

FORWARD

The Northeast Junior High Faculty and Administration extend to you a hearty welcome to membership in this student body.

To new students, this handbook will be a guide which will enable you to become quickly adjusted to our school. Returning students will also profit by reading the material contained here in order to better understand the rules and regulations of our school.

NORTHEAST USD 246 MISSION STATEMENT

Northeast Unified School District will educate students to be positive, responsible, inquisitive, determined and goal-oriented.

Students will learn to communicate, to read, to solve problems, and to appreciate art, science and world culture in order to be productive in society.

Northeast Elementary/Junior High School Mission Statement

Our goal is to provide a respectful learning environment that prepares our students for the future.

Exit Outcomes

Upon completion of the eighth grade students will:

1. Have essential educational skills for a lifetime of learning.
2. Learn to work cooperatively and independently.
3. Experience a sense of self-discipline and responsibility.
4. Strive to develop physical and emotional well-being.

Northeast Unified School District 246, Crawford County, Arma, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities. If you have any questions regarding the above, please contact:

Superintendent of Schools, Box 669, Arma, KS 66712
Phone No. 620-347-4116
(Title IX Coordinator and Section 504 Coordinator).

**NORTHEAST UNIFIED SCHOOL DISTRICT 246 IS AN EQUAL
EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY**

NORTHEAST ELEMENTARY/ JUNIOR HIGH SCHOOL FACULTY AND STAFF

Terry Cleland, Principal
Kerstin Womble, Assistant Principal

TEACHING STAFF

Jill Ashbacher.....Homeroom 1B
Mirah Bush.....Homeroom 5B
Amy Christman.....Educational Technology Teacher
Chase Cleland.....Athletics
Becky Cobb.....Homeroom 1A
Ronda Coletrane..... Grammar and Reading 6, Social Studies 6
Dennis Davied.....Science, Athletics
Scott Fields.....Health/P.E. 6,7,8, Fitness
Sara Firm.....K-8 Vocal Music
Paula Fleury.....Homeroom 2B
LaToyia Forester.....Homeroom 1C
Amanda Jones.....Athletics, Homeroom 4A
Mishelle Kmiec.....Algebra, Social Studies, Scholars Bowl
Jeana Kotzman.....Title Teacher
Alicia Nunn.....Homeroom 2C
Wendi O’Rand..... Grade 7 Reading & Grammar
Starla Parsons.....Grammar and Reading
Susan Polhlopek.....Title Teacher
Scott Post.....Athletics
Jennifer Potter.....Athletics, Homeroom 2A
April Rader.....Homeroom KA
Stephanie Underwood.....Math 6, 7, Yearbook
Amy Wade.....Homeroom KB
Shane Wade.....Elementary/Jr. High P.E., Health, Athletics
Carolyn Williams.....Athletics, Homeroom 3A
Liz Wood.....Homeroom 4B
Theresa Wymore.....Homeroom 5A
Trina Ysusi.....Homeroom 3B

SUPPORT SERVICES

Janel Frazier.....Speech
Brad Johnson.....Gifted
Amy Gorman.....Special Education
Lacey Likely.....Counselor
Eileen Pierson.....Special Education

OTHER SUPPORT STAFF

Shelly Burns.....Health Coordinator
Diane Cameron.....Jr. High Secretary, Director of Technology
Jeanette Campbell.....Cook
Brenda Cavin.....Teacher’s Aide
Pam Courtney.....Elementary Library Aide
Mitzi Cronister.....Teacher’s Aide
Wilma Gesslein.....Custodian/Bus Driver
DeAnne Harryman.....Bus Driver, Transportation Director
Joe Hartzfeld.....Bus Driver
Roger Horn.....Custodian/Bus Driver
Betty Hughes.....Cook

OTHER SUPPORT STAFF (continued)

Mary Jones.....Jr. High Library Aide
Tommy Leftwich.....School Resource Officer
Allen Meeks.....Custodian/Bus Driver
Kim Meeks.....Food Service Director
Susan McBrideHead Cook
Jeff Sigmon.....Custodian/Bus Driver
Twyla Simons.....Project Care
Judy Stansbury.....Cook
Craig Stewart.....Custodian
Andrew StoutBus Driver
Karl Wicker..... Athletics, Teacher's Aide
Joe Williford..... Custodian/Bus Driver/Maintenance Director
Marie Williford.....Elementary Secretary/Project Care Coordinator

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ENROLLMENT

1000 - 1999

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1000 - ADMISSION OF PUPILS

Entrance age for admission to the Kindergarten is five years of age on or before August 31st of the school year. Kindergarten training is not required for entrance into the first grade.

Entrance age to the first grade shall be six years of age on or before August 31st of the school year.

Students transferring from another state whose entrance age differs from Kansas shall be placed according to previous attendance records.

Birth certificates are required as proof of age for all Kindergarten or first graders who are enrolling for the first time. A state copy of the certificate from the state in which the student was born is the only certificate that will be accepted. Birth certificates must be turned into the school within 30 days of enrollment in accordance with K.S.A. law 72-53, 106.

Grade placement in the Northeast Unified School District 246 most often will be based upon an examination of previous school records.

Any pupil entering a Kansas school for the first time is required by state law to present certification that he/she has received or is in the process of receiving immunization against polio, mumps, diphtheria, rubella (German measles), measles (rubella), tetanus, and whooping cough. These immunizations shall be in accordance with the immunization schedules of the Kansas Department of Health and Environment. Students shall have until October 1st to complete this immunizations procedure, or they will be dropped from school until such time as it is satisfactorily completed. This requirement is waived for pupils whose parents present written statements asking for exception for reasons of health or religious beliefs.

Hepatitis B and Varicella (Chickenpox) immunizations will be required for school entry for Kindergarten students.

In accordance with state law a health assessment must be done within 12 months prior to school entry or by October 1st. The physical form, completed by a physician, must become part of the student's file. This is a requirement for all students entering Kindergarten.

1100 - First Day of School

Buses will run Thursday, August 17th. Thursday will be a full day of school for Kindergarten and sixth grade only. Friday, August 18th will be a full day for all students. Preschool will start on Monday, August 21st. A school lunch will be served.

1200 - Assignment of Students to Classes

Elementary students will be assigned to a home room teacher. Classes will be balanced in size with an equal distribution of boys and girls in each class.

Junior high students will have individualized schedules. Junior high students will be enrolled in classes with every effort made to keep classes balanced.

Junior high students have a limited time to add or drop an elective class (Vocal). For a schedule change in the fall semester, the request must be made within the first five days of the fall semester. For a schedule change in the spring semester, the request must be made by the last day of the fall semester.

All requests for schedule changes must be in writing and signed by the parent/guardian.

1300 - School Fees

School fees will be \$25.00. School fees will be waived for those students qualifying for free lunch. School fees will be \$15.00 for students qualifying for reduced lunch.

1400 - Student Arrival and Dismissal Times

Students may start arriving at school at 7:25 A.M. Students will not be supervised until 7:25 and should not be on school grounds before this time.

Elementary students will report to the gym upon arriving at school and supervision will be provided. Elementary students will go to their classrooms at 7:45 A.M.

Junior High students will have breakfast in their rooms from 7:45 to 8:00 A.M. Students may arrive at 7:25 A.M. They should report to the Junior High Commons area as supervision will be provided.

Breakfast is served from 7:45-8:00 A.M. (In the classrooms)

School begins at 8:00 A.M

School is dismissed at 3:15 P.M.

Project Care is in session 3:15 to 5:30 P.M. Doors lock at 5:30 P.M..

Parents are asked to send a note or **call the office by 2:00 P.M. if student's plans for returning home changes.**

1500 – Out of District Students

USD 246 has the right to accept or deny enrollment to out of district students wishing to enroll in our district. Upon acceptance the out of district student is expected to be a contributing member to the school. They are expected to maintain satisfactory academic progress and not affect the day to day operation of the school through discipline issues and disruption. Out of district students are on a semester to semester basis. If at anytime the school feels the student is not meeting these expectations the school will inform the student that at the end of the semester the student will have to return to their home district.

ATTENDANCE

2000 - 2999

2000	Compulsory School Law
2100	Absences
2200	Tardies
2300	School Activities

2000 - COMPULSORY SCHOOL LAW

K.S.A. 1982 Supplement--72-1111. Compulsory school attendance. Every parent, guardian, or other person in the State of Kansas, having control over or charge of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years, shall require such child to attend continuously each school year (1) a public school for the duration of the school term provided for in K.S.A. 1979 Supp. 72-1106, as amended; or (2) a private, denominational or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational or parochial school is located.

Truancy is defined for this policy the same as in K.S.A. 72-1113 as amended and which follows:

1. "Whenever a child is required by law to attend school and such child is not enrolled in a public or non-public school, such child is a truant"; 2. "Whenever a child is required by law to attend school and such child is inexcusably absent therefrom on either three (3) consecutive days or five (5) or more days in any semester, such child is truant." A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a day without a valid excuse acceptable to the school employee(s) designated by the Board of Education to have responsibility for the school attendance of such a child.

For purposes of this policy, "a significant part of a school day" means "one-half (1/2) or more of the scheduled school day." One half (1/2) of a school day is three clock hours.

For purposes of this policy an "excusable absence" occurs when a pupil misses a significant part of a scheduled school day because of illness, appointments for health care, injury which prevents his attendance, attendance at another educational activity or on a trip approved by the school principal, or other absence the reason for which is acceptable to the principal. "Inexcusable absences" occur when there is no attempt to justify an absence, the reason given is not acceptable to the principal and/or the principal has reason to believe that the excuse offered may not be substantially correct and true.

2100 - ABSENCES

In general, it is the policy of the school to excuse pupils from school for worthwhile reasons and upon the written request of parents. The Principal will determine the importance of the request and shall ultimately decide upon the merits of each case. If absence from school seriously retards the pupil's progress and interferes with his/her school work, then conferences with parents will be held to inform them of these effects on the child's school progress.

Parents must call the office or send a note into the office within 3 days of the absence or the absence will not be excused.

A student will be counted absent from school if he/she is not present for the regular class schedule, except when on activities sponsored by the school. An excused absence may be allowed for other activities if requested by parents and approved by the Principal.

It is the student's responsibility to make up any work missed due to an excused absence. The student will have one day for each day absent to make up their assignments. An unexcused absence will also receive reduced credit.

EXCESSIVE PARENT VERIFIED ABSENCES: Once a student reaches 9 parent verified absences* per semester OR 18 parent verified absences for the school year, all subsequent absences will be classified as UNEXCUSED unless excused by a doctor's note or by our school nurse's aide.

EXCUSED PARENT VERIFIED ABSENCE: Verified by note or phone call from the parent. Includes illness, family trip, personal reasons, etc.
Parents must call the office by 10:00 am on the day of the absence or send a note into the office within 3 days of the absence or the absence will not be excused.

STUDENTS UNDER COURT SUPERVISION FOR TRUANCY: If a student is under court authority for informal or formal supervision, the court and school administration will only excuse absences verified by a doctor's note or by the school nurse. All other absences will be classified as UNEXCUSED. The school is required to send weekly attendance reports for all students under informal or formal supervision.

A certificate for perfect attendance is given at the end of the year to those with no absences.

2200 - TARDIES

Students are expected to arrive at school on time. School opens at 7:25 a.m. Breakfast is served in their classrooms starting at 7:45 a.m. School begins at 8:00 for all students.

Arrivals after the bell rings will be counted tardy. **Junior High students with excessive tardies can be considered truant, after 3 unexcused tardies in the same period, per semester, will result in a detention. Every tardy after that will result in a detention.**

An elementary student's late arrival at school before 10:00 a.m. will be counted as a tardy. Students arriving after 10:00 will be counted as half day (morning) absent.

Students arriving after start of school should report to the office for admittance.

Doctor and dental appointments, funerals, and school activities are considered excusable tardies. Prior notification would be appreciated.

2300 - SCHOOL ACTIVITIES

Students who plan to attend a school function are required to be in school the day of and the day after that function unless approval is granted from the Principal.

GRADING SYSTEM

3000 - 3999

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3000 - GRADING SYSTEM

- A. Our grades are indicated by E, S, and U for grades K-1-2.
- B. Our grades are indicated by A, B, C, D, and F for grades 3-8.
- C. An A is 90-100; a B is 80-89; a C is 70-79; a D is 60-69; and a F is anything below 60.
- D. For junior high, declaring rank in class will be computed on semester grades only using a four point scale: A – 4 to F -- 0.

3100 - GRADE REPORTS

Grade reports will be mailed home at the end of each nine weeks period, usually on Friday following the end of the nine weeks.

Your child's legal name will be on the grade card issued by Northeast.

3200 - ACADEMIC AWARDS

Students excelling academically shall be appropriately recognized for their performance at the building level. Building principals shall plan for appropriate recognition of academic excellence through the provision of awards and programs that recognized the achievements of high performing students and students showing significant improvement in academic skills.

A certificate will be given for making all six honor rolls in one school year in Junior High.

Students in grades 7-8 who average a GPA of 3.5 on a 4 point scale or higher shall be acknowledged as follows: Students who qualify will receive an academic medal.

3300 - PROGRESS REPORTS

Progress reports will be mailed home usually after the fifth week of the nine weeks grading period.

We encourage parents to contact the school anytime there is a question or concern about their child's progress.

- A. The district will provide parents and students online access to a tool called PowerSchool. This web-based information tool will allow parents and students with appropriate privacy safeguards, to check on the student's grades anytime over the internet.
- B. These reports to parents are supplemented in several other ways and by several other means – parent/teacher conferences, telephone calls, letters or informal notes, or by means of forms prepared for this purpose. Unsatisfactory work is reported as the need arises, without waiting for the end of the nine-week reporting period.

3400 STUDENT RETENTION AT GRADE LEVEL POLICY

It is the goal of the Administration, Faculty and Staff of Northeast U.S.D. No. 246 to ensure that every student is performing at grade level, or at least making adequate progress toward grade level. After-school tutoring will be made available to any student upon request.

The following is the policy of the Board of Education of Northeast U.S.D. No. 246 with respect to retaining a student who has not successfully completed a grade level in that grade for an additional year:

1. Grades Kindergarten-3, Reading and Math:
 - a. First Quarter: If at the end of the first quarter or at any time during the second quarter the student is not at grade level or making adequate progress in Reading or in Math, the Administration will advise the student's parent(s) or guardian(s) that retention is a possibility and the student will be advised to attend after-school tutoring in such subject(s) until such time as the student has achieved and maintains a passing grade in such subject(s).
 - b. First Semester: If at the end of the first semester the student is not at grade level or making adequate progress in Reading or in Math, the Administration will advise the student's parent(s) or guardian(s) that retention is a possibility and the student will be required to attend mandatory after-school tutoring in such subject(s) until such time as the student has achieved and maintains a passing grade in such subject(s).
 - c. Year-end: If at the end of the academic year, the student is not at grade level or making adequate progress in Reading or in Math, the Administration will schedule a conference with the parent(s) or guardian(s) and the classroom teacher to discuss the student's progress and the need for and benefits of retaining the student in that grade. The final decision about whether or not to retain a student in a grade shall be made by the Superintendent of Schools.
2. Grades 4 & 5, Reading and Math:
 - a. First Quarter: If at the end of the first quarter or at any time during the second quarter the student is not at grade level or making adequate progress in Reading or in Math, the Administration will advise the student's parent(s) or guardian(s) that retention is a possibility and the student will be advised to attend after-school tutoring in such subject(s) until such time as the student has achieved and maintains a passing grade in such subject(s).

- b. First Semester: If at the end of the first semester, the student is not at grade level or making adequate progress in Reading or in Math, the Administration will advise the student's parent(s) or guardian(s) that retention is a possibility and the student will be required to attend mandatory after-school tutoring in such subject(s) for one (1) hour each day Monday through Thursday for six (6) weeks.
 - c. Year-end: If at the end of the academic year, the student is not at grade level or making adequate progress, the Administration will schedule a conference with the parent(s) or guardian(s) and the classroom teacher to discuss the student's progress and the need for and benefits of retaining the student i n that grade.
 - i. The student will be allowed to attend Summer School for two (2) hours per day for four (4) days a week for four (4) weeks.
 - ii. If the student does not attend Summer School or fails to complete Summer School, or is not at grade level upon the completion of Summer School with an acceptable remediation plan in place, the student likely will be retained at the grade level.
 - iii.. The final decision about whether or not to retain a student in a grade shall be made by the Superintendent of Schools.
- 3. Junior High -Core Subjects:
 - a. First Quarter: If at the end of the first quarter or at any time during the second quarter, the student is not at grade level or making adequate progress in any Core Subject, the Administration will advise the student's parent(s) or guardian(s) that retention is a possibility and the student will be advised to attend after school tutoring in such subject(s) until such time as the student has achieved and maintains a passing grade in such subject(s).
 - b. First Semester: If at the end of the first semester the student is not at grade level or making adequate progress in any Core Subject, the Administration will advise the student's parent(s) or guardian(s) that retention is a possibility and the student will be required to attend mandatory after school tutoring in such Core Subject(s) for one and one-half (1.5) hours each day Monday through Thursday in such subject(s) for six (6) weeks.
 - c. Year-end: If at the end of the academic year, the student is not a grade level or making adequate progress in any Core Subject, the Administration will schedule a conference with the parent(s) or guardian(s) and the classroom teacher to discuss the student's progress and the need for and benefits of retaining the student in that grade.
 - i. The student will be required to attend mandatory Summer School for two (2) hours per day for four (4) days a week for four (4) weeks.

- ii. If the student does not attend Summer School or fails to complete Summer School, or is not at grade level with an acceptable remediation plan in place upon the completion of Summer School the student likely will be retained at the grade level.
- iii. The final decision about whether or not to retain a student in a grade shall be made by the Superintendent of Schools.

MANAGEMENT and OPERATIONS

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4000 - FIRE DRILL

At different times during the school year, the fire alarm is sounded. Each classroom has instructions concerning what to do in case of fire. When the alarm is heard, students are to walk out quickly and orderly.

4100 - TORNADO DRILL

A tornado drill will be held three times a year. Instructions will be given by the Principal/Teacher as to the type of alarm system that will be used and the designated areas of safety (as recommended by the Office of Civil Defense).

4200 - DRIVING MOTOR VEHICLES/RIDING BICYCLES

No junior high student will be permitted to drive a motor vehicle to school for regular classes.

Students will be permitted to ride bicycles to school for regular classes. Scooters and skate boards will not be permitted.

4300 - BUS RIDER RULES

During the course of regular student transportation in school district vehicles the Board of Education views this service as a privilege extended to students conforming to district rules of conduct.

Previous to loading (on the road and at school):

1. Be on time at the designated school bus stops - keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.

While on the bus

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus windows.

10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are to sit in their seats and face the front of the bus while the bus is in motion.
13. Bus riders are expected to be courteous to fellow pupils and the bus driver.
14. Absolute quiet when approaching a railroad crossing stop.
15. In case of a road emergency, children are to remain in the bus.

After leaving the bus

1. Cross the road, when necessary, after getting off the bus(at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at places other than the regular bus stops at the home or school unless by proper authorization from the parent or school officials.

Extra-Curricular Trips

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperone appointed by the school.

NO EATING OR DRINKING OR CHEWING OF GUM ON THE BUS AND NO TOBACCO PRODUCTS OR MEDICATION NOT PRESCRIBED BY A PHYSICIAN.

4400 - BUS DISCIPLINE PROCEDURES

Bus drivers are encouraged to maintain discipline and assure that the students adhere to these rules in the course of their duties. Verbal warnings to students are appropriate when the driver believes they will be effective in correcting misbehavior.

If the bus driver is not successful in correcting misbehavior through verbal prompts and warnings, the driver should contact the rider's parent(s) to seek assistance in correcting the inappropriate behavior.

At such time that a bus driver believes the infraction is serious in nature or continual warnings to a student are ineffective to bring about compliance, the driver will file the appropriate written notice with the building principal. The appropriate building administrator will take the following disciplinary actions:

1. Upon receipt of the 2nd written report within a semester from a bus driver concerning a student, that student will lose transportation services for 3 days.
2. Upon receipt of the 3rd written report with in a semester from a bus driver concerning a student, that student will lose transportation services for 5 days.

3. Upon receipt of the 4th written report within a semester from a bus driver concerning a student, the student will lose transportation services for the balance of the current semester.

Students receiving a written report on the bus that warrants suspension will be provided transportation home that day. A copy of the written report and notice of any suspension will be sent home that evening. The suspension will begin the next school day.

The building principal, if student behavior is serious enough to warrant, may bypass any of the above steps and adjust, restrict, or suspend a student's bus riding privileges for an indefinite time after conferring with the parents. The bus is an extension of the school day. All school rules still apply.

4500 - RIDING THE SCHOOL BUS

Special permission must be received from the school personnel before anyone other than the regular riders shall be allowed to ride the respective buses.

Bus students must have a note if they are not going to ride the bus home from school.

Only one bus rider guest per family on the bus, due to overcrowding the buses.

4600 - ILLNESS AND MEDICAL EMERGENCIES

In the case of any serious injury or illness, the parent or guardian will be notified as soon as possible.

The Kansas Department of Health and Environment procedures are followed in cases of illness and medical emergencies.

Emergency information is to be completed on school records for every student, with at least two emergency backup telephone numbers included.

At the time of an emergency, the school has the responsibility for:

- A. Initiating the immediate care of the student
- B. Notifying the parent or guardian, or if the parent or guardian cannot be reached follow the directions given on the student's records
- C. In some cases, getting the student under professional care with or without the family's permission

4610 - ADMINISTRATION OF MEDICATION

The district will comply with the current status and regulations as defined by the Legislature, Kansas State Department of Education and the Kansas Department of Health and Environment

To comply with the Nurse Practice Act (K.S.A. Chapter. 65, Article 11, Chapter 231, Laws of Kansas 1968 and K.S.A. 1979 Supp. 65-1113 and 65-1124) the following policy is in effect:

- A. When at all possible, medications should be given at home rather than during school attendance hours.
- B. Prescribed medications must be accompanied by a note from the physician and in the original container the medicine came in. We need a note from the parent giving us permission to give the medication at school. This should include date, name of medication, reason for medication, time of day it is to be given, and anticipated number of days to be provided. There is an available form.
- C. Any over-the-counter medications may be given at school only if needed in order for the student to remain in attendance. This can be determined by conference between parents and school nurse. A parental permission form must accompany the medication, to include date, name of medication, reason for medication, time of day it is to be given, and anticipated number of days to be provided.
- D. Medication may be given by delegated school personnel under the supervision of the school nurse. In accordance with Kansas Department of Health and Environment guidelines, the school will allow self-administration of medication to children and youth, provided the proper authorization is on file with the school.

Please contact the school health aide if you have questions concerning administration of medication in school.

4620 - HEAD LICE

Schools bring large number of children into daily contact with each other, therefore, they serve as a focal point for the transmission of head lice.

When an infested student is discovered in the classroom the following procedure will be followed:

- A. If the student(s) are bus riders, they will not be permitted to ride the bus until cleared by the school nurse.
- B. When the child returns to school he/she will be checked prior to readmission.
- C. No child will be readmitted to school unless they have been treated and/or all nits have been removed.
- D. After three consecutive cases of head lice, the student must have a statement from the Health Department to return to school. If the patient fails to eliminate the head lice problem, then SRS will be notified.
- E. A child with head lice will be excused from school for a 24 hour period. After that time the child must be treated and returned to school to be cleared by the school health aide.. After 24 hours if the student is not brought back or is not cleared by the school health aide, the absences will be unexcused.

Please check your child(ren) weekly for head lice. Doing so will help any severe outbreak from occurring.

4630 - INTERROGATION AND INVESTIGATIONS CONDUCTED IN SCHOOL

It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine

when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district's administrators shall at all times act in a manner which protects the rights of students and parents and shall cooperate with law enforcement officials.

School staff members shall be reminded annually of the contents of this policy and rules.

Initiated by School Administrators and Conducted by Administrators

Building principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigation shall be conducted in a manner which minimizes interference with regular education or school activities.

Initiated by School Administrators and Conducted by Law Enforcement Officers

The building principal shall determine when the necessity exists for law enforcement officers to be notified to conduct an investigation of alleged criminal behavior.

The building principal may request the law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardian or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian or representative during any questions of such students, the Principal or certified school staff person shall be present.

If the investigation has centered on any particular student suspected of any alleged criminal activity, the procedure for taking students into custody shall not interfere with reasonable law enforcement procedures.

Initiated and Conducted by Law Enforcement Officers

Only in demonstrated emergency situations shall law enforcement officers be voluntarily permitted to conduct such an investigation during school hours.

The building principal shall require proper identification of law enforcement officials and the probable cause for the interrogation or investigation of a student. If the Principal is not satisfied with either the identification or the probable cause, he/she shall not grant the request of such persons and shall attempt to so notify the Superintendent and the officer's superior, documenting such action.

The law enforcement officers shall be required to obtain prior approval of the Principal before beginning such an interrogation or investigation on school premises. The administrator shall document the circumstances as soon as practicable.

Interrogation of Student During Investigation of Violations of School Rules

In instances where school rules have allegedly been violated, the Principal may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence.

Probable witnesses should be told the nature of the alleged misconduct and the reason for believe that they were witnesses. The Principal may have another adult present during questioning of students.

Violations of Criminal Law

During an investigation of violation of school rules, the Principal shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notification to law enforcement officials.

Information of criminal conduct not related to the schools shall be turned over to law enforcement officials, without additional investigation by school officials. School officials shall request that law enforcement officers advise a student of his/her rights.

Taking a Student Into Custody

Following interrogation or investigation, students shall not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest.

When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents, guardian or representative immediately. Such effort shall be documented.

The building principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or to take students into custody on school premises.

When an emergency exists, the Principal may summon law enforcement officials to the school to take a student into custody.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall require the law enforcement officers to notify the Principal of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment.

4700 - HUMAN SEXUALITY/AIDS

In accordance with Kansas law, the Board of Education of Northeast U.S.D. 246 has adopted a policy and curriculum for the teaching of Human Sexuality and Aids. Copies of this policy are mailed to the parents/guardians of those students involved prior to the beginning of teaching of the unit.

4800 - HALLWAY TRAFFIC

Students should make an effort to be quiet in the halls. Conduct yourself in the halls in a way which will be a credit to yourself and your school. Keep to the right side of the hall at all times. Do not run in the hallway at any time. Keep hands and feet to yourself and away from student work or other decorations that may be posted or displayed.

4900 - GROUND RULES

Students are requested not to arrive at school prior to 7:25 a.m.

Buses will unload students upon arriving at the school.

Students may not leave the school grounds unless supervised by a teacher or other staff member.

4910 - PLAYGROUND RULES

1. Remain in play area designated by the staff member in charge.
2. Keep hands and feet to yourself.
3. Use playground equipment appropriately and safely.

4920 - PICKING UP AND DROPPING OFF STUDENTS

Parents must drop off and pick up students at the south end of the building. Please do not drop students off in the north parking lot.

At the end of the day do not park on the north side of the building to pick up your child. This area is reserved for the buses to pick up students safely.

You must come to the office to sign your child out if picking them up during the school day.

DISCIPLINE

5000 - 5999

5000	Discipline
5100	Alternate Learning Center (ALC)-Elementary
5200	Out-of-School Suspension
5300	Tobacco Products in Public Schools
5310	Drug and Alcohol Policy
5311	Drug Testing Policy
5400	Weapons/Explosives
5500	Dress and Appearance
5600	Electronic Devices
5700	Bullying & Harassment
5710	Time Frame/Procedures for Discrimination and Sexual Harassment Complaints
5720	Indecent Exposure
5800	Demonstrations
5900	Terrorist Threats

5000 - DISCIPLINE

Our goal for our discipline policy is to create a safe, positive and effective learning environment and to help students develop into responsible and conscientious citizens.

Student Expectations

Character: The following is a list of character traits we expect our students to exhibit each day at school, on field trips, and during extracurricular activities.

RESPONSIBILITY

RESPECT

READINESS

Given the expectations listed above our students will be expected to conduct themselves appropriately at all times and in all settings.

- Students will treat their peers, teachers, paraprofessionals, and support staff with respect and courtesy at all times
- Students will respect the facility and grounds
- Students will abide by the policies, rules, and regulations as set forth by the school and USD #246 district board policy.

Disciplinary Methods Utilized in our Policy:

After-School Detention – 3:15 – 4:30 p.m. Assigned by the Principal. Parents will be given at least one day notice of detentions. The principal will work with parents to arrange a day for the student to serve the detention. Failure to attend detention will result in an In-school suspension.

In-School Suspension - Disciplinary measure used for more severe offenses. Assigned by the Principal. Students are not allowed on school property or at events during suspension. (1-3 days suspension)

Out-of-School Suspension – Disciplinary measure used for more severe offenses. Assigned by Principal. Students not allowed on school property or at events during suspension. (1 – 10 days suspension)

Long-Term Suspension – Suspension of up to 90 school days. Formal due process hearing is required.

Expulsion – Student expelled from school for up to 186 school days. Formal due process hearing is required.

Minor Infractions

Each Elementary teacher has a discipline plan for his/her classroom that the teacher will send home with the child by the end of the second week of school. There will be consequences for inappropriate behavior and positive behavior will be encouraged and reinforced. Discipline plans of the special classes (PE, Music, Library and Computers) are very similar to those of the child's assigned classroom.

The Junior High staff will use the student conduct sheets to document minor infractions. The conduct sheets are distributed to students at the start of each quarter (see example on page 30). Some examples of minor infractions are: excessive talking, horseplay, dress code violations. The student conduct card is based on a 9-week period. Once a student receives five "strikes" on the card, the teacher issuing the fifth strike will send the student with their conduct sheet to the Principal. The Principal assigns the appropriate consequence for the level completed.

As the Junior High student advances through the card system, the consequences become more stringent. The penalties are listed on the appropriate level on the conduct sheet and are as follows: **Level One** – detention, **Level Two** – 1 day In-School suspension, **Level Three (15 strikes)** – 3 days In-School suspension, **Level Four and up (20 strikes +)** - 3 days Out of School

Assigning a Strike: When a student commits a minor infraction and the teacher decides to assign a strike on the student's conduct sheet, the teacher will ask the student to present their conduct sheet. Depending on the class activity, the teacher may immediately fill out the conduct sheet and return it to the student. However, if the teacher is delivering instruction, the teacher may collect the conduct sheet and wait until the end of the period to fill out the sheet before returning it to the student. The teacher will jot down the date, teacher's last name, infraction # (they are listed on the conduct sheet), and may include a very brief explanation of the infraction.

Not being prepared for class marks are kept separately on the card. Five marks for not being prepared for class will count as one strike on the conduct sheet.

Student Fails to Present Their Conduct Sheet: When prompted to give a teacher his/her conduct sheet, the student must do so immediately without argument. Failure to present the conduct sheet may result in the predetermined consequence for the current level of the student. However, if a student brings their conduct sheet to the teacher or the office by the following morning before school, that consequence will be taken away and the appropriate strike will be assigned to the student. Students who lose their conduct sheet must replace it and will receive an additional strike.

Conduct Sheets are used as official school documentation. The defacing of a conduct sheet may result in disciplinary action.

Major infractions

In an effort to maintain a safe learning environment serious discipline issues will be handled in a swift and appropriate manner. It is the responsibility of the Principal to investigate each incident and administer an appropriate consequence. Major offenses include but are not limited to:

Cutting Class	Vandalism	Disrespect / Defiance
Drugs/Alcohol	Bullying / Harassment	Threat / Intimidation
Weapons	Public Display of Affection	Sexual Harassment
Firearms/ Explosives	Fighting / Aggressive Behavior	Improper Language
Behavior Problems / Failure to appear in Detention	Academic Dishonesty / Copy Write/Theft Major Computer Violations	Not attending school when others have a reward day off

Major offenses may result in:

Academic Consequences

Detention

In-School Suspension

Short Term Suspension

Long Term Suspension or Expulsion (only with appropriate disciplinary hearing)

The Principal reserves the right to determine the most reasonable and meaningful consequence for major infractions.

Demerits/ Loss of Privileges:

A point or demerit system is in effect in our Junior High. The purpose of this system is to discourage habitual disruption of the learning environment. Students who commit a major violation will receive the number of demerits that corresponds to their consequence..

Detention – 1 demerit

In-School Suspension- 1 day only -- 2 demerits

In-School Suspension - (2 or 3 days) -- 3 demerits

Short Term Suspension - (up to 10 days) – 4 demerits

Long Term Suspension - (up to 90 days) – 5 demerits

When a Junior High student receives more than 3 demerits in a nine weeks, they will be excluded from any rewards (bowling, movies, dances, field trips, etc.)

Elementary students that have frequently violated school rules may be excluded from any rewards such as: bowling, movies, assemblies, field trips, and field day, etc.

The Principal reserves the right to adjust the consequences for special circumstances.

The Principal will turn over to law enforcement, infractions that are violations of law.

Northeast Junior High Conduct Sheet

Student Name _____

Strikes May Be Issued For These Infractions:

1. Disruptive classroom behavior	6. Lunchtime infraction
2. Inappropriate comment/gesture	7. Teasing/Harassment
3. Before/after school infractions	8. Electronic device violation
4. Hallway infraction	9. Other minor infraction or classroom rules violation
5. Dress code violation	10. 5 th Not prepared for class violation

1st Quarter

Level 1

Detention

1 Date ____/____/____ Staff _____ Reason # ____	2 Date ____/____/____ Staff _____ Reason # ____	3 Date ____/____/____ Staff _____ Reason # ____	4 Date ____/____/____ Staff _____ Reason # ____	5 Date ____/____/____ Staff _____ Reason # ____
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Not Prepared:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Level 2

1 day In-School Suspension

1 Date ____/____/____ Staff _____ Reason # ____	2 Date ____/____/____ Staff _____ Reason # ____	3 Date ____/____/____ Staff _____ Reason # ____	4 Date ____/____/____ Staff _____ Reason # ____	5 Date ____/____/____ Staff _____ Reason # ____
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Not Prepared:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Level 3

3 day In-School Suspension

1 Date ____/____/____ Staff _____ Reason # ____	2 Date ____/____/____ Staff _____ Reason # ____	3 Date ____/____/____ Staff _____ Reason # ____	4 Date ____/____/____ Staff _____ Reason # ____	5 Date ____/____/____ Staff _____ Reason # ____
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Not Prepared:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5100 - ALTERNATE LEARNING CENTER (ALC)-ELEMENTARY

The Alternate Learning Center (ALC) is a supervised area during the regular school day where students may be sent if they are having trouble in the regular classroom. Some teachers may send students to ALC for the following reasons:

- a. To finish tests or assignments
- b. To calm down if students become frustrated or aggressive
- c. As a disciplinary actions for rule violations

5200 - OUT-OF-SCHOOL SUSPENSION

Any student may be sent home for misbehavior that the Principal deems reasonable cause for suspension. Suspension will be for such time as the Principal or Superintendent determines necessary for proper adjustment. A conference between the pupil, his/her parents and school officials may be necessary so that a proper understanding is reached concerning the pupil's continued attendance, subject to K.S.A. 72-8901 thru 72-8906 as amended by the 2000 Kansas Legislature.

For out-of-school suspension, homework will be available to the student by the end of the first full day of suspension. It is the parent's responsibility to obtain the homework from the office. Homework not turned in to the appropriate teachers upon returning to school shall be recorded as zero credit.

5300 - TOBACCO PRODUCTS IN PUBLIC SCHOOLS

KSA 72-53, 107 prohibits the use of tobacco products in any school buildings and states that no board of education of any school district shall allow any person to use tobacco products in any school building. Furthermore, the Northeast U.S.D. 246 Board of Education prohibits the use of tobacco products in all district owned buildings and vehicles.

5310 - DRUG AND ALCOHOL POLICY

The Board of Education and educators of Northeast U.S.D.246 recognize the illegal use of drugs and alcohol as being detrimental to the positive development of the students. The school's primary role in this area is to educate students concerning the hazards of drug and alcohol use.

All Northeast U.S.D. 246 personnel and students have the responsibility to report to the Principal observed use or knowledge of any chemical substance. These chemical substances include any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana, solvent, or narcotic device, unapproved Rx drugs.

Students shall not unlawfully manufacture, distribute, possess, use, or be under the influence of any chemical substance:

- A. on or adjacent to the school grounds or school property;
- B. off the school grounds at a school activity; or
- C. upon arrival at school or a school function.

(1) First offense - With the first violation of this policy, the student will be suspended from school for 5 days and can be subject to long term suspension or an expulsion hearing. The expulsion hearing will include a discussion of a recommendation that the student receive an evaluation and any necessary counseling from a professional chemical dependency counselor prior to re-admittance to school on a probationary status. If at anytime a student fails to make satisfactory progress in a program, the expulsion will be re-imposed.

(2) Second Offense – A student who violates the terms of the policy for the second time shall be expelled from school for the remainder of the school year and will not be allowed to participate in or attend any school activities during the expulsion.

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

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

5311 DRUG TESTING POLICY GRADES 7TH AND 8TH:

NORTHEAST USD 246 STUDENT DRUG TESTING POLICY

Approved by the Northeast USD 246 Board of Education
Effective 2015 - 2016 School Year

In an effort to protect the health and safety of Northeast USD 246 students from illegal and/or performance-enhancing drug use and abuse or injuries relating from the use of drugs/alcohol, and to set an example for all students, the Northeast USD 246 Board of Education has adopted the “Student Drug Testing Policy” for drug testing of students participating in or attending extracurricular and/or co-curricular activities as well as students parking in the school parking lot. The Board recognizes that all students have certain personal rights of privacy guaranteed by our federal and state constitutions. This policy will not infringe on those rights.

STATEMENT OF PURPOSE AND INTENT

A. It is the intent and desire of the Northeast USD 246 Board of Education, Administration, and staff that every student in Northeast USD 246 refrain from using, possessing, or distributing illegal drugs and/or alcohol, and to help students make good decisions. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend extracurricular and/or co-curricular activities. This Policy is intended to supplement and complement all other policies, rules, and regulations of Northeast USD 246 regarding possession and/or use of illegal drugs and/or alcohol.

B. Participation in or attendance at school sponsored extracurricular and co-curricular activities, as well as parking in the school parking lot is a privilege. Accordingly, students participating in or attending extracurricular and co-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

C. The purpose of this policy is to prevent illegal drug use and to create an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend extracurricular or co-curricular activities. No academic sanction for violation of this policy will occur, except to the extent that a violation of this policy would also constitute a violation of the school's discipline policy. If the school's discipline policy regarding drug/alcohol use is violated, the student will be subject to the penalties of the discipline policy.

D. The purpose of this policy is to educate students as to the serious physical, mental, and emotional harm caused by drug use; alert students with possible drug problems to the potential harms of use; prevent injury, illness, and harm as a result of drug use; and maintain in the school district an environment free of drug use and abuse. Northeast USD 246 has adopted this policy for use by all students participating in or attending extracurricular and co-curricular activities in grades 6-12 and students parking in the school parking lot grades 9-12.

DEFINITIONS

ACTIVITIES—Includes any school sponsored activity in the following three categories: Kansas State High School Activities Association (KSHSAA) sanctioned activities, competitive activities, and non competitive activities. The activities, by categories, are as follows:

KSHSAA Activities, including but not limited to: Athletics, Choir, Speech and Debate, Cheerleading, Scholars Bowl, and KAY Club.

Co-Curricular Activities: Activities that students participate in outside of the classroom as a result of being enrolled in a school offered class, including but not limited to: FCCLA, National Honor Society, Student Council, Class Leadership, Yearbook, School Sponsored Clubs, and TRL Competitions.

Extracurricular Activities: Activities that take place outside the regular course of study in school, including but not limited to: Baseball, Basketball, Chess Club, Cheerleading, Football, Softball, Track, Volleyball, Weights, Prom, School Sponsored Dances, Reward Based Trips, and Senior Trip.

Parking Privilege Permits: Student privilege to park on school grounds.

DRUG USE TEST- A scientifically substantiated method to test for the presence of illegal drugs, performance-enhancing drugs, or alcohol in a person's urine, saliva, hair or breath.

ILLEGAL DRUGS- Any substance that an individual may not sell, possess, use, distribute, or purchase under federal or Kansas law. Examples would include, but are not limited to, all scheduled drugs as defined by Kansas law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose, as well as alcohol.

PERFORMANCE-ENHANCING DRUGS- Includes anabolic steroids and other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. Dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions are not included in the term "performance-enhancing drugs."

POSITIVE RESULT- A toxicology test result that is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. "Positive" when referring to an alcohol test administered under this policy means a breathalyzer test result that is considered to demonstrate the presence of alcohol.

REASONABLE SUSPICION- Specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in light of experience, poor performance by a student, group of students or team inconsistent with perceived ability, expectations and teaching/coaching, and information provided by a reliable source based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could include unusual increases in size, strength, weight, or other athletic abilities.

RANDOM SELECTION- Random selection can include individual students, groups of students or teams selected for testing based upon an objective random selection process or a rotating schedule. The Northeast USD 246 Board of Education contemplates that a minimum of two (2) middle school students and eight (8) high school students will be subject to drug testing under this policy at various intervals of time, approximately twice each month.

SCHOOL DAYS- Days that school is actually in session in Northeast USD 246.

EDUCATION AND CONSENT

A. The school shall provide a drug policy education for students within one week of the policy implementation. The session will include a detailed explanation of the Northeast USD 246 Student Drug Testing Policy.

B. In addition the Principal will review the policy each year on the first day of school and with any new students upon their arrival to school. In addition, it is recommended that each coach/sponsor conduct a player and parent meeting that will include information about the impact of the drug testing policy on participants. Parental attendance is strongly encouraged at each session. Each student in grades 6-12 will be provided copies of the Northeast USD 246 Student drug Testing Policy and of the Student Drug Testing Consent Form.

C. Each student who desires to participate in or attend extracurricular and/or co-curricular activities or to park in the school parking lot must agree online to the Student Drug Testing Consent form, electronically signed and dated by the student and by the student's parent or guardian within the first five (5) days of the start of the school year. Transfer students will have five (5) days from their date of enrollment. Failure to consent to the properly signed consent form within the time limits set forth in this policy will keep a student from participating in or attending extracurricular and/or co-curricular activities as well as parking privileges on campus being revoked.

SELECTION FOR TESTING

A student may be subject to drug testing under this policy in any of the following circumstances:

A. Upon request at any time the administration determines there is reasonable suspicion to believe the student has used or is under the influence of illegal or performance-enhancing drugs or alcohol;

B. Upon request by the administration based upon an objective random selection process from among all students in the particular pool of students to be tested;

C. As a member of a recognized club or group of students or team based upon a rotating schedule of similar clubs, groups and teams as determined from time to time by the administration; and

D. Students attending school sponsored extracurricular and/or co-curricular activities may be required to submit to an alcohol breath analyzer test prior to entry to determine the presence of alcohol, or at anytime requested by administration, based upon reasonable suspicion.

PROCEDURE

A. Any drug use test required under this policy will be administered by a professional laboratory chosen by Northeast USD 246, using scientifically validated toxicology methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

B. All aspects of the drug-testing program, including the taking of specimens, will be conducted in a manner to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility. The student will empty his or her pockets and remove his or her coat and other excess clothing prior to entering the restroom or other private facility. The Principal shall designate a drug laboratory employee or school employee of the same gender as the student to accompany the student to a restroom or other private facility. When collecting a urine sample, the monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure. At this time the monitor will inform the principal, who will then determine if a new sample should be obtained. The monitor will be present to collect the sample along with the student and one other witness.

C. If the initial drug test is positive, the initial test result will then be subject to confirmation by a second test.

D. If the second test confirms the presence of drugs or alcohol, the laboratory will report the results to the designated school representative. The school will then contact the parents of the student with the results and will solicit information regarding any medications the student may be taking. If needed, the school will contact a certifying scientist at the laboratory regarding any drug interactions. If requested, a medical review officer will review and confirm the results and report the findings to the designated school representative.

E. The Principal will contact the Superintendent, athletic director, head coach/sponsor, student, and parent/guardian to schedule a conference. At the conference the Principal will solicit any explanation of the positive test result. If the student asserts the positive test results are caused by something other than consumption of an illegal drug, performance-enhancing drug, or alcohol, the student will be given the opportunity to present evidence of such to the Principal, athletic director, and head coach/sponsor. The school district will rely on the professional opinion of the laboratory that performs the confirmation test in determining whether the positive test result was produced by something other than the consumption of an illegal drug, performance-enhancing drug, or alcohol. The Principal, Superintendent, athletic director and coach/sponsor will make the decision within three (3) working days.

F. The decision may be appealed in writing to the Northeast USD 246 Superintendent within three (3) working days. The Superintendent will then make a written decision within three (3) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in extracurricular and/or co-curricular activities or to use the school parking lot.

G. The Superintendent's decision may be appealed in writing to the Northeast USD 246 Board of Education within three (3) working days. The Superintendent will then make a written decision within three (3) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in extracurricular and/or co-curricular activities, or to use the school parking lot.

H. If a student tests positive for using illegal or performance-enhancing drugs or alcohol, the administration may arrange for appropriate follow up, including but not limited to counseling and additional drug tests, on a weekly or other regular basis. The student may not participate in activities until the initial suspension period, as determined below, has been served and all other follow up has been accomplished. It is the obligation of the student to establish that he or she no longer is using such drugs or alcohol. The student shall take another drug test within two (2) months of the completion of the suspension period, at a date and time designated by the administration, in order to continue to participate in activities. The cost of all follow-up drug tests shall be paid by the student or his or her parent or guardian. Failure to pass or to timely pay the cost of such follow-up test(s) shall result in loss of the privilege to participate in activities.

I. The administration will notify the parent(s) or guardians(s) of students selected for drug testing who do not test positive of such negative drug test results within five (5) days of such test.

VIOLATIONS

Any student who tests positive for use of illegal or performance-enhancing drugs or alcohol under this policy shall be subject to the consequences listed below. Violations under this drug testing policy are cumulative throughout grades 7-12 and do not start over each year.

A. 1st OFFENSE- The student shall be suspended from participation in and attendance at all extracurricular and/or co-curricular activities, including all performances and competitions and use of the school parking lot, for a period of **Forty (40) school days**. During this time it is recommended that the parent or guardian obtain a substance abuse evaluation and education/counseling for the student. If the students and/or parent/ guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to **Twenty (20) school days**.

B. 2nd OFFENSE- The student shall be suspended from participation in and attendance at all extracurricular and/or co-curricular activities, including all performances and competitions and use of the school parking lot, for a period of **One Hundred Eighty (180) school days**. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to **Ninety (90) School days**.

C. 3rd OFFENSE- The student shall be suspended from participation in and attendance at all extracurricular and/or co-curricular activities, including all performances and competitions and use of the school parking lot, for a period of **Three Hundred Sixty Five (365) school days**. On the 3rd offense there is no possibility of reducing the suspension.

D. SUBSEQUENT OFFENSES- The student shall be suspended from participation in and attendance at all extracurricular and/or co-curricular activities, including all performances and competitions and use of the school parking lot, for the remainder of the student's school career.

SELF REPORTING

A student who has never tested positive under the Northeast USD 246 policy has the option to voluntarily “self-report” the use of an illegal or performance-enhancing drugs or alcohol. Under this self-reporting clause, the student must self-report to the principal prior to being selected for a random or rotating schedule drug test. Any student who self-reports a 1st offense shall have a **Five (5) School day suspension** from all activities. Students cannot self report if they have already tested positive as a 1st offense.

REFUSAL TO SUBMIT TO A DRUG TEST

Any student who refuses to submit to a drug test authorized under this policy shall be considered “**POSITIVE**” for drugs and be subject to appropriate suspension as stated previously in this policy.

TRANSFER STUDENTS

Any student transferring to Northeast USD 246 who wishes to participate in extracurricular and/or co-curricular activities, or wishes to use the school parking facilities, must have a signed “Student Drug Testing Consent Form” on file with the principal’s office within five (5) school days of his/her initial enrollment. Additionally, any transfer student who has failed a drug screening in a previous school district enters Northeast USD 246 with a similar record.

DISCLAIMER

The Northeast USD 246 Student Drug Testing Policy does not supersede the student handbooks of Northeast High School or Northeast Junior High School with regard to students found to be in possession of, using, providing, or under the influence of illegal substances or alcohol while on school property or at school activity (home or away). Therefore, a student who violates the policy as set forth in the student handbooks should expect further consequences as deemed appropriate by the building principal.

5400 - WEAPONS/EXPLOSIVES

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.

If you have knowledge of weapons violations and wish to remain anonymous, you may report it by calling the Kansas School Safety Hotline at 1-877-626-8203.

5500 - DRESS AND APPEARANCE

Dress, personal appearance and hygiene are necessary for an orderly education atmosphere. Students are expected to be well groomed and neatly dressed at all times. The principal shall make the final decision about appropriate dress. The Board of Education supports the principals as final judges about the interpretation of appropriate and modest dress. The following guidelines will be used.

1. Shoes with leather, rubber or foam soles will be worn at all times. House slippers are not considered shoes.
2. No hats or headbands during normal school hours. No “do rags” at anytime. No hoods are to be worn at school.
3. Appropriate outer attire will be worn to school. Tops should be modest and extend beyond the waistband. Pants should be modest and torn garments that draw attention to the body should not be worn.
4. No item of clothing can have drug/alcohol symbols, words, or pictures. No sexually suggestive wording, pictures, or symbols will be allowed..
5. Body piercing, other than earrings, must be discreet.
6. Pajamas or pajama pants will not be considered appropriate attire for school.
7. Sagging clothes are not allowed.
8. Unnatural hair coloring (green, blue, fuchsia, etc.) is not allowable.
9. Students may wear shorts of appropriate length. **NO** spandex shorts are to be worn.
10. No dangling chains.
11. Leggings, long spandex, tight fitting pants may only be worn with a long appropriate top that covers the student appropriately.
12. Heli shoes or any other brand of shoe that has built in wheels will not be allowed in school.

If not corrected, students who violate the policy will be confined to the office until parents can pick them up or until the student receives permission to leave. Students absent because of dress code violations will be counted unexcused.

The Board reserves the right to make additions to the dress code if the students abuse the freedom granted by the above code.

5600 – ELECTRONIC DEVICES

Students must have permission from staff to use electronic devices such as tablets, mp3 players and game systems. Electronic devices should not be used in the hallway during passing periods. Students bring these items to school at their own risk. The school is not responsible for lost or stolen electronic devices.

Students are permitted to have cell phones on school property. Cell phones must remain off and out of sight while students are at school. If a cell phone “goes off” during a class/hall, or a student is texting/calling during school hours this will result in a violation. Taking pictures by means of a camera phone or other cellular device is prohibited at all times during school hours, this also applies to any trips (sports or activities) A picture taken in an area where one can expect privacy (locker rooms, rest rooms, and other locations requiring privacy) will result in a short term suspension. Misuse of cell phones by students at school to harass other students/staff are subject to search and inspection by school district administrators. Searches of cellphones or other digital mobile devices will only be conducted if the principal has reason to believe that the search will produce evidence that the student has violated school policies.

Any material found on a student’s cell phone or other digital media device that may be considered illegal will be turned over to local law enforcement.

Any violation of this policy is subject to the following consequences, where consequences will start over each semester.

1st violation – Electronic device confiscated and returned to student at the end of the day.

2nd violation – Electronic device confiscated and returned to student at the end of a day. A detention will be assigned

3rd violation – Electronic device confiscated and returned to student at the end of a day. A one day (ISS) Inschool suspension will be assigned.

5700 – BULLYING POLICY

Any incident of discrimination, insult, intimidation or harassment (**Bullying**) in any form shall promptly be reported to an employee’s/ student’s immediate supervisor, the building principal or the district compliance coordinator (Greg Gorman, Superintendent), 1001 E South St, Arma, KS 66712 (620) 347-4116) for investigation and corrective action by the building or district compliance officer. The school district will act to investigate all complaints, either formal or informal, verbal or written of discrimination, insult, intimidation and harassment and to discipline whomever commits acts of discrimination, insult, intimidation or harassment. Any school district action taken pursuant to this policy will be consistent with the requirements of applicable collective bargaining agreements, Kansas statutes and school district policies. The school district will take such disciplinary action it deems necessary and appropriate, and such action may include a written warning, detention, suspension, expulsion, etc.

5710 - Time Frame/Procedures for Discrimination and Sexual Harassment Complaints

It is the policy of Northeast USD #246 to maintain a learning and working environment that is free from any form of discrimination and harassment.

Sexual harassment may include, but not be limited to:

- A. Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- B. Subtle pressure or requests for sexual activity;
- C. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- D. Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- E. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- F. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grades or status in any activity; or
- G. Sexual assault or battery as defined by current law.

Discrimination/Sexual Harassment Complaints will be reported to the Superintendent of Schools at 1001 East South St., Arma, KS., 66712, telephone 620-347-4116. The District has assigned the Superintendent to coordinate compliance with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

All complaints should be made in writing to the Superintendent within 180 days of the alleged incident.

If the Superintendent is named as the alleged perpetrator, the complaint should be given to the Clerk of the Board. The Board of Education will then name an impartial hearing officer, who will investigate the complaint using the time frames described below. The impartial hearing officer will give the parties to the complaint the opportunity to present witnesses and other evidence and will notify both parties in writing of the findings/outcome of the investigation.

Within ten working days upon receiving a written complaint, the Superintendent shall meet with the complainant and any witnesses to hear more completely the allegations.

Within ten working days after meeting with the complainant, the Superintendent shall meet with the alleged perpetrator (s) and any witnesses to hear more completely, responses and testimony regarding the complaint.

Within ten working days after meeting with the alleged perpetrator (s), the Superintendent will notify in writing both parties of the findings/outcome of the investigation.

Should the complaint be sustained, the District will take steps to correct any discrimination and prevent future acts of discrimination. Steps could include awareness training, for staff/students, staff termination and student suspension.

No person will be subject to disciplinary procedures for filing any complaint.

5720 - INDECENT EXPOSURE POLICY

Any student or students or any school personnel who are found guilty of indecent exposure on the school grounds, at any attendance facility, on any school vehicle, or at any school-sponsored activity in the presence of any other person will be suspended for five days from school and will be subject to expulsion from school and/or released from employment.

5800 - DEMONSTRATIONS

Any student who shall take part or participate in any demonstration that is a significant disturbance to the learning environment during school hours or on school premises shall be subject to suspension from classes. The principal or superintendent will determine if a demonstration poses a significant disruption to the learning environment. The suspension from classes for such action shall be for a period of not less than three days nor more than five days on any occurrence. The student shall be reinstated only upon the request of his/her parents, who shall appear with the student before the Superintendent of Schools in order that the parents can be given the full details concerning the suspension.

Recurrences of violations concerning demonstrations shall be considered a basis for pupil expulsion; such action shall be taken by the superintendent after the matter has been reviewed by the Board of Education acting as a committee of the whole. Suspension subject to K.S.A. 72-8901 and 72-8906 as amended by the 1982 Kansas Legislature.

5900 TERRORISTIC THREATS POLICY

Terroristic Threats

A Terroristic Threat directed to any student, teacher, administrator, other staff member, or any facility of the School District property or in connection with school sponsored field trip or activity, will not be tolerated.

The phrase "Terroristic Threat" shall include any conduct involving verbal assault or the use of language which threatens or implies direct bodily harm, injury, or death or damage to property, or any indirect comment which implies that such harm or damage may or will occur, and includes the possession of any concealed weapon or the brandishing of any weapon or any instrument that could be used to inflict such harm or damage, specifically including but not limited to any rifle, shotgun, pistol, billy club, bat, knife or blade.

Reports to Authorities

Any employee of the School District who observes, hears, or learn of any Terroristic Threat promptly shall report the incident to the building principal. The Principal promptly shall report the incident to the Superintendent of Schools.

Upon receipt of a Terroristic Threat, the Superintendent shall direct and oversee a preliminary internal investigation of the incident and the context in which it occurred. If such preliminary investigation substantiates the existence of a Terroristic Threat, the Superintendent promptly shall report the incident to the appropriate authorities for investigation. Discipline for violation of this policy against Terroristic Threats shall be administered by the administration of the School

District fairly, objectively, and impartially, with due consideration of the age and level of maturity of the student involved.

When the Terroristic Threat is made or involves a student in the elementary grade but does not involve the possession or use of a weapon, the Principal shall (I) hold a conference with the students in order to make the incident a learning opportunity for the student; and (II) shall hold a conference with the parents or guardians to discuss the severity of the conduct and concerns about the incident.

When the Terroristic Threat is made by or involves a student in the junior high or high school, and the Principal determines as a result of the preliminary investigation that the Terroristic Threat involves only a comment made in jest, the Principal shall assign the student to In School Suspension and shall hold a conference with the parents or guardians prior to allowing the student to return to classes.

When the Terroristic Threat is made by or involves a student in the junior high or high school, and the Principal determines as a result of the preliminary investigation that the Terroristic Threat involves more than a comment obviously made in jest but does not involve the possession or use of a weapon the Principal shall suspend the student for three (3) to (5) days, shall provide to the students and his or her parents or guardian written notice of the grounds for suspension, and shall afford the students an opportunity for hearing in accordance with applicable law. The student and his or her parents or guardian shall be required to attend a conference with the Principal and agree to such terms of supervision as may be imposed by the Principal prior to the student being allowed to return to classes.

Any time the Terroristic Threat involves the possession or use of a weapon, the Principal shall suspend the student for five (5) to ten (10) days, shall schedule a formal hearing to determine whether or not the student shall be suspended for an extended term or expelled from school in accordance with applicable law, and shall provide the student and his or her parents or guardian with written notice of the formal hearing and the grounds for the suspension or expulsion.

ACTIVITIES and ORGANIZATIONS

6000 - 6999

6000	Junior High Athletics
6100	Junior High Athletic Guidelines
6200	Student Activity Eligibility Requirements
6300	Football, Basketball, Track, and Volleyball
6400	Field Trip Permits
6500	Parties and Refreshments
6600	Equal Access Policy

6000 - JUNIOR HIGH ATHLETICS

All students who plan to participate in any sport must have a physical examination prior to the first day of practice. The school offers supplemental insurance program for all students.

6100 JUNIOR HIGH ATHLETIC GUIDELINES

I. Eligibility Requirements

1. All athletes must have passed at least five subjects of unit weight the previous semester in school, not counting MTSS/AR and Viking time. MTSS/AR and Viking Time do not count toward the five subjects of unit weight.
2. All athletes must have a physical examination by a licensed physician before attending or participating in any practice.
3. All athletes must have written approval from their parents or legal guardian.
4. All athletes must meet all KSHSAA eligibility criteria.

II. Equipment

1. No student will be able to check out equipment or attend practice until all equipment from the last sporting activity is checked in to the head coaches.
2. The student must reimburse the school for any equipment that is not returned.
3. Any equipment not issued by the school must be furnished by the activity participant. The coach will provide a list of what is to be obtained.
4. Equipment is to be taken care of properly. Abuse of the equipment or facilities will mean suspension or dismissal from the team.

III. School Attendance

1. An athlete suspended from school, “in school” or “out of school” cannot participate in practice or contest until they are eligible to return to school.
2. An athlete must be in attendance at school the entire day of the contest to be eligible to participate in a contest that day unless previously excused by the Principal. Only parents or guardians may negotiate such exceptions with the Principal.

3. An athlete must be in school by 10:00 to be eligible to practice. Any doctor note or funeral will exclude the 10:00 AM time. The Principal may authorize an exception to this policy on a case by case basis. Only parents or guardians may negotiate such exceptions with the Principal.
4. No athlete can compete in Saturday competition unless they are in school the day prior to the event unless previously excused by the Principal.

IV. Appearance

1. Students are school representatives and should dress appropriately for home and away contests. Appropriate dress will be determined by each head coach for their individual sport.
2. Jewelry or head bands will not be worn during practice or contests.
3. Hair should be neat, clean, and well groomed. Coaches have the right to set additional appearance policies.

V. Behavior

1. Athletes will abide by Board of Education policies and KSHSAA rules and policies.
 2. Team members will sit together at all contests.
 3. Athletes using or possessing tobacco, alcohol, or illegal drugs on school grounds or at school activities will be disciplined according to current Board of Education policy.
 4. Athletes who are convicted of, or who admit guilt to possession of illegal substances away from school grounds or school activities will be disciplined according to the following policy:
 - FIRST OFFENSE- The participant will be immediately suspended for a number of competitions that equals 20 percent of the regular season for that activity. The participant will be eligible to practice with the team during the suspension. Suspensions will carry over from season to season and year to year. (Football: 1.5 games. Volleyball: 1.5 matches. Basketball: 2.5 games. Track: 1 meet)
 - SECOND OFFENSE- The participant will be immediately suspended for a number of competitions that equals 50 percent of the regular season for that activity. The participant will be eligible to practice with the team during the suspension. Suspensions will carry over from season to season and year to year. (Football: 3.5 games. Volleyball: 4 matches. Basketball: 7 games. Track: 3 meets.)
 - THIRD OFFENSE- The participant will be immediately suspended from all activities for a period of one calendar year.
- *The building principal will have the final authority as to what is

reasonable evidence for suspension.

5. The head coach has the right to suspend or remove a player from the team for discipline reasons as stated in the head coach's rules.

VI. Transportation

1. Athletes must provide their own means of transportation to and from home contests. If a student has no means of transportation, please inform the coach ahead of time so arrangements can be made.
2. All athletes are to ride the team bus both ways for all contests. For any exception, the parent must provide the coach or administration a written note prior to the contest or sign them out on a sign out sheet. An athlete may only be signed out by their own parent, unless a written note is presented to the administration/office before they leave for that event.
3. Parents are expected to bring and pick up athletes for home games.

VII. Size of Team

1. Any student in the seventh and eighth grade may go out for athletics if the student meets the eligibility requirements.
2. The head coach has the right to eliminate some athletes if the number is too great for the facilities.
3. The head coach has the right to remove a player from the team for discipline reasons as stated in the head coaches rules.

VIII. Lettering

1. Lettering by each sport as follows:
 - A. Volleyball - the athlete must participate in 1/4 of the games played.
 - B. Football - the athlete must participate in 1/4 of the quarters played.
 - C. Basketball - the athlete must participate in 1/4 of the quarters played.
 - D. Track
 - 1) Participants in track must meet certain qualifying standards before being able to participate in the track meet that week.

2) In order to letter an athlete must place in a track meet. Practice meets do not count.

E. Managers will be awarded a letter upon satisfactory completion of their responsibilities as outlined by their respective head coaches.

3. A coach has the right to award a letter in case of an injury or special merit in each individual sport. An athlete must have remained on the team.
4. Any athlete who quits the team or is dismissed from the team before the completion of the season forfeits his/her rights to a letter. (The season is completed after the team's last game and the equipment is turned in to the head coach.)

IX. General Statements

1. Athletes will maintain a proper school attitude at all times.
2. Athletes are to be supportive of all school teams, not just to the ones he/she participates.
3. Any infraction of policies could lead to suspension or dismissal from the team.
4. An athlete may compete in one sport per season. An athlete who is a member of a school athletic squad, may not participate as a member of an outside team or as an independent competitor in the same sport.
5. Any of the requirements and regulations may be altered or eliminated if deemed necessary by the coaches and approved by the administration and Board of Education if valid reasons for the change are presented.

6200 - STUDENT ACTIVITY ELIGIBILITY REQUIREMENTS

1. Scholastic Eligibility for students will be checked on Monday at the start of the 4th week of each semester.
2. A student must be passing ALL subjects he/she is enrolled in during the semester. If a student is not passing ALL subjects enrolled in at the end of a week he/she will be placed on probation for the next week period. If a student is still failing one or more classes at the end of their probationary one week period they will be INELIGIBLE to participate during the next one week period (this includes failing grades that may be from a different class than you were placed on probation for). The ineligibility periods will begin on Monday at 12:00pm and end the following Monday at 12:00pm. Eligibility rules pertain to all school sponsored activities excluding school dances.

3. A student who has lost eligibility under this provision must be passing ALL subjects in order to regain eligibility (Monday 12:00 pm-Monday 12:00pm).
4. "Passing Grade" of a D or above means work of such character that credit would be entered on the records.
5. Extra-curricular activities are activities that are not part of the Academic day such as but not limited to: KSHSAA sponsored and non KSHSAA sponsored athletics, clubs, field days, and any other activity that would not affect a student's academic standing.
6. There will be at least one grade per week given by each teacher. Grade reports will be submitted each Monday at 12:00pm.
7. In the event of a traumatic life event for student or teacher, a committee that consist of the Principal, Athletic Director, and one Teacher can sign off to give the student another probationary week.

6300 - FOOTBALL, BASKETBALL, TRACK, AND VOLLEYBALL

Seventh and eighth grade boys may go out for football.

Sixth, seventh and eighth grade boys may go out for basketball, track and cross country.

Sixth, seventh and eighth grade girls may go out for volleyball, basketball, track and cross country.

6400 - FIELD TRIP PERMITS

Any student participating in a school activity, involving a trip away from school on foot or in a vehicle must have a trip permit form signed by a parent or guardian on file at school. Field trip forms will be provided at enrollment.

6500 - PARTIES AND REFRESHMENTS

Class time is not to be used for parties or refreshments unless approved by the Administration.

6600 - EQUAL ACCESS POLICY

A student or a group of students who wish to conduct a meeting on school premises before or after the instructional day shall file an application for permission for the meeting with the Principal of the school building at which the meeting is to be held. The application shall state:

1. The name and address of the student or students and an affirmation by the person preparing the application that the student(s) has/have voluntarily initiated the meeting.
2. A description of the type of meeting, statement of purpose, estimate of expected attendance, and a copy of any material used to advertise the meeting.
3. If a nonschool attendee is to be in attendance, his/her name and address must be furnished and the organization with whom he/she is affiliated, if any. If the meeting is a religious one, the nonschool attendee shall furnish an affirmation that he/she is not directing, conducting, controlling, or regularly attending the activity.
4. The name and address of the faculty monitor and affirmation that the faculty member is not directing, conducting, or controlling the meeting.

The Principal shall approve the meeting if the application is filled out and if he determines that:

1. The meeting is voluntarily and student-initiated.
2. There is no sponsorship of the meeting by the school, the government or its agents or employees.
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities.
4. Employees of the district are present at religious meetings in a non-participatory capacity.
5. Non-school persons are not directing, controlling or regularly attending the activity.
6. There is no school influence on the form or content of any prayer or religious activity during a meeting for those purposes.
7. No person will be required to participate in prayer or other religious activity during the meeting or activity.
8. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space.
9. No employee will be compelled to attend a meeting if the contents of the speech at the meeting is contrary to his/her beliefs.
10. All forms are completed and submitted one week (7 days) prior to the meeting time.
11. A copy of the application is filed in the Superintendent's office.

SUPPORT SERVICES

7000 - 7999

7000	Library Rules
7100	Technology Acceptable Use Policy
7110	Social Media Policy
7120	Chromebook Agreement
7200	Textbooks
7300	Lost and Found
7400	Junior High Lockers
7500	Telephones
7600	Hot Lunch Program
7610	Breakfast Program
7620	Milk Program
7700	Cafeteria Rules
7800	Counselor

7000 - LIBRARY RULES

1. One of the Library Media Center's (LMC) primary purposes is to provide students with a quiet, pleasant environment to pursue information searches, study, read quietly, browse for books, and use computers. Therefore, it is important that we talk only when it is necessary; and that we use soft voices. Students who do not comply with this, will be asked to leave the LMC.
2. Any LMC materials taken from the LMC must be checked out. Materials taken without being checked out will be considered stolen.
3. Materials will be returned when due.
4. Students with overdue or lost materials will return the materials or pay the replacement cost before they will be allowed to check out other materials. An exception will be made during SSR class only, but the material must be returned daily after the class is over.
5. One student to a computer unless the students bring a written memo from a teacher or a member of the LMC staff gives special permission.
6. Students with research and/or word processing for class assignments will be given priority should there be a conflict over use of computers.
7. So that all students may have equal access to the LMC, students are limited to 15 minutes in the LMC each day unless doing research for class assignments, or taking Accelerated Reading tests. Students, under the computer usage policy, will not use another student's ID or password for AR tests. (Academic Dishonesty)
8. Computer chairs are to be kept by the computer to which they belong.
9. Students are to take pride in keeping the book and magazine shelves in correct order so that materials can be easily found.
10. If a student needs a back issue of a magazine, he/she is to notify a member of the library staff. If all members of the staff are busy, please put your name on the printout and leave it on the checkout desk.

7100 – Technology Acceptable Use Policy

Access to a variety of technology is available to Northeast students and staff. Our goal in providing this access is to promote educational excellence in the district by facilitating resources, sharing innovations and communications.

The purpose of this policy is to ensure that use of technology is consistent with our stated mission, goals and objectives. Such technology includes but is not limited to multimedia tools, computer network, and online access. The smooth operation of technology relies upon the proper conduct of the students and staff. The following policies are provided so that students and staff are aware of their responsibilities. If users violate any of these guidelines, they will face either restricted use, or be denied access.

GUIDELINES

TECHNOLOGY:

1. All copyright laws must be obeyed. Users will respect the legal protection provided by copyright license to programs, books, data, article, photography, artwork, etc. No plagiarism is allowed.
2. The school assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages users may suffer.
3. Users are subject to all State and federal laws.
4. Physical or electronic tampering with technology is not permitted.

COMPUTER NETWORK/INTERNET:

1. Users are responsible for good behavior on the school computer networks.
2. Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
3. Users are not permitted to use the system for commercial purposes, political lobbying, or product advertising.
4. Users are not permitted to transmit, receive, submit, or publish any viruses or defamatory, inaccurate, abusive, profane, sexually oriented, threatening, offensive, or illegal material. If you happen by accident/mistake, etc. to get into an inappropriate area, let your teacher and Building Technology Coordinator know immediately.
5. Security is a high priority, and one should not attempt to assume computer identity of another person. DO NOT use another's password or give your password to another. Attempts to logon as someone else will result in immediate loss of privileges. If you discover a security problem, notify the Building Technology Coordinator. Do not demonstrate the problem to another student.
6. The Building Technology Coordinator and the Network and System Administrator reserve the right to review files and messages.
7. Student use of chat rooms, streaming media (videos and audio), social networking websites such as facebook and twitter, and on-line games are prohibited. Teachers may obtain authorization from the principal for use of these sites as part of their curriculum.
8. Food or drink are not allowed near any computer.
9. Students have a menu of programs appropriate for their class work. Under no circumstances should students attempt to access programs not on their menu or compromise the computer network.
10. Students are not to attempt to access another person's work. They may not copy from, alter, or even just "peek" at another person's file(s).
11. Students may not use the computer lab(s) unless a teacher or paraprofessional is presents.

12. Personal (non-school owned) computers are not allowed access to the school network/Internet without permission from the Building Technology Coordinator.

CONSEQUENCES

Access to technology is a privilege, not a right and as such, entails, responsibility. Inappropriate use will result in suspension or cancellation of privileges. The Principal will deem what is inappropriate school use.

Depending on the severity of failing to obey these policies, the following disciplinary actions can result:

1. Loss of privileges for a period of two weeks to the remainder of the school year.
2. Having lost privileges, a student who is enrolled in a class that requires technology use will have to make arrangements with their teacher to fulfill their class obligations.

7110 Social Media Policy

NORTHEAST USD 246 SOCIAL MEDIA POLICY

**Approved by the Northeast USD 246 Board of Education
Effective 2015-2016 School Year**

Northeast USD 246 recognizes that many of our staff, students, parents and community members are active social media users. As a school district, we are also incorporating social media as part of our communications strategy.

The purpose of this social media policy is to help you to participate online in a respectful, relevant way that protects your reputation and the reputation of Northeast USD 246, and respects the relationship between teachers and students.

For the purposes of this policy, social media includes but is not limited to social networking and media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr, and YouTube. It also includes blogs, comments on web sites, discussion forums and any other activity online in which a person connects or communicates with other users.

The administration reserves the right to monitor, and will monitor, use of Northeast USD 246's computers, email, Facebook, and other social media and networking sites. This policy complements, but does not replace, any policies regarding the use of technology, computers, e-mail and the internet adopted from time to time by the Northeast USD 246 Board of Education.

A. Your Personal Responsibility:

We encourage responsible participation in social networking sites, subject to policies concerning the use of social media during work hours. We ask that you carefully consider the very public forum in which you are participating and expect you to act in a way that properly represents both your professional reputation and that of Northeast USD 246.

Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenities or other inappropriate content. Avoid engaging in or commenting on rumors or unsupported information. Represent Northeast USD 246 and the students and parents you serve in the best light. Your posts and comments should help build and support the school community. You are responsible for what your post and communications that would be deemed inappropriate or actionable if they occurred inside or outside of the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back. You shall comply with the following specific guidelines:

1. Use common sense when posting online. While these guidelines are in no way intended to limit or infringe upon your rights under the National Labor Relations Act (“NLRA”) to comment upon the workplace, it remains good practice to never post anything that would embarrass you or Northeast USD 246, or would call your professional reputation into question.
2. You are personally responsible for the content you publish online. “Content” includes personal comments, Links, photographs, audio or video, and content created by other users that you choose to share or re-post.
3. Be mindful that any content you publish will be public for a long time. Not only can your content show up in Google and other search engines, but the FTC allows private corporations to store publicly accessible Facebook posts for a period of some seven years to be used in employee background checks made by current or potential employers. Moreover, even posts that are “private” may be subject to discovery in legal actions.
4. You should also be mindful that once posted, a comment cannot be taken back. In most instances deleting content will not make it disappear. Deleted content can still show up in online searches or, with the click of a button, other users can take a screenshot, re-post, or share your content with others. Even if you share your content with a very limited number of people, nothing prohibits your contacts from sharing the information you post.
5. Before you post or share content, ask yourself if you would want to see that content in the newspaper or on the evening news? Would you feel comfortable if your content was read by colleagues, your students, parents, principal, superintendent, or members of the Board of Education? If the answer is “no” then the content is best not shared.
6. Special care should be taken when posting personal photographs. Remember, your social networking site is an extension of your personality and professional reputation. All photographs should be posted with the assumption that they will end up in the public realm.

7. As an employee of Northeast USD 246, content that you post may not include provocative photographs, sexually explicit messages, content showing or promoting the consumption of alcohol or use of drugs, or any activity students are legally prohibited from doing. Remember, even with privacy setting in place, your content could be seen by students or parents or find its way into the public realm.
8. The lines between public and private, personal and professional are blurred in the online world. When you are online, you may be connected to colleagues, students, parents and the school community. Sometimes those connections may be direct and obvious. At other times the connections may be indirect or via mutual connections. You should ensure that content associated with you is consistent with your responsibilities as an employee of Northeast USD 246.
9. Your online behavior should reflect the same standards of honesty, respect, and consideration you apply offline.
10. Protect your privacy. You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible. You should also understand that even with maximum privacy settings in place, content can still find its way into the public domain.
11. At no time shall you claim to be speaking or issuing opinions on behalf of Northeast USD 246, unless and except if you specifically are authorized to do so by the Superintendent of Schools. In instances where there could be confusion, you must add a disclaimer stating that views and content are exclusively your own and not representative of Northeast USD 246.
12. While the Northeast USD 246 respects the rights of its employees to exercise their rights under the NLRA, employees should not make any derogatory statements about colleagues or students or other comments that would reflect badly on your professional reputation or the reputation of Northeast USD 246. Notwithstanding the foregoing, you may make comments in the exercise of your rights under the NLRA. You are ultimately responsible for your comments and Northeast USD 246 recommends that you thoughtfully consider your rights and responsibilities prior to posting.
13. Do not post photos or videos that contain identifying information concerning any students without the prior written consent of a parent or guardian of each student involved. There will be a permission form for parents to sign during enrollment.
14. Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should not be posted online. You should become familiar with and make sure anything you post will not violate any provision of the Family Educational Rights and Privacy Act.
15. Do not use any school logo or image without the prior written permission of the Superintendent of Schools.
16. Do not create any social media account, blog or website intended to represent

Northeast USD 246 without express prior consent of the Superintendent. It is important for us to protect the district's brand, ensure certain brand standards and content guidelines are maintained, and ensure any new accounts fit overall communications and education standards established by Northeast USD 246.

B. Employee-Student Relationships:

Northeast USD 246 recognizes the important role that communication and collaboration between employees and students play in the educational process and experience. Northeast USD 246 further recognizes that the advancement of electronic communication and social media technologies creates greater opportunity for interactions between employees and students, and therefore provides these additional guidelines for your own and our students' protection.

1. Employees are never under any obligation to accept friend or follower requests from any student and shall not, under any circumstances, use personal social media accounts to engage with students or participate in district projects. Northeast USD 246 strongly discourages employees from sending or accepting friend requests from current students or otherwise from participating with current students in emails, Facebook or other social media or networks. You should bear in mind that unless your account has privacy settings correctly configured, everything you post may be publicly accessible to your students whether you are connected to them or not.
2. Employees must exercise great care in connecting with students on any social media channels. Do not send permission-based friend or follower requests to students, for example Facebook friend request. Use discretion and carefully consider the guidelines provided by Northeast USD 246 before accepting any permission-based friend or follower requests received from students. It is Northeast USD 246's recommendation that if an employee decides to accept friend or follower requests received from students, the employee should accept all such requests, and not selectively limit the employee's interactions to what could be perceived as a few preferred individuals.
3. Any employee-student communications or relationships via social media should be of an appropriate professional nature, have content that is appropriate for both the communications medium and the audience addressed, and must not violate any provisions of the Family Educational Rights and Privacy Act. With each communication, ask yourself if it is something you would feel comfortable being printed in the newspaper, read by parents, colleagues, or members of the Northeast Board of Education. As with content, always assume any communication will end up in the public realm.
4. Employees who are connected to or communicate with students via social media must understand they may be granting those students access to all content in their personal social media profiles and should consider this policy and ensure that students are protected from exposure to inappropriate content or content that might compromise the employee's professional reputation.
5. Employees shall ensure that any relationship and all dialogue with a student is kept professional in its nature and immediately shall report to the superintendent or

designee any inappropriate communication received from a student. This is as much for your protection as the students. Any content or communication generated either by you, or by a student, which would be inappropriate in the classroom should also be considered inappropriate when shared via social media.

6. Northeast USD 246 recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is a result of certain extra-curricular activities such as Boy Scouts, Girl Scouts, religious organizations or other similar relationships.
7. All posts and messages between teachers and classes, coaches and team members, and advisors and club or group members shall be sent to all members of such class, team, club or group, except for messages concerning (a) inquiries about specific assignments, and (b) medical or academic privacy messages, which messages shall be copied to the principal or athletic director, as appropriate.

7120 - CHROMEBOOK AGREEMENT

Students at Northeast Junior High School will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District 246 Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District 246 Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, receiving a failing grade, and/or legal action.

To understand the expectations of USD 246, students and their parents/guardians are responsible for reviewing the District's Acceptable Use Policy which can be accessed on the school's website.

OWNERSHIP OF THE CHROMEBOOK

USD 246 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, USD 246 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Acceptable Use Policy when using their

- Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. (Note: A fully charged Chromebook should last the duration of the school day.)
 - Students must treat their device with care and never leave it in an unsecured location.
 - Students must keep their device in a protective case or backpack when traveling.
 - Students must promptly report any problems with their Chromebook to the Tech Support Personnel.
 - Students may not remove or interfere with school serial number identification.
 - Student may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
 - Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
 - Students must keep their device clean and must not touch the screen with anything (fingers, pen, pencil, etc.) other than approved computer screen cleaners.

Responsibility for Electronic Data

The students are solely responsible for any apps or extension on their Chromebooks that are not installed by a member of the District 246 technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

- 1. Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- 2. Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
- 3. Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- 4. Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist, or inappropriate.

5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge my sources. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against our Acceptable Use Policy.

Spare Equipment and Lending

If the student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

Warranty and Insurance

Loss or theft of the device is the student's responsibility and will result in the student being charged the full \$279 replacement cost to purchase a new device. Gross negligence will also result in the student having to pay the \$279 replacement cost.

The insurance for the Chromebooks will be \$25 per year. We will be self insuring the Chromebooks, if your Chromebook is in need of repair the school will pay 70% and the student will be responsible for 30% of the repair cost. If a student wants to purchase insurance through a third party provider, they may.

7200 - TEXTBOOKS

Textbooks are furnished without cost to all students. These books are checked out at the beginning of school and checked back at the close of the school year. Students are held responsible to return such books in as good shape as they were received, allowing for a reasonable amount of wear due to use. These books are issued by each teacher to his/her class. If books are lost or mutilated, the student must pay a prorated cost for the book.

7300 - LOST AND FOUND

All articles found in corridors, halls or on the school grounds should be promptly turned in to the Principal's office. All lost clothing and/or shoes will be kept in the health aide's room. Items will be kept for a nine weeks then they will be removed.

7400 – Junior High Lockers

Lockers are assigned from the Principal's office. According to law, the administration has the right to check lockers at any time.

7500 – Telephones

The school district telephone system is primarily intended for use by the staff. Student use of the district telephone system will be limited. Teachers, administrative staff and building secretaries may use their discretion in allowing students to use the phone system for legitimate educational purposes.

7600 - HOT LUNCH PROGRAM

School lunch records are kept on computer. Students may pay in advance as much as desired.

Students can not have a negative balance of more that \$10 and more that \$30 for a family account. When the balance reaches this negative amount they will be served an alternate lunch till the balance is paid.

We will have a closed noon hour.

No food can leave the cafeteria.

7610 - BREAKFAST PROGRAM

Breakfast records are kept on computer. All students will receive free breakfast in the classroom.

7620 - MILK PROGRAM

Children can purchase extra milk for lunch from Ala Carte. Ala Carte milk will cost \$.35 per ½ pint on a cash basis only.

Bottled water can be purchased between 8 AM and 1 PM for classroom use. Price of bottled water is \$0.50 on a cash basis only.

7700 - CAFETERIA RULES

1. Students are to come in an orderly and quiet fashion.
2. Students going through the serving line are to take all the food they want to eat and be seated. Students will not be allowed to return to the serving line for more food. Students will be allowed to return to the serving line for more condiments after everyone has been served.
3. Some food items on the serving line are limited - Please observe the rules and take only the amount that is allowed.
4. Do not share food.
5. Please keep your feet on the floor, facing forward. Do not attempt to have conversations with students at other tables.
6. If you drop utensils, please pick them up but do not use them. Please ask the lunchroom aide if you may have clean utensils.
7. Please clean up the area where you are seated.
8. No gum is allowed in the cafeteria.
9. Parents are always welcome to eat breakfast/lunch with their child. Please contact the office the morning you wish to have breakfast/lunch.
- 10.. Those students bringing a lunch from home need to pack water, milk or juice. Cups will be provided to get water from the fountains. (No sodas, energy drinks or coffees are allowed)

*See Section 5000 Discipline.

7800 - COUNSELOR

The school counselor assists students with academic, social, and developmental guidance to help all students work to their potential and achieve success. The counselor believes all students are unique individuals worthy of giving and receiving respect, and should be given the opportunity to learn to their best ability. Referrals are done by school staff, students, and parents. Parent involvement is encouraged. Parents are invited to contact the counselor with any concerns and/or requests for assistance regarding their child.

COMMUNITY RELATIONS

8000 - 8999

8000	Visitors
8100	Gifts
8110	Personal Items from Home
8200	Invitations to Private Parties
8300	Rules for Gym Use
8400	Grievances
8500	Parent-Teacher Organization
8600	Northeast USD 246 Site Council Bylaws
8700	Family Rights and Privacy
8800	Special Education Services
8810	Student Improvement Team (SIT)

8000 - VISITORS

Parents of students are welcome at the school at any time. Visitors need to enter doors under the canopy. A name tag must be obtained from the office of the Principal when entering the school. For a conference with a teacher, a parent should plan to come to the school immediately after classes are concluded or during a teacher's planning period. This can be arranged by calling the office at 347-8461 for an appointment.

Visitors will not be allowed to visit any classrooms during the school day because of the disruption to the learning environment.

Once school begins, all doors are locked except the doors under the canopy.

8100 - GIFTS

Pupils are discouraged from giving of gifts either collectively or individually to teachers; and teachers, likewise, are to be discouraged from receiving such gifts.

8110 - PERSONAL ITEMS FROM HOME

We ask for students to not bring any personal items with them to school, including toys, tablets, and sports equipment, etc. Kindergarten students will only be allowed to bring items on Friday for show and tell. Items will be confiscated and turned into the office.

8200 - INVITATIONS TO PRIVATE PARTIES

Invitations to parties will not be handed out at school unless they go through the office and everyone in the class receives an invitation.

8300 - RULES FOR GYM USE

1. Do not use street shoes on the gym floor.
2. Do not take food or drink in the gym.
3. Non-school groups need to:
 - A. Get permission from the Principal or Superintendent to use the gym.
 - B. Have someone be responsible for the building and that person should be school personnel.

8400 - GRIEVANCES

Grievances and complaints which may be filed by the public against any employee of the school system shall be submitted in writing to the building Principal and every effort will be made to settle the grievance or complaint at this level. If it cannot be done, it shall then be submitted by the Principal to the Superintendent of Schools, who shall submit the same to the Board of Education, together with their comments and recommendations concerning such complaint or grievance.

Appeals to the Board of Education on grievances or complaints received from the public shall, in all instances, be filed with the Superintendent of Schools; however, the party filing the same may mail copies directly to the members of the Board of Education. No appeals, grievances or complaints shall be discussed by or with the Board members except at a duly convened meeting of the Board of Education, which shall act upon such matters as a committee of the whole.

8500 - PARENT-TEACHER ORGANIZATION

The Northeast Elementary and Junior High Parent-Teacher Organization (PTO) was initiated during the 1982-1983 school year. Its objective is to promote communications among teachers, parents and students and to provide help whenever and wherever needed. Various activities will be scheduled during the school year and money-raising projects will be planned. All parents of elementary and junior high students are invited and encouraged to participate in the PTO.

8600 – NORTHEAST USD 246 SITE COUNCIL BYLAWS

PURPOSE

The purpose of the Northeast USD 246 Site Council shall be to:

1. Provide advice and counsel to the school in evaluating state, school district and school site performance goals and objectives
2. Help determine methods which should be employed by the school to meet the goals and objectives.
3. Provide ongoing support for the students and staff of the school.

REPRESENTATION AND MEMBERSHIP

The Site Council is required by Kansas law to have the following groups represented:

1. The Principal
2. Teachers
3. Other school personnel
4. Parents of pupils attending the school
5. The business groups
6. No more than 3 school board members may serve on the site council at one time.

The School Board required that a parent from each community (Arcadia, Arma, Franklin, and Mulberry) be a member of the Site Council. Community and business leaders should also be representative of the district's demographics. The Board further requires that under-represented populations (parents of students with disabilities, parents of children at-risk and students themselves) be represented on the Site Council. An attempt shall be made to find each of the above listed members.

It is advised that, at least fifty-one percent of Site Council membership must be made up of parents, students, business and community leaders who are not or have not been employed by the district. In the event this cannot be accomplished school employees who have children in the school may serve as part of the fifty-one percent.

SELECTION PROCEDURES

Initially council members shall be identified by the building administrator, who shall recommend their appointment to the Superintendent and Board of Education. The Board shall approve all appointments.

TERMS OF SERVICE

All appointed members of the council shall serve three-year terms. The length of terms will be staggered. No limit shall be set on the number of terms a member may serve.

Membership on the council shall terminate when a member:

1. No longer has a child enrolled in the school or no longer lives in the school attendance area (parent position only).
2. No longer holds a teaching position at the school (teaching position only).
3. No longer holds the Principal's position at the school (Principal position only).
4. Has missed three consecutive scheduled meetings without proper notice to the chair.
5. Submits a letter of resignation to the chair.

If a vacancy exists, the chair (or Principal) shall recommend an appropriate representative to the Board. If approved, the person shall finish the remainder of the term. If the recommendation is not approved by the Board, the Board may direct the Superintendent, the council chair or a building principal to present another recommendation.

A copy of the Site Council positions, approved membership and terms of service shall be submitted to the School Board annually in September with the Site Council's August minutes.

OFFICERS

The officers of the Northeast Site Council shall consist of a chair, vice chair, and secretary. The officers shall be elected annually by the council membership in the first meeting of each academic year.

At no time shall these positions be held exclusively by all educators or parents.

DUTIES OF OFFICERS

The chair shall preside at all meetings and have general supervision of the council's activities. The chair shall work with the Principal in planning and directing the council's activities.

The chair, in consultation with the Principal, shall prepare an agenda for all council meetings and arrange for the agenda to be delivered to each member at least five days before each meeting. The vice chair shall exercise all functions in the absence of the chair and assist the chair as needed.

The secretary is responsible for:

1. Keeping an account of the proceedings and transactions of all council meetings.
2. Providing a copy of the minutes to the council members and the Clerk of the Board within 7 days of each meeting.
3. Preparing any official correspondence the chair may request.
4. Maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, and the annual school report and the current council guideline.
5. Maintaining a list of council members with current contact information, including e-mail addresses.

MEETINGS

The council shall meet at least six times per school year (preferably once each month during the school year) in one of the Northeast schools. The dates shall be established at the first meeting of each school year. Special meetings may be called by the chair or vice chair as long as all council members are notified of the meeting at least two days in advance and notice of the meeting is given to those who have requested notice of council meetings.

The first council meeting of the academic year shall be called no later than October 15th.

Six council members shall constitute a quorum. (A quorum must be present to conduct business.)

All council meetings are open to the public, and members of the public shall be encouraged to attend. Persons desiring to speak at a council meeting may request to be put on the agenda no later than six days before the meeting date.

REPORTS

The council shall report to the Board at least six times a year. Reports (meeting minutes are acceptable) shall be written and filed with the Clerk Of the Board. The Board may invite some or all of the members to discuss the reports. After the Board accepts each report, copies shall be shared with the Principal and staff.

The council shall report to the Kansas State Board of Education if required.

LEGAL DUTIES

Site councils shall not have any of the powers and duties reserved by law or regulation to the school board.

Site councils shall comply with all applicable conditions of the Kansas Open Meetings Act and the Kansas Open Records Act.

TRAINING

An orientation session that includes information about council roles, responsibilities and functions, as well as information on school and local policies and procedures, shall be held annually for all council members. Council members should attend training workshops sponsored by the District and, if the Board approves, are encouraged to attend training sessions sponsored by other agencies. Training expenses may be paid by the Board.

AMENDMENTS

These guidelines shall be reviewed annually; any recommended changes approved at a council meeting shall be forwarded to the Superintendent. The Superintendent shall consult with the Board president on when to place the recommended changes on a regular Board meeting agenda. If the recommended changes are approved by the Board, they shall become effective immediately and shall be filed with the Clerk.

8700 - FAMILY RIGHTS AND PRIVACY

The Board of Education of Northeast Unified School District 246 has adopted the following policy relating to the Educational Rights and Privacy Act of 1974. The Board designates the

building principals as the custodians of student records and has charged them with the duty of complying with all parts of the Act.

- A. The student records that are of concern are those records that become a part of a student's cumulative records, which would be compiled from teachers' grades and comments made for future educational reference, and the record that would be kept on permanent file at a school or might be transferred if a student would change schools for attendance purposes.

- B. Individuals who may have access to student records without consent of parent or eligible student are:
 1. School officials, including teachers, within the educational institution.
 2. Officials of other schools or school systems where students are seeking enrollment. Parents should be notified of transfer and may receive a copy if desired, and have an opportunity for a hearing to challenge content.
 3. Authorized representative of:
 - a. Controller General of United States
 - b. Secretary of Health, Education and Welfare
 - c. Administrative head of education agency
 - d. State educational authorities
 - e. In connection with student's application for financial aid
 - f. Organizations conducting studies for education agency for the purpose of developing, validating, or administering tests or programs
 - g. Accrediting organizations
 - h. Parents of students over 18, if parents claim student as dependent for income tax purposes. In an emergency, to appropriate persons, if knowledge of the information is necessary to protect health or safety of the student or other persons

- C. Schools may make directory information available without parental or student consent. Directory information shall be such general information as is used in programs for athletics or other award programs and information in the school annual. The parents should be notified in a general announcement about the use of this type of information. The release of this general type of information shall be released until such time a parent or an eligible student registers a complaint, and it will not be released on that particular student without prior consent.

- D. Rights of parents under the Act:
 1. Parents use here includes natural parents, adoptive parents or legal guardians of the student.
 2. The parent has the right to inspect and review educational records of their child within 45 days of requesting date.
 3. The parent has a right to have a copy of student records, with the cost of reproduction being paid by the parent.
 4. The parent has the right to a hearing to challenge content of their child's educational record, to insure that the records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student. The parent may request that information be inserted which would explain the content of the record.
 5. The parent has the right to have the student's educational record explained and interpreted.

6. The parent has the right to give prior consent before the institution can release the student's educational record. The written consent must include the following:
 - a. Specific record to be released
 - b. Reason for release
 - c. Name of the party or agency to whom the record will be released.
 - d. Notification to parent that they may receive a copy of record being released, if a copy is desired.
7. The parent should be notified of transfer of student records and the right to challenge the content of the record to be transferred.
8. The parent has the right to notification of receipt of subpoena of student records prior to institution compliance with subpoena.
9. The parent has the right to notification of a request of judicial order by the custodian or educational record to the court.

E. Rights afforded students under the Act:

1. The student is any person who is attending or has attended the educational institution, and with respect to whom that institution maintains educational records or personally identifiable information.
2. The student acquires all rights afforded parents when he/she attains the age of eighteen years.
3. The student has the right to have his/her physical or mental record reviewed by a physician or appropriate professional of the student's choice.
4. If the student's legal guardian is an institution, a party independent of the institution shall be appointed pursuant to state and local law to give a written parental consent required by the Act.

F. Duties of the educational institution

1. The educational institution is any public or private agency or institution which is a recipient of funds under any federal program for which the U. S. Commissioner of Education has administrative responsibility.
2. The institution shall provide notice, at least annually, to the parent of eligible students of the rights afforded them by the Act. This shall be done in the student handbook that is edited and published at the beginning of each year. It shall provide all pertinent information as is required by the Act.
The school will maintain a record of the request and legitimate interest of requesting party in obtaining the educational record. The school should include information to the receiving party about not releasing the information to a third party without written consent.
3. The school shall provide the parent or eligible student with a hearing when requested by them to challenge the content of the student's educational record. The following steps should be taken in setting up and conducting and hearing:
 - a. Hearing will be conducted in reasonable length of time after it is requested.
 - b. The hearing should be conducted and the decision

- rendered by an official who does not have a direct interest in the hearing outcome
 - c. The parent or eligible student should be allowed to present relevant evidence
 - d. The decision be rendered in writing and within a reasonable time after the hearing concludes
4. Northeast U.S.D. 246 will not be responsible for notifying the parent or student each time school records are sent to another educational institution.

8800 - SPECIAL EDUCATION SERVICES

Unified School District #246 strives to provide for the educational needs of all students. Among these are instructional and support services for exceptional students, including handicapped and gifted.

These services are provided to our students through membership in the Southeast Kansas Interlocal #637. Through membership in the cooperative we join twelve other districts in providing an appropriate education to all our exceptional children and youth.

Acquisition of these services through an interlocal is necessary due to reasons of small incidence of exceptional children, economy in providing the services and the ability to serve the varying needs of these children.

For information regarding these programs, services, and procedures for referral for comprehensive evaluation for the exception child, please call the USD 246 Board of Education Office or the Director of the Southeast Kansas Interlocal, 400 N. Pine, Pittsburg, Kansas 66762, phone 620-235-3180.

8810 - STUDENT IMPROVEMENT TEAM (SIT)

The Student Improvement Team (SIT) at Northeast is a group of teachers, the student, parents and sometimes other support personnel, that work together to help students reach a greater level of achievement through problem-solving and the coordination of resources.

During the Student Improvement Team process at Northeast, information is gathered to facilitate the team in making decisions based upon data. The data collected may include:

- Observations
- Interviews- students and parents
- Work samples
- Grades
- AIMS reading and math reports
- Kansas Assessment scores
- Attendance
- Behavior Reports

Teachers, parents, and students can all request assistance by the Student Improvement Team (SIT) process. After a student's initial meeting and the writing of the Student Improvement Plan; the student's progress is periodically monitored to make sure they are progressing in the right direction. Additional meetings will be scheduled when needed.