

**INMAN
JR. & SR. HIGH SCHOOL**

2016-2017

Student Handbook



**404 S. Main, P.O. Box 279
Inman, KS 67546
(620) 585-6441
Fax: (620) 585-2797**

INMAN HIGH SCHOOL USD No. 448 MISSION STATEMENT:

The mission of Inman Junior and Senior High School is: Students will learn to communicate effectively, acquire basic life skills, develop responsibility to self and society, and set goals for life-long learning. Students, staff, parents, and the community will share the responsibility in this educational process.

INMAN USD No. 448 MISSION STATEMENT AND GOALS:

The primary mission of Inman USD No.448 is to enable all students to learn the skill, acquire the knowledge, and to develop the work ethic necessary for them to reach their full potential as a responsible person who can meet the challenge of a changing society.

To accomplish this mission students should: Develop skills in reading, writing, speaking, listening, mathematics, and science; learn to find, examine, and use information; develop pride in all work; develop self-esteem, self-respect, and good character; develop a desire for learning now and in the future as an independent learner; learn how to be a good manager of money, time, property, resources, and the environment; learn to show respect and to cooperate with others; learn to be a responsible citizen; appreciate history, culture, and beauty in the world; gain information and skills needed to make life selections; understand and practice good health and safety habits; become aware of the changes that take place in the world; understand and practice democratic ideals; develop skills that will help students enter the work force; understand and practice the skills of family living; and learn to use technology in a changing world.

BOARD OF EDUCATION

David Balzer
Janell Harman
Kevin Honeycutt
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 JUNIOR AND SENIOR HIGH SCHOOL FACULTY

Name	Degree	Teaching Field	Activities Sponsored
Kim Baldwin	M.S.	Language Arts	Freshman Class Sponsor Yearbook/Media Tech
Abe Brensing	M.S.	Art	Junior Class Sponsor
Clayton Cearley	B.S.	Social Studies	Senior Class Sponsor Asst. JH Football Asst. JH Boys Basketball Asst. HS Track
Sara Cottam	B.S.	Mathematics	7 th /8 th Grade Sponsor JH STUCO
Aaron Dibbens		Special Education	
Thayne Ediger	M.S.	Science/Physical Education	Sophomore Class Sponsor
Scott Flaming		Technology Coordinator	
Jeff Friesen	M.A.	Social Studies	Asst. HS Football 7 th /8 th Grade Sponsor Asst. HS Boys Basketball Asst. JH Track
Tami Garst	M.A.	Language Arts	7 th /8 th Grade Sponsor
Jann Glidewell	M.A.	Foreign Language	Junior Class Sponsor
Russ Goering	B.S.	Driver's Ed/P.E./Health Athletic Director	Head HS Volleyball
Matt Harris	M.S.	Mathematics	Senior Class Sponsor Head Golf JH Boys BB
Daniel Knapp	B.S.	Agriculture Education	FFA Junior Class Sponsor
Tony Mark	B.S.	HS S.P.E.D.	Sophomore Class Sponsor Asst. HS Baseball
Karissa Menard	B.M.E.	Vocal Music	Noteables Musical Director Sophomore Class Sponsor
Jay Parsons	M.S.	Mathematics	Junior Class Sponsor HS Scholars Bowl Head HS Cross Country Asst. HS Track
Joe Pfannenstiel	M.S.	Counselor	Junior Class Sponsor Student Council
Bre Ryan	B.A.	Language Arts	Asst. HS Volleyball Student Council Senior Class Sponsor
Lance Sawyer		Physical Education Mathematics	Head HS Football JH/HS Weights
Ben Schierling	M.M.E.	Instrumental Music	Freshman Class Sponsor Pep Band Jazz Band
Dale Sprunger	M.S.	Ind. Arts	Freshman Class Sponsor Head HS Track Asst. HS Football
Debra Vogt	M.S.	Gifted Education	
Sharena Webb	B.S.	Science	Sophomore Class Sponsor JH Quiz Bowl

Secretaries, Cooks and Custodians

Secretaries Margie Brensing/Mindy Mikulecky
CooksDebbie Burgess/Susan Roehl/Becky Ensz
Concessions Manager Margie Brensing
Custodians Josh Brooks/Susan Roehl/Renee Foster/Mary Jo Swenson/Robert Wynn

Coaches, Assistant Coaches & Coaches Aides

Kendee Schroeder-----Dance/HS Cheer	Brett Froese----- Head HS B Basketball
Val Shober----- JH Cheer	Bill Sisson-----Head HS Softball
Buffi Bashore-----JH Track	Emme Butler-----Asst. HS VB
Aaron Voth-----JH G Basketball	Tony Urwiller-----Head JH FB/Head JH Track
Kristi Froese-----JH Volleyball	Kelly Turcotte-----JH Volleyball/Softball
Cameron Traxson---HS Track/HS G BB/JH FB	Bill Maurer-----Head HS G Basketball

2016--2017 STUDENT OFFICERS

Senior Class

Aaron Leck..... President
Daniel Webb..... Vice President
Keaton Case Secretary
Ethan DeWitt..... Treasurer
Hannah Munoz.....STUCO
Ben PankratzSTUCO

Junior Class

Ethan Stubbs..... President
Dakota Parkhurst..... Vice-President
Kirstan DeVore Secretary
Max Harman..... Treasurer
Ally Leslie.....STUCO
Nathan EnnsSTUCO

Sophomore Class

Michael Bledsoe..... President
Makayla Schroeder..... Vice-President
Sean Smallcanyon Secretary
Jack Doerksen Treasurer
Reagan Snow.....STUCO
Bailey EckSTUCO

Freshman Class

Matt Ramey President
Justus Hampton..... Vice-President
Kolby Blank..... Secretary
Jaxon Mead..... Treasurer
TyEsia Boyd STUCO
Nicholas Martisko..... STUCO

Student Council

Logan Druecker Co-President
Kane Thimmesch Co-President
Hannah Schriner Secretary
John Ramey Treasurer

FFA

Max Harman.....President
Gabriel Knetchel.....Vice President
Kaylee Wedel.....Secretary
Katie Krehbiel.....Treasurer
Elizabeth Wood.....Sentinel
Ally Leslie.....Reporter
Collin Wedel.....Student Advisor
Alexis Bradley.....Historian

**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 7:50 a.m. and locked at 4:00 p.m.

LUNCH SCHEDULE

First Lunch 11:28-11:53

Instructors

Brensing
 Mark
 Glidewell
 Harris
 Webb
 Knapp
 Cearley
 Sawyer
 Parsons
 Sprunger
 Baldwin

Second Lunch 12:21-12:46

Instructors

Menard
 Cottam
 Ediger
 Flaming
 Friesen
 Garst
 Goering
 Schierling
 Ryan
 Dibbens

This schedule may have to change in order to equalize the number of students eating during each lunch shift. Students will rotate according to school directive.

No charges will be allowed.

Students will remain in the cafeteria when finished eating or with the supervising teacher in the black gym until the bell rings. Please do not bring basketballs, volleyballs, etc. from home, to use during this time.

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 2015 - 2016 school year:

- Aug.** **Beginning of School Mixer**
- Refreshments - STUCO
 - Dance or other activity - STUCO
- Sept./Oct.** **Football Homecoming**
- Dance sponsored by Seniors
 - Assembly - Cheerleaders
 - Backdrop - Sophomores
 - Locker decorations - Freshmen
 - Coronation - Cheerleaders
 - Refreshments, Dance decorations & Cleanup - Seniors
- Junior High Mixer-JH STUCO**
- Nov.** **Food Bank Drive - STUCO**
- Dec.** **Community Service Drive - STUCO**
Christmas Dance - Semi-formal – Freshman
- 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:

1. Parents notify the sponsor or coach in advance of a change in transportation plans.
2. Parents speak personally with the sponsor or coach at the site of the activity.

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 illness, professional appointments, religious reasons, family emergencies, family trips or special circumstances as approved by the principal. 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 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 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. Assignments of all absences resulting from school activities will be submitted to the teacher before the activity unless the student has made prior arrangements. 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.

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered a significant part of the school day.

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.

- 1st Unexcused Absence: Detention
- 2nd Unexcused Absence: Detention
- 3rd Unexcused Absence: In School Suspension
- 4th 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...1st offense – make up time or in-school suspension
2nd offense – double time or in-school suspension
3rd 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.

CANDY and POP MACHINES

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 vibrate 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:

1st Offense: Cell phone taken to office and picked up by student at the end of the day.

2nd Offense: Cell phone taken to office and picked up by parent at the end of the school day.

3rd Offense: Cell phone taken to office and picked up by parent. Student assigned to Saturday Session.

ELECTRONIC DEVICES

Electronic games will not be allowed in school. Confiscation and/or detention may be used when students choose not to comply. Personal CD players, radios, i-pods,mp3 players, etc... may be used at teacher discretion in the classroom only.

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.

CHURCH NIGHT

Wednesday night is Church night in the Inman community. As a result, no school activities are normally scheduled by Inman High School for Wednesday evening. Students are encouraged to participate in the activities of the church of their choice.

CLOSED NOON HOUR AND LUNCHESES

Students will not leave the building during the noon hour.

Students who bring their own lunches will eat in the lunchroom. 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 as per district guidelines.

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.
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 and FCCLA/FFA chore night and dance are 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. Anyone known to be drinking will not be admitted to these dances, or will be asked to leave. Parents will be notified by phone and asked to pick up the student(s). No smoking will be allowed. Unruly conduct will not be tolerated. Drinking or being under the influence of alcohol or other drugs on school property will result in disciplinary action. (*See Alcohol.*)
5. The school commons or music room are possible locations for the dance.
6. All organizations wishing to sponsor a dance should have prior approval by the high school principal at least three week before the event, and be placed on the weekly calendar.
7. Live or recorded music may be used.
8. 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.
9. Dances will not last later than 12 o'clock midnight and earlier times may be used.
10. 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.
11. 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.
12. 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. 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.
- Body shirts are 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 be a natural tone.

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.

Vocational Agriculture –

- No loose end clothing to be entangled in power tools.
- No sandals and body must be fully clothed.
- No cuffs on jeans or slacks.
- No "jelly shoes" or like footwear.
- Long hair may have to be tied back or pushed up.

Industrial Arts –

- No sandals and shirttails tucked in.
- Long hair may have to be tied back or pushed up.

Chemistry and Physics -

- No sandals.

P.E./Athletic Practices

- Athletes are expected to maintain proper dress as deemed appropriate by the coaching staff/P.E. instructor.

The dress code applies at all school-sponsored activities (i.e. sports events, dances, ...) and the school reserves the right to determine what is appropriate dress. Your 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 2nd and 3rd offense, a 60-minute detention for the 4th and 5th 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 hearing for long-term suspension.

GRADUATION EXERCISES

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

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. A student must 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. Each student is assigned a teacher for Home Room.
2. Home Room time is to be used for doing work assigned, reading.
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 jurisdiction.

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.

SMOKING AND CHEWING

The possession, use, consumption, or sale of tobacco, alcohol, or drugs in any of their forms on public school property or at school activities is prohibited. In the event any student shall be alleged to have violated this regulation, such student may be suspended under the provisions of Board Policy of Inman Unified School District No. 448. Smoking is prohibited in all buildings at all times.

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;
- 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 handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by 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 the student's parents 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, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation, the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - 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 participate, 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 as long as the suspension does not exceed 10 days. 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 sleeping or wasting time.

SCHOOL GROUNDS

School doors will be opened at 7:50 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 7:50 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. & 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:

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

Excessive tardiness will be dealt with as necessary.

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.

ALCOHOL, TOBACCO, NARCOTICS, MARIJUANA, ADDICTIVE DRUGS OR DELETERIOUS SUBSTANCES

The possession, use, consumption, sale, or an attempt or intent to do the same, of alcohol, tobacco, narcotics, marijuana, addictive drugs or deleterious substances (as defined by State statutes) on public school property or at school activities is prohibited. In the event any student shall violate this regulation, 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. Be sure to refer to your team policies if you have questions.

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. Student body attitudes will determine the number of programs scheduled. Students are expected to demonstrate proper respect toward the presenters as these programs offer a welcome break from the daily routine (i.e. whistling is not considered proper respect for performers). The organization in charge of the program may include the flag salute as a beginning exercise.

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-school sport during their stay 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 junior or senior, or have an IEP, have a GPA of at least 2.5, receive permission to take the class for credit from the principal, must 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 2014-2015

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

CREDIT BY EXAMINATION and/or ACCELERATION

The Kansas State Plan for Special Education states "Gifted" children and youth shall be permitted to receive credit by examination or work at an individual rate and receive credit for required and/or prerequisite courses at all grade levels if so specified in that child's Individual Education Program." USD No. 448 recognizes this and extends the option of credit to all students who demonstrate high potential and/or achievement. Credit by examination or acceleration may be allowed in individual cases in order to enhance that student's total educational plan.

Therefore, any student who believes that he/she can demonstrate mastery of the competencies of a required or prerequisite course without formal participation in and completion of the course may file a formal a request and successful demonstration of the required competencies, that student shall be granted credit for the course and may advance to a more appropriate level of study.

Procedures and Time Line

1. *Application* - A student who intends to attempt establishing credit by examination must notify the counselor or building principal of the intent by written application no later than the appropriate fall (October 1) or spring (March 1) deadline. The student is required to establish and/or document the request through the supplied application form.
2. *Review and Approval/Disapproval of Examination Request* - Upon receipt of the student application form, the IEP committee or building team (principal, counselor, and others deemed appropriate) shall review the application and determine the appropriateness of the request. The committee will evaluate the student's performance records as it pertains to the course in question, consider any other pertinent information, and indicate approval or disapproval of the request, on or before the

appropriate fall (October 15) or spring (March 15) deadline. The student(s) and parents shall be notified in writing of the decision. If the reason is denied, the committee will include reasons and recommendations in this communication.

3. *Student Preparation* - On or before the appropriate fall (October 15) or spring (March 15) deadline, the instructor of the course shall provide the student and/or parent(s) with a written list of the general material and concepts to be mastered, a description of the examination(s), test date, time, place, time allowed and materials to be brought by the student to the test site. The student and/or parent(s) may check out a textbook and/or other appropriate preparation materials from the instructor of the course.
4. *Examination* - The test(s) shall be departmentally designed or selected and shall correspond to the goals and objectives of the course. The test(s) shall be comparable to, and no more difficult than, a comprehensive examination given to students formally completing the course. All examination requirements must be completed before the fall (December 1) or spring (May 1) deadline. Only one attempt may be made to receive credit of any one course.
5. *Credit* - The individual departments will establish criteria for credit at graded levels and for waiving a course. A department may grant a waiver for a course if specific competencies are met. There will not be credit given for any courses waived.
6. *Grading the Examination/Reporting Results and Recommendations* - The department head and/or designee shall grade the examination and send results and recommendations to the principal on or before the appropriate fall (December 22) or spring (May 22) deadline. Recommendations may include that: a) credit may be given with a grade as determined by the instructor, b) the course be waived and so noted on the transcript, c) the student enroll in and formally complete the course, or d) other. The principal shall notify the student of the results and recommendation.

Upon receipt of the recommendation that credit be awarded or that the course be waived, the registrar shall record that approved credit and grade or waiver as recommended on all appropriate transcripts and records.

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 and parent and counselor consultation.

Students enrolled in a course may not drop after five days of school 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.
2. Rank in the top 1/3 of your high school's graduating class.
3. Complete the Qualified Admissions Curriculum with at least a 2.0 GPA on a 4.0 scale.

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 when it is deemed to be appropriate.

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, 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.
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 portable stereo systems or "walkman" type headsets 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 isolate a student to the principal's office for a period of three (3) days for poor citizenship, provided they have previously used all of the following discipline steps:

1. Held individual conference with the student.
2. Changed student's seat.
3. Detained the student after school.
4. Notified parents either verbally or in writing of problems.
5. Referred to principal.

At the end of the period of office isolation, a conference may be required with the student's parents, stating the reason for the isolation and advising the parents that future action will result in the student being removed from class with loss of credit. 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.

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 21-3721.)

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This includes possession of knives and lighters.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon, any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Possession of a firearm or other weapon shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent

or the superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies), and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

It is a crime for any person to possess a firearm at school, on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

As used in this policy, the term "firearm" means any weapon (including a starter gun) 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 or any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

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 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 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 10, 2016
October 22, 2015
December 10, 2016
April 8, 2017
June 10, 2017

Registration Deadline

August 5, 2016
September 16, 2016
November 4, 2016
March 3, 2017
May 5, 2017

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

USD No. 448 is an equal opportunity employer and will not discriminate in its employment policies and meets the requirements of various titles of Federal (Title VI, Title IX, P.L. 504) and State Law. Inquiries regarding compliance with any title may be directed to the building principals or the superintendent of schools for USD No. 448 or to the Director of the Office for Civil Rights, Department of Social Services, Washington D.C.

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. You have the opportunity to work with two school counselors. The counselor at the high school is male. The counselor at the elementary school is female. Contact the building principal or school secretary should you wish to visit with the elementary counselor.

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 LAW - KANSAS

72-5208 as used in this act:

- (a) "School board" means the board of education of a school district and the governing authority of any non-public school;
- (b) "School" means all elementary, junior high, or high schools within the state;
- (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.

72-5209

- (a) In each school year, every pupil enrolling or enrolled in any school for the first time in the state, 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 adherent or 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.

72-5210

A county, city-county or multi-county health department provide without delay and the extent that funds 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.

72-5211

The secretary shall prescribe the content of forms and certificates to be used by school boards in carrying out this act and shall provide, without cost to the school boards, sufficient copies of this act for distribution to pupils. Schools shall utilize the reporting form adopted by the secretary for documentation of all immunizations. Audit information shall be obtained for this adopted form. The secretary may adopt such regulations as are necessary to carry out the provisions of this act.

- (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, as amended. A pupil shall be subjected 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, as amended. 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, as amended, and (3) inform the parent or guardian that a hearing thereon shall be afforded the parent or guardian upon request therefore.
- (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.

KANSAS ADMINISTRATIVE REGULATION 28-1-20

Delineation of Immunizations Required for School Entry

28-1-20: Immunizations required for school entry.

- (a) The inoculations for disease prevention which pupils shall receive before enrolling in any Kansas school for the first time are: diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, mumps, rubella (German measles) and measles (rubella).
- (b) The vaccines utilized for these inoculations shall be selected from those licensed for this purpose under section 351 of the public health service act, 42, U.S.C. 262, as administered by the bureau of biologics, food and drug administration, public health service, U.S. department of health, education, and welfare.
- (c) The immunization record of each pupil shall indicate that inoculation with the delineated vaccines, as approved, has been accomplished by a licensed physician or local health published by the Kansas Department of Health and Environment or the American Academy of Pediatrics. (Authorized by K.S.A 1978 Suppl 72-5211; effective July 20, 1978.)

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. A fine of five cents a day will be charged for overdue books and magazines.
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

\$ 2.85 daily
\$57.00 monthly
\$0.95 Seconds
Milk
\$0.40 daily

Adult Lunch

\$ 3.15 daily
\$63.00 monthly

\$ 8.00 monthly

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, 1st nine weeks, 3/4 of rental fee
 2nd nine weeks, 1/2 of rental fee
 3rd nine weeks, 1/4 of rental fee
 4th 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, 1st nine weeks, full fees
 2nd nine weeks, 3/4 of fees
 3rd nine weeks, 1/2 of fees
 4th 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 Mr. Friesen) 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 Mr. Friesen.

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 District's 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. Kevin Case, 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 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."

"Inasmuch 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."

"A student shall not be allowed to practice, participate in, or attend any school sponsored activities on a day in which he or she did not attend classes unless approval is obtained from the administration prior to the event."

SEXUAL HARASSMENT

Sexual harassment will 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.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, for a student to sexually harass any employee or 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 or any staff member when (1) submission to such conduct is made, explicit 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 include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra curricular activities, etc.)

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

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.

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

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

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

“Seclusion” means placement of a student in a location where all of the following conditions are met:

- the student is placed in an enclosed area by school personnel;
- the student is purposefully isolated from adults and peers; and
- the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

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

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

“Parent” means:

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

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

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

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

Prohibited Types of Restraint

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

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

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is 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.

Seclusion Restrictions

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

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

All seclusion rooms equipped with a locking door shall be designed to 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 and shall be well- ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de - escalation techniques, and prevention techniques. Such training shall be consistent with 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 documentation regarding the training that was provided and a list of participants.

Notification and Documentation

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

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

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

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

Reporting Data

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

Three (3) Incidents of ESI for Same Student

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

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

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

Local Dispute Resolution Process

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

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

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

Approved: 10/19/2015