448 and/or Inman High School will assume no responsibility for injury or other loss once the fifteen (15) minute deadline has been reached.

#### **TARDINESS**

Students at Inman Jr. and Sr. High School will be counted tardy if they are not in class according to classroom procedure, when the final bell rings. Any student tardy to his first class of the day must report to the office before going to class if the tardy is excused. Any student detained by a teacher must obtain a pass from the teacher for admittance to the next class. Students will be given two warnings per class each nine weeks. Students who exceed the warnings will have the following consequences:

- 1<sup>st</sup> Tardy: Warning
- 2<sup>nd</sup> Tardy: Warning
- 3<sup>rd</sup> Tardy: Teacher Detention – 30 Minutes
- 4<sup>th</sup> Tardy: Teacher Detention – 30 Minutes
- 5<sup>th</sup> Tardy: Referral to Office – 60 Minute Detention
- 6<sup>th</sup> Tardy: Saturday Session or ISS

Excessive tardiness will be dealt with as necessary.

### **UNAUTHORIZED SUBSTANCES**

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Also, unless otherwise specified in board policy JDDA, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

In the event any student violates this policy, such a student may be suspended under the provisions of Board Policy of Inman Unified School District No. 448.

### **Section II**

#### **ACTIVITIES**

At the beginning of the school year, at their organizational meeting, the officers of the various clubs and organizations will explain to students the purpose, requirements for membership, dues, and plan of activities for the year. Students are encouraged to participate, as a well-planned activities program gives each student the opportunity to become involved and discover and develop leadership abilities. Everyone who joins a club or organization will be expected to attend meetings regularly and to actively participate in the activities. Each student should be certain to maintain a proper balance between academic and extra-curricular work and activity.

#### **ACTIVITY SPONSORS**

Each club, organization, and class has one or more faculty sponsor who shall act as advisor and liaison representative with the office. Organizational officers are responsible to the sponsor. Questions concerning organizations and clubs should be directed first to the sponsor, then to the principal.

The faculty sponsor or liaison designee shall be responsible for getting administrative approval for all organizational activities and seeing that it is placed on the weekly calendar. A form or approval for activities may have to be filled out.

#### **ASSEMBLY PROGRAMS**

A limited number of assembly programs will be selected, financed, and scheduled by the student council, faculty, and administration each year. Programs will be selected that are informative, educational, and entertaining. Students are expected to demonstrate proper respect toward the presenters.

#### **ATHLETICS**

Inman High School is a member of the Heart of America League for School Activities, a well-organized and highly competitive association of schools. Students are encouraged to participate in at least one inter-scholastic sport during their time in high school. The athletic program is administered by well-trained and competent coaches. The overall objective of the athletic program is educative, in that it furnishes experiences through which students are expected to receive training for life situations.

### **KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY RULES FOR ATHLETICS**

#### **YOU ARE ELIGIBLE IF:**

1. You are a bona fide undergraduate student in good standing.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or school.
3. You are not nineteen years of age on or before September 1 of the school year in which you compete.
4. You have not completed eight semesters of competition and/or attendance nor more than four seasons in one activity in a four year school, six semesters and three seasons in a three year school, four semesters and two seasons in a two year school.
5. You have passed five subjects of unit weight your last semester of attendance. (if you are a first semester high school student, you must have passed five subjects of unit weight in your last semester of junior high attendance.)
6. You are attending and enrolled in five subjects of unit weight.
7. The last two semesters of possible eligibility are consecutive.
8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or try out conducted by an outside organization.
9. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands of your principal prior to your first practice.)
10. You are regularly enrolled and in attendance no later than Monday of the fourth week of the semester in which you participate.
11. You are a transfer student and have met the requirements of the Transfer Rule. Contact the principal concerning this regulation.
12. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. You have not competed under a false name.
14. You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

Students who wish to participate in athletics at Inman High School must also meet the academic eligibility requirement. Each head coach will set the rules and regulations that he or she deems necessary for his or her particular sport. The athletic handbook is the main resource used by our coaches for our athletes.

### **CALENDAR**

The school calendar will be published weekly. The faculty sponsors of the organizations are responsible for scheduling the activities with the principal and athletic director.

### **CARE OF PROPERTY**

We have a beautiful school building and campus; it is the responsibility of students, staff, and patrons of USD 448 to show respect and proper care to the property.

### **COLLEGE/ON-LINE COURSES**

Students may enroll in an accredited college or on-line courses and must meet the following requirements: be a sophomore, junior, or senior, or have a gifted IEP as a freshman, have a GPA of at least 2.5, receive permission to take the class for credit from the principal, make arrangements at least two weeks prior to the beginning of the course, and obtain a course outline/syllabus from the professor. Students will not be able to drop this class outside of the regular 5-day period without enrolling in a regular high school class. Refund/withdrawal policies are determined by the college and are not the responsibility of Inman School District. These courses, when taken at Inman High School during school time, may count toward your high school transcript and could affect your eligibility. Students must communicate to the principal if they desire dual credit for the college course being taken. A form must be filled out in the office prior to the start of class in order to receive dual credit. Grades for all classes that are taken for dual credit will be included on student transcripts. Attendance will be documented as well as a record of the grade earned. If a class meets outside of the high school, the student will provide their own transportation to and from class. Dual credit (college-high school) will be granted based on the following conversion ratio; for each 3-hour semester college course, one-half of a credit will be given for high school. The high school principal will make the final decision regarding high school credit for college classes.

### **COLLEGE CLASSES OFFERED 2017-2018 – (On Site)**

1 <sup>st</sup> Hour	College Speech 1 <sup>st</sup> semester
	College Algebra 2 <sup>nd</sup> semester (must score a 21 ACT Math to qualify)
2 <sup>nd</sup> Hour	College Human Relations 1 <sup>st</sup> Semester
	College Psychology 2 <sup>nd</sup> Semester
4 <sup>th</sup> Hour	College Comp 1A 1 <sup>st</sup> semester (must score a 20 ACT English to qualify)
	College Comp 1B 2 <sup>nd</sup> semester (Teacher approval)

### **COLLEGE VISITATION DAYS**

Each Junior is permitted one college visitation day, and each Senior is permitted two college visitation days if arrangements are made in ADVANCE through the Guidance Office. To count as a college visitation day, the student must visit with a college official.

When arrangements are made with representatives of colleges and other institutions to visit with our students, the day and time they will be here will be announced two times on the daily announcements. Students who do not sign up with the counselor in advance will not be allowed to attend.

### **DROPPING COURSES**

No subject may be dropped or added without the advice and approval of the teacher, guidance counselor, and principal. The student also must have parent approval after a parent and counselor consultation.

Students enrolled in a course may not drop it after five days of school have passed in the course unless approved by teacher, counselor, principal, and parents.

### **GRADUATION REQUIREMENTS**

The following graduation requirements have been established by the Kansas State Department of Education and the Board of Education of USD No. 448. To be eligible for a diploma from Inman High School, a student must successfully complete 24 units of credit as follows:

Language Arts	4 units
Social Science	3 units*
Lab Science	3 units
Mathematics	3 units
PE	½ unit
Health	½ unit
Multimedia Communications	½ unit
Fine Arts	1 unit
Electives	8 ½ units
*(1 Am. Hist/1 Govt/St. Govt./1 W. History)	

Students planning to attend one of the State of Kansas Regents Universities (K-State, KU, WSU, Fort Hays State, Emporia State, & Pittsburg State) need to meet **one** of the following requirements to be admitted:

1. Achieve an ACT Score of 21 or above, a minimum combined SAT-I score of 980, or graduate in the top one third of their class;
2. Complete the Qualified Admissions Curriculum with at least a 2.0 GPA on a 4.0 scale; and
3. Rank in the top 1/3 of your class.

Those students who plan to attend college are strongly encouraged to take the Board of Regents **Qualified Admissions Curriculum** which includes:

Language Arts	4 units
Lab Science	3 units (Biology or Adv. Biology, Chemistry & Physics)
Social Studies	3 units (W. History, A. History, A. Govt.)
Mathematics	3 units (3 units must be at or above Algebra I)
Computer Tech	1 unit

As a Kansas High School graduate you may be eligible for one of several State sponsored scholarship programs if you have completed the **Kansas Scholars Curriculum** which includes:

Language Arts	4 units
Mathematics	4 units (4 units must be at or above Algebra I)
Lab Science	3 units (Biology or Adv. Biology, Chemistry & Physics)
Social Studies	3 units (W. History, A. History, A. Govt.)
Foreign Language	2 units (of the same language)
Computer Tech	1 unit

### **HONOR ROLL**

At the end of each grading period, an Honor Roll will be published. Qualifications for the Honor Roll are as follows:

High Honors	4.0
Honor	3.6 - 3.99
Honorable Mention	3.0 - 3.59

The following letter grade to points conversion will be utilized:

A	= 4 points
B	= 3 points
C	= 2 points

Any student receiving a grade of D or lower will not qualify for the Honor Roll. The computation for the Honor Roll is based on all subjects of unit weight or the equivalent.

### **Recommended Grading Scale for Nine Weeks and Semester Grades**

100	90	A	Superior
89	80	B	Very Good
79	70	C	Average
69	60	D	Below Average
59	0	F	Failing

Should an instructor deviate from this scale, they will so inform their students at the beginning of the semester.

The grade of "P" (Passing) may be used to designate that a student is working up to his or her ability level but not up to grade level.

### **INITIATION**

There will be no initiation of any form in the USD No. 448 school system. Any student found to be intimidating a student in lieu of initiation or for some other reason may be suspended. This suspension will be at the discretion of the principal as determined by the circumstance.

### **INCOMPLETES**

Incompletes for unfinished course requirements must be removed within one week after grade cards are issued for the first, second and third nine weeks grading period or the grade will be recorded as an "F" on school records. All course work must be completed by the end of the fourth nine-week grading period, as there will be no incompletes given at this time. Exceptions will be made only in case of prolonged illness or other valid circumstances approved by the administration.

### **LOCKERS**

Each student will be assigned an academic locker. The school will not assume any responsibility for items or money misplaced or stolen. It is highly recommended that students NOT bring valuables or large sums of money to school. If you do, it is advisable to check it in at the office. Lockers are the property of the school and administration reserves the right to inspect and/or search lockers at any time for any reason.

The school reserves the right to determine what items may be placed in a locker. For example, pictures placed in lockers which are deemed inappropriate (i.e., drug related, sexually explicit, or degrading) will be taken down and thrown away.

Those students in physical education or involved in athletics will place locks which the school provides on their gym lockers. School administration reserves the right to remove any locks by whatever means necessary should a need to do so arise. Locks and lockers assigned to students are their responsibility. Should they lose a lock or damage a locker, they may be charged for replacement or repair.

## **PARKING REGULATIONS**

To provide for the safety of all parties concerned, the following driving and parking regulations are in effect for Inman High School:

1. All students are to park in the South lot. Staff members will park west of the school, in the parking lot, or north of the Vo Ag building.
2. The parking lot is not to be used as a turn around. Therefore, when you enter the lot, you should be ready to park.
3. Once you have parked the car, it is not to be driven during the school day without the permission of the office.
4. Students are not allowed to be in the parking lot during the school day.
5. Smoking or chewing tobacco while sitting in a car on school property will be considered a violation of the smoking policy of the school. The possession or consumption of alcoholic beverages or other drugs in a car on school property is considered a violation of the school drug and alcohol policy. Law-enforcement officers or licensed private agencies contracting with the school may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot.
6. These regulations also apply to all other types of vehicles driven or ridden to school.
7. For your own safety, students living on a bus route or in the city of Inman are encouraged not to drive to school.
8. The school expects students to drive courteously and at a safe speed at all times and will not hesitate to take the steps necessary to keep reckless driving to a minimum.
9. There is ample parking in the student parking lot. Do not park so close behind another student's vehicle that he/she would be unable to leave school if necessary. Students that violate this rule may be required to make up 15 minutes after school. (This is the usual time required to get the vehicle moved.)
10. The school reserves the right to designate how and where students will park.

## **PERSONAL ITEMS**

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student would be wise to leave them with a teacher or in the office for safekeeping. All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items; however, a lost and found box will be located in the office. We discourage the use of iPods or similar devices during the instructional day; the school is not responsible for these and all other valuable items.

## **SCHOOL ROYALTY**

Students who are elected or appointed as royalty and/or escorts for May Day and the Fall or Winter homecomings will not have more than one such honor per school year. The only exception to this would be if there were not a sufficient number of boys or girls from a given class to adequately fill team or class responsibilities.

## **STUDENT ATTENDANCE TO OUT-OF-DISTRICT CLASSES**

Students' attendance to Kansas Area Vocational Technical School classes and those enrolled in other classes approved by the Board of Education will follow this policy during inclement weather. If school is not in session in USD No. 448 due to inclement weather, the students normally attending out-of-district classes will not be required to attend classes in another district.

If school is canceled at the site of out-of-district classes but is in session in USD No. 448, the students will not be expected to attend during the hours spent out-of-district.

With the above exceptions, USD No. 448 students attending out-of-district classes should be regular in attendance.

## **STUDENT ISOLATION POLICY**

A teacher may send a student to the office to be isolated. The principal will make the final decision on this request. The student will be required to do daily work while isolated and will receive credit for his/her work.

## **TEACHERS' AIDES**

As a teacher's aide, you will receive the same credit as you receive in other classes. Therefore, the expectations regarding regular attendance, promptness, and work will be the same. All aides must have completed math/science requirements or be currently enrolled in their last required class. Students must have at least a 2.5 GPA to be an aide.

The teachers plan for your assistance and they must change these plans when you are not present. It is very important that you notify the teacher in advance when you will be absent due to other planned school activities.

Those of you who will be aides at Inman Grade School are to provide your own transportation. If you choose to walk, please remember bad weather cannot be an excuse for not fulfilling your responsibility.

## **TEXTBOOKS**

Textbooks are normally rented from the school district. Those students who damage or destroy textbooks will be expected to pay the replacement cost of those textbooks.

## **UNAUTHORIZED SUBSTANCES**

Unless otherwise specified in board policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school activities or events is prohibited.

Similarly, use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

In the event any student shall violate this policy, such student shall be suspended from school under the provisions of Board Policy in Inman Unified District No. 448. Athletic squads may have additional policies concerning disciplinary consequences. Be sure to refer to your team policies if you have questions.

### **VISITORS**

Adult members of the community are welcome to visit school. All visitors must notify the office of their arrival. Persons requesting to relay messages to students, teachers, or other employees should stop in the office to make proper arrangements. Those who do not comply with this regulation will be considered unauthorized persons and will be asked to leave the school grounds. Those who continue the practice will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of State Law governing public schools. Students will not be permitted to bring visitors to school without the permission of the principal or his designee due to the possible disruption of the educational process which may result.

(USD No. 448 reserves the right to limit or not allow persons to come on school grounds under KSA 21-5808.)

### **WEAPONS AND DANGEROUS INSTRUMENTS**

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.

#### **Weapons and Destructive Devices**

As used in this policy, term "weapon and/or destructive device" shall include, but shall not be limited to:

- 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, missile 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;
- Any combination of parts either designed or intended for use in converting any device into a destructive 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 star;
- 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, falls, or is ejected into a position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### **Penalties for Weapon Violations**

Possession of a weapon and/or destructive device listed under the "Weapons and Destructive Devices" heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the "Weapons and Destructive Devices" heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to an including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF, or the Secretary for KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

### **WEATHER: FIRE/TORNADO DRILLS**

#### **FIRE**

Fire drills will be held each month according to the State regulations. The signal for a fire drill to take place will be a continuous blast on the emergency buzzer or horn. Leave everything and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the drill. Move orderly and quickly.

1. The first person out of a door should hold that door open for all other students exiting through that door.
2. Where there are double doors, both doors should be used for exiting.
3. All windows and doors are to be closed.
4. Teachers are to take their grade book/device with them, and follow the students out.
5. Check roll after reaching your destination.



6. Students are to pass orderly and quickly, with NO talking.
7. Go a minimum of 150 feet from the building, when possible, before stopping.
8. Students out of their assigned classroom are to exit the building via the nearest exit.
9. A series of short bell rings indicates all clear. Return to the building quietly.

Rooms 101-102

Exit to the West. Do not enter the street.

Rooms 104-105-107-113-114-115:

Exit to the West. Do not enter the street.

Rooms 110-111-112-:

Exit East - proceed to the fence around the track. Line up along the fence, NOT in the parking lot.

Rooms 108-109:

Exit to the East - proceed to the track.

Rooms 230-202-203-204-214-212:

Exit to the East – Proceed to the track.

Rooms 301 – 304, 402, 501-504

Room 401, Classroom, Room 401, Shop

Exit out the west door – proceed to the curb. Do not enter the street.

Gym Classes

Exit out the west commons area hallway into the student parking lot.

**TORNADO**

1. Tornado Drill

- A series of interrupted blasts of the fire alarm system.
- Notification via the intercom.
- In the event of power failure, a series of interrupted blasts from a hand operated horn.
- Leave everything where it is and proceed at once to your designated area.
- Due to the necessity of giving instructions everyone should be absolutely quiet throughout the entire drill.
- Move orderly and quickly.
- Instructions will be given to you upon arriving at your destination.

2. Procedure

- The first person out a door should hold that door open for all other students passing through that door.
- Where there are double doors, both doors should be used for passing.
- Teachers are to take their grade book/device with them, and follow the students out.
- Students are to pass orderly, quickly with NO talking.
- Upon reaching your area, move as close as possible to the next student, assume the correct "Tornado Drill Posture" and wait quietly for further instructions.
- The all clear will be given in person from the principal or his designee.
- Teachers on their conference hour are responsible to go to the area designated for their students.

All students and staff will take shelter in the basement of the north building. Students will enter classrooms 301, 302, 303, and 304. Students should stay clear of the elevator.

**WEATHER SCHOOL CLOSINGS**

The employees of the district will be notified by radio or telephone (when possible) by 6:30 a.m. on days that school will not be in session due to inclement weather. Employees will be asked to assist by participating in a call list prepared and distributed by the central office by October 1 of each year. Announcements regarding school closings will be broadcast on the following stations or channels:

	<u>Radio Stations</u>			<u>Television Stations</u>		
Hutchinson	KHCC	FM	90.1	Wichita	KSNW	Channel 3
McPherson	KBBE	FM	96.7	Wichita	KAKE	Channel 10
Hutchinson	KSKU	FM	106.1	Wichita	KWCH	Channel 12
Hutchinson	KWHK	AM	1260			
Hutchinson	KWBW	AM	1450			

*Section III*

**ACT DATES AND SCHOOL CODE**

**Test Date**

September 9, 2017  
 October 28, 2017  
 December 9, 2017  
 February 10, 2018  
 April 14, 2018  
 June 9, 2018  
 July 14, 2018

**Registration Deadline**

July 28, 2017  
 September 22, 2017  
 November 3, 2017  
 January 5, 2018  
 March 9, 2018  
 May 4, 2018  
 June 15, 2018

**School Code 171-455**

## **BLOODBORNE PATHOGENS**

With the HIV and HBV problems in our world today, the laws have now become very strict on how to handle blood situations and other human body fluids. Here are some guidelines that will help students and staff.

1. If you have an open sore, please cover it.
2. If you are bleeding, the people who will assist you will put on rubber gloves before they touch the wound.
3. If you have a fresh wound and can apply the gauze or the band aide yourself, we would ask that you do so.
4. If you see blood, vomit, or any other human fluids, do not touch or attempt to clean it up. Get a custodian or office personnel who have access to the proper equipment to clean it up.

Sometimes it is overwhelming with all the rules and all the possibilities of just what could happen. But one also knows the key to all of this is to be overly cautious. The universal rule is to treat all human spills as though they contain HIV or HBV. Use common sense in dealing with human body fluids.

## **COMPLIANCE WITH FEDERAL GUIDELINES**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. (Position, address, phone number of compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member.

## **GUIDANCE SERVICE**

The counseling service is available to all students. Students with questions regarding program of study, college requirements, career related information, scholarships, credits, as well as those with personal problems and concerns are invited to make appointments with the counselor. When possible, visits to the guidance office will be made during a study time, break, or before or after school. Students may stop in the guidance office during passing periods to make appointments, however, this is not an excuse to be late for class.

## **HOMEWORK HELPS**

1. *Find a place and time for studying.* A table in a relatively quiet place with a comfortable chair and good lighting, plus a dictionary, pens, pencils and paper will get a student off to a good start.
2. *Preview the material.* Before beginning a study session, scan the material and ask, "What am I supposed to learn from this assignment? What seems to be the main idea?"
3. *Pay attention to what you're learning.* A student might want to look for main points by asking questions such as, "What's this paragraph about?" or "Do I agree with what is being said?" In addition, a student will benefit from setting study goals. For example, the student may take on a personal challenge such as finishing ten math problems correctly in 20 minutes.
4. *Read carefully and generate thoughts.* Good techniques include elaborating on what is learned and "making connections between what you already know and what you are learning."
5. *Be an active learner.* Active learning includes techniques such as: "drawing conclusions from what you're studying; creating analogies or mental bridges between what you know and what you'd like to learn; and categorizing information to make it easier to remember."
6. *Test yourself.* Students are urged to determine what they know and what they don't know and spend most of their time on the challenging material. Using notes, students can develop a series of their own questions about the material and either write down the answers or ask someone to listen to them.

## **IMMUNIZATION AND HEALTH ASSESSMENT LAW**

K.S.A. Health tests and inoculations; definitions

As used in this act:

- 
- (a) "School board" means the board of education of a school district and the governing authority of any nonpublic school;
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- (b) "school" means all elementary, junior high, or high schools within the state;
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- (c) "local health department" means any county or joint board of health established under the laws of Kansas and having jurisdiction over the place where any pupil affected by this act may reside;
- 
- (d) "secretary" means the secretary of the state department of health and environment;
- 
- (e) "physician" means a person licensed to practice medicine and surgery.
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K.S.A. 72-5209. Same; certification of completion required, alternatives; duties of school boards

(a) In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolling or enrolled for the first time in a preschool or day care program operated by a school, and such other pupils as may be designated by the secretary,

prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance.

(b) As an alternative to the certification required under subsection (a), a pupil shall present:

(1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or

(2) a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

(c) On or before May 15 of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions this act and any policy regarding the implementation of the provisions of this act adopted by the school board.

(d) If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupil transfers.

K.S.A. 72-5210. Same; duties of public health departments and officers; fees, exception to payment

A county, city-county or multicounty health department shall provide without delay and to the extent that funds designated by such health department for the purchase of vaccines are available the tests and inoculations required by this act to such pupils as are not provided therewith by their parents or guardians and who have not been exempted on religious or medical grounds. Such tests and inoculations may be provided on a sliding fee scale for administrative charges with the exception that no child may be denied inoculations for inability to pay an administrative fee. The local health officer shall counsel and advise school boards concerning the administration of this act.

K.S.A. 72-5211a. Exclusion of pupils from school attendance; adoption of policy; notice; hearing; compulsory attendance law not applicable

(a) The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such school board authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-5209. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 72-5209. The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall (1) indicate the reason for the exclusion from school attendance, (2) state that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-5209, and (3) inform the parent or guardian that a hearing thereon shall be afforded the parent or guardian upon request therefor.

(b) The provisions of K.S.A. 72-1111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

K.S.A. 72-5213. Certification of health; form and contents; expense of obtaining; alternative certification

(a) Every board of education shall require all employees of the school district, who come in regular contact with the pupils of the school district, to submit a certification of health on a form prescribed by the secretary of health and environment and signed by a person licensed to practice medicine and surgery under the laws of any state, or by a person who is licensed as a physician assistant under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery, or by a person holding a license to practice as an advanced practice registered nurse under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery. The certification shall include a statement that there is no evidence of [a] physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is a reasonable cause to believe that any such employee of the school district is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health.

(b) Upon presentation of a signed statement by the employee of a school district to whom the provisions of subsection (a) apply, that the employee is an adherent of a religious denomination whose religious teachings are opposed to physical examinations, the employee shall be permitted to submit, as an alternative to the certification of health required under subsection (a), certification signed by a person licensed to practice medicine and surgery under the laws of any state, or by a person who is licensed as a physician assistant under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery, or by a person holding a license to practice as an advanced practice registered nurse under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery that freedom of the employee from tuberculosis has been established.

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(c) Every board of education may require persons, other than employees of the school district, to submit to the same certification of health requirements as are imposed upon employees of the school district under the provisions of subsection (a) if such persons perform or provide services to or for a school district which require such persons to come in regular contact with pupils of the school district. No such person shall be required to submit certification of health if the person presents a signed statement that the person is an adherent of a religious denomination whose religious teachings are opposed to physical examinations. Such persons shall be permitted to submit, as an alternative to certification of health, certification signed by a person licensed to practice medicine and surgery under the laws of any state, or by a person who is licensed as a physician assistant under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery, or by a person holding a license to practice as an advanced practice registered nurse under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery that freedom of such persons from tuberculosis has been established.  
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(d) The expense of obtaining certifications of health and certifications of freedom from tuberculosis may be borne by the board of education.

K.S.A. – 5214. Health assessments; definitions; requirements, alternative; duties of school boards

(a) As used in this section:

(1) “School board” means the board of education of a school district and the governing authority of any nonpublic school;

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(2) “school” means all elementary, junior high, or high schools within the state;

-  
(3) “local health department” means any county or joint board of health established under the laws of Kansas and having jurisdiction over the place where any pupil affected by this act may reside;

-  
(4) “secretary” means the secretary of the state department of health and environment;

-  
(5) “physician” means a person licensed to practice medicine and surgery;

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(6) “nurse” means a person licensed to practice professional nursing;

-  
(7) “health assessment” means a health history, physical examination and such screening tests as are medically indicated to determine hearing ability, vision ability, nutrition adequacy and appropriate growth and development;

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(8) “clinic” means an indigent health care clinic as defined by K.S.A. 75-6102 and amendments thereto.  
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(b) Subject to provisions of subsection (d) and subsection (g) on and after July 1, 1994, every pupil up to the age of nine years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment, pursuant to subsection (g), which assessment shall have been conducted within 12 months of school entry by a nurse who has completed the department of health and environment training and certification, by a physician or by a person acting under the direction of a physician. Information contained in the health assessment shall be confidential and shall not be disclosed or made public beyond that necessary under this section except that: (1) Information contained in the health assessment may be disclosed to school board personnel but only to the extent necessary to administer this section and protect the health of the pupil; (2) if a medical emergency exists, the information contained in the health assessment may be disclosed to medical personnel to the extent necessary to protect the health of the pupil; (3) if the parent or guardian of a pupil under 18 years of age consents to the disclosure of the information contained in the health assessment or, if the pupil is 18 years of age or older, if the pupil consents to the disclosure of the information; and (4) if no person can be identified in the information to be disclosed and the disclosure is for statistical purposes.  
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(c) As an alternative to the health assessment required under subsection (b), a pupil shall present:

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(1) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments; or

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(2) a written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.  
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(d) Prior to the commencement of each school year, the school board of every school affected by this section shall give to all known pupils who will be enrolling in the school and who are subject to the requirements of subsection (b) or (c) (1) and (2), a copy of any policy regarding the implementation of the provisions of this section adopted by the school board.  
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(e) If a pupil transfers from one school to another, the school board of the school from which the pupil transfers shall forward with the pupil’s transcript, upon request of the parent or guardian of the pupil therefor, the results of the health assessment showing evidence of compliance with the requirements of this section to the school board of the school to which the pupil transfers.  
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(f) Local health departments and clinics may charge a sliding fee for providing such health assessments based on ability to pay and no pupil shall be denied the health assessment due to inability to pay. The local health officer shall counsel and advise local school boards

on the administration of this section. The secretary may adopt rules and regulations to award grants to assist local health departments and clinics in providing such health assessments, consistent with state appropriations.

(g) The secretary may adopt rules and regulations necessary to carry out the provisions of this section, but shall not prescribe a form on which the results of health assessments are reported.

(h) The school board of every school affected by this section may exclude from school attendance, or by policy adopted by any such school board authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who is subject to and who has not complied with the requirements of subsection (b) or (c). A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of subsection (b) or (c). The reason for the exclusion from school attendance, state that the pupil shall continue to be excluded until the pupil has complied with the requirements of subsection 9b) or (c) and inform the parent or guardian that a hearing thereon shall be afforded the parent or guardian upon request for a hearing.

(i) The provisions of K.S.A. 72-1111 and amendments thereto do not apply to any pupil while excluded from school attendance under the provisions of subsection (h).

K.S.A. 72-5215

72-5215. Information on immunizations applicable to school age children

(a) At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through twelve. The information on immunizations shall include:

(1) A list of sources for additional information; and

(2) related standards issued by the national centers for disease control and prevention.

(b) The department of health and environment shall provide assistance, if requested by a school board, and information on immunizations applicable to school age children to school boards for the purposes of this section, and shall not charge the school board for such assistance or information.

(c) For purposes of this, "school board" means the board of education of a school district and the governing authority of any nonpublic school.

**KANSAS ADMINISTRATIVE REGULATION 28-1-20**

**Delineation of Immunizations Required for School Entry**

K.A.R. 28-1-20

28-1-20 Immunizations; schools, child care facilities, family day care homes, and preschool or child care programs operated by a school.

(a) Definition. For the purpose of this regulation, "susceptible child" shall mean either of the following if, for that individual, there is no history of the disease that has been documented by a licensed physician, no laboratory documentation of immunity, or no documentation acceptable to the secretary that demonstrates current vaccination against the disease:

(1) Any individual who attends school as defined in K.S.A. 72-5208, and amendments thereto; or

(2) any individual who is enrolled, is placed, or resides in a child care facility as defined in K.S.A. 65-503, and amendments thereto, a family day care home, or a preschool or child care program operated by a school.

(b) Required vaccinations. Except as provided in K.S.A. 72-5209(b) and amendments thereto, each susceptible child shall be required to receive the following vaccinations before enrolling in any Kansas school:

(1) Diphtheria;

(2) hepatitis B;

(3) measles (rubeola);

(4) mumps;

(5) pertussis (whooping cough)

(6) poliomyelitis;

(7) rubella (German measles);

(8) tetanus; and

(9) varicella (chickenpox).

(c) Immunizations record for school entry. The immunization record of each pupil shall document that the pupil has received the vaccinations specified in subsection (b) from a licensed physician or local health department or is not a susceptible child, on forms provided by the department.

(d) Immunizations required for a child in a child care facility, family day care home, or preschool or child care program operated by a school. Each susceptible child, including a child under 16 years of age of a child care provider who is enrolled, is placed, or resides in a child care facility, a family day care home, or a preschool or child care program operated by a school, shall be required to receive the following immunizations as medically appropriate:

(1) Diphtheria;

(2) Haemophilus influenzae type B;

(3) hepatitis A;

(4) hepatitis B;

- (5) measles (rubeola);
- (6) mumps;
- (7) pertussis (whooping cough)
- (8) pneumococcal disease;
- (9) poliomyelitis;
- (10) rubella (German measles);
- (11) tetanus; and
- (12) varicella (chickenpox).

(e) Immunization records for a child care facility or a family day care home. Each child's immunization record shall be maintained on the forms provided by the department.

**LIBRARY - MEDIA CENTER**

1. Regular library books may be checked out for a period of approximately two weeks. One student may check out no more than three magazines and five books at the same time.
2. Reference books include dictionaries, general and special encyclopedias, almanacs, biographical sources, and other miscellaneous reference materials. Students may take them off the shelves in the reference section and then return them to their proper place before leaving the library. These books may also be checked out, but only for overnight. They must be returned before the first hour the following morning.
3. Audio-visual hardware and software items can be checked out for use at school or for overnight. They must be returned before first hour the following morning.
4. The newest copies of magazines cannot be checked out. Back issues of magazines may be checked out for seven school days.
5. Students may visit the library with a properly signed pass.
6. When browsing for books, make every effort to replace the book in the same space you removed it from, or simply leave the book on the shelf or a nearby table.

You may renew media at any time provided no one has a hold placed on the items you want to renew. All fines should be paid in the Library as they occur. A listing of those with overdue books will be posted at the end of each nine weeks. The library is a quiet place - not a place for continual talking. The card catalog (Athena) is the best index to the materials we have in the library. Look in the catalog by the title if you know it, by the author's last name, or look for books under a subject entry. You can also access information from On-Line Database, newspapers, and Inter-Library Loan.

If you have difficulty finding books of your choice or need, consult the librarian or her assistant. The librarian welcomes suggestions for purchase, or any other ideas to make the library a more meaningful place for you.

**LUNCH FEES**

**Student Lunch**

\$ 2.95 daily  
 \$0.95 Seconds  
Milk  
 \$0.40 daily

**Adult Lunch**

\$3.40 daily

**FEE REFUNDS**

If a student withdraws during the school year, the refund rate of the textbook rental fee is as follows (no refund will be made for consumables, etc.):

- During, 1<sup>st</sup> nine weeks, 3/4 of rental fee
- 2<sup>nd</sup> nine weeks, 1/2 of rental fee
- 3<sup>rd</sup> nine weeks, 1/4 of rental fee
- 4<sup>th</sup> nine weeks, none

If a student enrolls during the school year, the enrollment fees will include the fees collected on enrollment day, based on a declining scale as shown:

- During, 1<sup>st</sup> nine weeks, full fees
- 2<sup>nd</sup> nine weeks, 3/4 of fees
- 3<sup>rd</sup> nine weeks, 1/2 of fees
- 4<sup>th</sup> nine weeks, none

**NATIONAL HONOR SOCIETY**

Inman High School is proud to have a local chapter of the National Honor Society. This organization recognizes strong students who excel in academics, class activities, extracurriculars, community work, and exhibit strong leadership abilities. In the spring of each academic year, the students' cumulative GPA is reviewed and those students in grades 10, 11 and 12 are sent letters inviting them to apply for admission to the local chapter. Students are first asked to make a decision as to whether or not they will apply. A student who wants to pursue admission will fill out the application and turn it in to Mr. Pfannenstiel. He in turn, will assemble the applications

for the local selection committee (appointed by the principal) to review. The faculty council then screens the student application for admission and offer memberships to those students which the committee feels have qualified and are deserving of the membership. More information may be acquired by contacting Mr. Pfannenstiel or the principal.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applications for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Inman School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Inman School Districts' compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Gary Hull, (Title), 504 Coordinator, (where located), Inman High School, 585-6441 who has been designated by the Inman School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

The coordinator may also be contacted for the existence and location of services, activities and facilities that are accessible to the disabled. Any person may also contact the Region 7 Office for Civil Rights, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (Tel. 816-891-8026) regarding the institution's compliance with regulations implementing Title IX, Title VI, Section 504 and the Americans with Disabilities Act.

It is the policy of Inman Junior and Senior High School not to discriminate on the basis of disability in employment, education programs, or activities as required by Section 504 of title V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and on the basis of sex as required by Title IX of the 1972 Education Amendments. As a student or employee of Inman Junior and Senior High School you are protected against discrimination in the following areas:

*If you are a student*, you may not be discriminated against in the following areas:

Admission, Access to enrollment, Access to and use of school facilities, Counseling and guidance, Vocational education, Physical education, Competitive athletics, Student rules, regulations, and benefits, Health services, and School-sponsored extracurricular activities.

*If you are an Employee*, you may not be discriminated against in the following areas:

- Recruitment, advertising, and job application procedures,
- Hiring, upgrading, award of tenure, promotion, demotion, transfer, layoff, termination, right of return from layoff, and rehiring.
- Rates of pay or compensation and changes in compensation,
- Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists,
- Leaves of absence, sick leave, or any other leave,
- Fringe benefits, whether or not administered by school district,
- Selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training,
- Activities sponsored by the school district, including social and recreational programs, and
- Any other term, condition, or privilege of employment.
- The School District may not limit, segregate, or adversely classify a job applicant or employee on the basis of disability or gender.

If you believe you have been discriminated against on the basis of disability or gender, you may make a claim that your rights have been denied and this claim or grievance may be filed with Gary Hull, 504 Coordinator.

You will be asked to write down the actions, policies, or practices which you believe are discriminatory. You may obtain help from Gary Hull or anyone you believe is knowledgeable. Once you have filed your grievance you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office for Civil Rights of the Department of Education, Washington DC, at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance you should give thought to the following:

1. The exact nature of the grievance - how you think you have been discriminated against, and any persons you believe may be responsible.
2. The date, time and place of the grievance,
3. The names of witnesses or persons who have knowledge about the grievance,
4. Any available written documentation or evidence that is relevant to the grievance,
5. The actions that could be taken to correct the grievance.

If you wish to discuss your rights under the ADA/Section 504/ Title IX, to obtain a copy of the full ADA/504/Title IX grievance procedures, or to obtain help in filing a grievance, contact the ADA/504/Title IX coordinator, or your designated ADA/504/Title IX grievance representative.

*Mr. Scott Friesen, Superintendent of Inman USD No.448 School District  
119 S. Main, Box 129, Inman, KS 67546  
620-585-6424*

## **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES** **SCHOOL POLICY CONCERNING PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Representing our school in extra-curricular activities is a privilege and honor. It is not a right. It also carries with it responsibility.

The Board of Education adopted the following school policy, concerning participation in extra-curricular activities by students of Inman High School.

*"The standards and philosophy of a school are constantly reflected in that portion of the school's extra-curricular activities in which students represent the school before the general public. Therefore, it is of the utmost importance that the philosophy, the aims, and objectives, and the standards for participation in extra-curricular activities be compatible with the overall objectives of the school."*

*"It is the philosophy of Inman High School that extra-curricular activities, when maintained in proper balance with the academic program of the school are worthwhile, and participation by students in these activities is to be encouraged."*

*"It is also the philosophy of this school that participation in those extra-curricular activities in which a student represents the school before the public are to be regarded as privileges and opportunities. The opportunity for participation is open to every student who consistently and conscientiously strives to adhere to the standards of participation, conduct, good grooming, and self-discipline as are required of groups representing Inman High School."*

*"In carrying out this policy, the school administration and all instructors responsible for extra-curricular activities in which students represent the school in public are to jointly develop standards of participation, conduct, good grooming, and self-discipline for participating students."*

*"Those instructors responsible for an activity are to inform students of those standards at the time students indicate interest in participation."*

*"Instructors, upon consultation with the administration, are also responsible for dropping from their groups students who indicate by their actions that they cannot or will not conform to the standards of the group."*

*"As extra-curricular activities are often a reflection of the school to the public, it is important that students understand the importance of adherence to high standards outside of school as well as within school. If a student's actions and conduct outside of school are such that they do not reflect the standards of conduct expected of students representing Inman High School, that student may be denied the right to report for an activity if there is strong indication that the student is incapable of adjusting to the required standards of participation."*

## **SEXUAL HARASSMENT**

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

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1920, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

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



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

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

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

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

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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

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

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

### **RACIAL AND DISABILITY HARASSMENT**

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

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

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

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

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

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which

are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal.

Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints or racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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

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

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

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

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

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

#### Definitions

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

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

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

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

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

"Legitimate law enforcement purpose" means a goal within 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) legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

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

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

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

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

#### Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's mode of communication;

- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint; except
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device
  - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions (ESI)

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 reason why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

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

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

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

Notification and Documentation

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

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

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

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuff.

#### Documentation of ESI Incidents

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

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

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

#### Reporting Data

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

#### Parent Right to Meeting on ESI Use

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

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

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

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

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

#### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relation to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> 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.