



Lansing Unified School District #469

200 East Mary Street • (913) 727-1100
Dan Wessel, Superintendent
Dr. Hollie Becker, Assistant Superintendent
Mary Alice Schroeger, Director of Special Education

District Mission Statement

The Lansing School District's mission is to provide students the opportunity to develop the scholastic, technical, social, and life-long learning skills essential for academic, occupational, and personal success as productive citizens.

Accountability Statement

The educators and members of the Board of Education, Lansing Unified School District 469, accept responsibility for providing an educational program that assures student success in accordance with the District mission statement and goals for student learning. Students, parents, and guardians, with the support of the community, are accountable for taking advantage of the educational opportunities offered by the district.

Parent and Student Handbook 2020 - 2021

This handbook is meant to be an abbreviated version of Lansing USD 469 District Policy. Should a discrepancy between the two arise, District Policy supersedes the policies in this handbook.

LANSING USD 469 NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District 469 are hereby notified that this institution does not discriminate on the basis of sex, race, color, national origin, gender, age, religion, marital status, veteran status, disability or any other basis prohibited by state or federal law in admission or access to, or treatment, or employment in, its programs and activities.

Any person having inquiries concerning Unified School District 469 compliance with the regulations implementing Title II of the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act of 2001, the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)-, Section 504 of the Rehabilitation Act of 1973, or reports of specific complaints, or alleged discrimination, is directed to contact Unified School District 469, 200 E. Mary Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by the USD 469 Board of Education to coordinate the institution's efforts to comply with the regulations implementing Title II, Title VI, Title IX, the Age Discrimination Act of 1975, the Boy Scouts of America Equal Access Act of 2001, USERRA, Section 504 or other applicable federal, state or local law. The district provides equal access to the Boy Scouts of America and other designated youth groups.

Any person may also contact the Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, TDD (877) 521-2172, regarding the institution's compliance with regulations implementing Title II, Title VI, Title IX, or Section 504. (2/2020)

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BUILDING AND SERVICES INFORMATION

Lansing Elementary School

Grades – Kindergarten – 3rd Grade
 450 W. Mary St. • (913) 727-1128
 Principal – Dr. Mindy Wells
 Assistant Principal – Dr. Jennifer Kolb

Lansing Intermediate School

Grades – 4th and 5th Grade
 509 W. Ida St. • (913) 297-0990
 Principal – Sue Anderson

Lansing Middle School

Grades – 6th – 8th Grade
 220 Lion Lane • (913) 727-1197
 Principal – Kerry Brungardt
 Assistant Principal – Brooks Jenkins

Lansing High School

Grades – 9th – 12th Grade
 1412 147th St. • (913) 727-3357
 Principal – Rob McKim
 Assistant Principals – Nick Gray, Dr. Sandy VanCise
 Activities Director – Gary Mattingly

Lansing Special Education

210 E. Mary St. • (913) 727-1755
 Director – Mary Alice Schroeger
 Assistant Director – Dr. Ron Malcolm

Lansing Transportation Department

(913) 250-1749
 Director – Jim Slapper

Lansing Early Childhood Programs: Daycare, PreK-4Fee, PreK-4 No Fee, Peer Model, Special Education PreK3 and PreK4, Tiny K-Birth to Age 3

See USD469.net and/or SPED/Early Childhood Handbook

Building Opening/Closing Times and Procedures

<p>Lansing Elementary School</p> <p>Arrival: Building Opens at 8:00 a.m. School Starts at 8:30 a.m. First Bell Rings at 8:20 a.m. TARDY BELL at 8:30 a.m.</p> <p>There is NO supervision for students who arrive at school before 8:00 a.m.. Students must be in classroom by 8:30 a.m..</p> <p>Dismissal: 3:25 2nd bell Walkers released 3:27 3rd bell Car riders released 3:30 4th bell Bus riders released Students need to be picked up no later than 3:45 p.m.</p>	<p>Lansing Intermediate School</p> <p>Arrival: Building Opens at 8:00 a.m. School Starts at 8:30 a.m. First Bell Rings at 8:20 a.m. TARDY BELL at 8:30 a.m.</p> <p>There is NO supervision for students who arrive at school before 8:00 a.m.. Students must be in classroom by 8:30 a.m..</p> <p>Dismissal: 3:25 Walkers and Car riders released 3:30 4th bell Bus riders released Students need to be picked up no later than 3:50 p.m.</p>
<p>Lansing Middle School</p> <p>Grades 6 – 8 – In session from 8:15 AM to 3:20 PM</p> <p>Children should arrive at school no earlier than 7:45 AM. Prior to that time, any children on school grounds will be unsupervised. At 7:45 AM, the school doors are unlocked and the students are allowed to enter the building.</p> <p>Bus riders are dropped off and picked up on the north side (office side) of the building. Car riders are dropped off and picked up on the west side of the building. Students that have not been picked up on the car rider side by 3:30 are brought to the office and pick up takes place on the north side after that.</p> <p>Students go to class after the first bell which rings at 8:10 AM. At the end of the school day, all students not involved in after-school activities must leave the building.</p>	<p>Lansing High School</p> <p>LHS opens the doors at 7:35 a.m. and closes at 3:20 p.m. Only students under the direct supervision of a coach or teacher are to be in the building before or after those times.</p> <p>Bus riders are dropped off and picked up at the student entrance, lower level of the school (south side).</p> <p>Students that are brought to school by parents or other non-students are to be dropped off and/or picked up on the north side of the school.</p> <p>Unless participating in supervised activities, students must leave school grounds within 15 minutes after the end of the school day.</p>
<p>Lansing Special Education</p> <p>See usd469.net and/or SPED/Early Childhood Handbook</p>	

School Violence Hotline

(877) 626-8203

The hotline allows students to anonymously report possible impending violent acts in schools. The hotline, enacted by House Bill 2489, connects to the Kansas Highway Patrol central dispatch center. From there, information is transferred to local law enforcement who will relay information to the local school administrator. This hotline is a cooperative effort between the Kansas Highway Patrol and the Kansas State Department of Education.

School Leadership/Site Council

Each building has a site council, which is a combination of members of the school staff, parents, and patrons who work together to assist the school with recommendations, suggestions and ideas to help make our schools the best possible for our children. The council meets on a regular basis. The dates are established at the beginning of each school year. All meetings are open to the public. The purpose of the Leadership/Site Council is to:

- Provide advice and counsel to the school in evaluating performance goals and objectives;
- Help determine methods which could be used by the school to meet the goals and objectives;
- Serve as a liaison between the school, school organizations, the community, and the local board of education by collecting and disseminating information about school improvement; and
- Provide other assistance that the school may request.

The council will not have any of the powers and duties reserved by law or regulations to the local school board. For more information concerning the Leadership/Site Council, contact your child's school.

ENROLLMENT/WITHDRAWAL FROM SCHOOL

Enrollment Through Skyward

Upon initial enrollment in Lansing USD 469, parents and students will be given identification numbers/passwords to access the student's Skyward account. All records and information regarding the student may be found on Skyward.

Enrollment for continuing students can be updated through existing Skyward accounts.

Resident Students – [IBC](#)

A "resident student" is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are "homeless" as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, "parent" means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, "person acting as a parent" means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Non-Resident Students – [IBC](#)

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy.

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria; whether the student made academic progress; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district.

Identification of Students – [IBC](#)

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, certified copy of the court order placing the child in the custody of the Secretary of the Department for the Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information – [IBC](#)

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Immunizations/Inoculations – [IGCB](#)

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

1. A list of sources for additional information; and
2. related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

Health Assessments and Physicals – [IGC](#)

Unless otherwise provided herein, all students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

The above requirement is not to serve as a barrier to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of health assessments.

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments.

Building, Grade Level, or Class Assignment – JBC

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit – JBC

In the middle school and in the high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is a valid reason for not doing so.

Pupil Information Form

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s) and address of the student's parent(s)/guardian(s);
 - name of individual(s) to contact in case of emergency;
 - name of the student's physician; and
 - description of any medical conditions of which the staff needs to be aware.
- This information is kept on file and made part of the student's record.

Fees – JS

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee may be collected to cover costs of accepting credit or debit cards.

Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

Building principals shall attempt to collect unpaid fees and the justifiable value owed by a student of school property lost, damaged, or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

ACADEMICS

While there are many variables that go into the education of a student, the academic program provides the foundation for student success. The staff at Lansing USD 469 constantly strives to provide the best academic program for its students. The expectation at Lansing USD 469 is that students, in turn, take their academics seriously and make every effort to achieve at their fullest potential.

Letter Grades and Percentages

A	100% - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%
F	59% and below

Report Cards/Conferences – [JE/IEAC](#)

- Each student and parent will be issued a user name and password in order to access the Skyward program. Students and parents are encouraged to check grades through the Skyward program on a consistent basis as grades are provided in real-time.
- Report cards will be available via Skyward for each student at the end of each specific grading period for each subject taken. After the school year ends, only the final report card is available but it shows all grades from throughout the school year.
- Parent and student conferences shall be held in October and February. Please see the district calendar for exact dates each year.

Honor Roll

Qualification for the honor roll is based on the four (4) point scale with A=4 points, B=3 points, and C=2 points. A grade of D or F in any course is automatic disqualification from honor roll consideration. Students who are still carrying “incomplete” at the honor roll verification deadline (3 days after report cards are handed out) are ineligible for that particular grading period honor roll. Three honor roll categories are identified:

- (1) Lions Honor Roll -- students receive all A grades in all classes,
- (2) Red Honor Roll -- 3.5 – 3.99 grade average on 4.0 scale, and
- (3) White Honor Roll-- 3.0-3.49 grade average on 4.0 scale.

Honor roll eligibility is not determined by *cumulative GPA*, but rather by the grade average earned by the students for a given grading period during each school year (i.e., 1st quarter, 2nd quarter, 1st semester and so on). For high school students – Qualification for Honor Roll does not utilize the weighted grading system used to determine cumulative GPA.

Academic Dishonesty

Academic dishonesty – as in cheating or plagiarism—is not acceptable. Students and staff are expected to be honest in dealing with one another. Students who are caught cheating, lying, stealing, or forging school documents will be disciplined. Cheating includes copying another student’s work—such as homework, classwork, or test answers—as one’s own. Plagiarism is legally and ethically wrong. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. A student who engages in any form of academic dishonesty may be subject to the loss of credit for the work in question, as well as other disciplinary measures. For *Lansing High School* students, college credit classes will follow the College or University Cheating/Plagiarism Policy.

Specific for Lansing Middle School

If a student is caught cheating, the following steps will be taken:

- A conduct report will be written each time a student cheats.
- Offenses will be cumulative from 6th – 8th Grade. Example – If a student is caught cheating on a homework assignment in November on a 6th grade social studies homework assignment, that is the student’s first offense. If the same student is caught cheating in January on a 7th grade science test, that is the student’s second offense.

1) **On a homework assignment** – The student will receive a “zero” on the assignment. A conduct report will be written.

2) **On a quiz** – The student will receive a “zero” on the assignment. A conduct report will be written.

3) **On a test** –

1st offense: The student will re-test. Their score on the second test will be averaged with a “zero” from the first test. Therefore, the maximum grade they can achieve is a 50%.

Example – Test 1 – (0%) **Cheated**

Test 2 – 94%

Actual Test Grade = 47%

2nd offense (and subsequent offenses): Automatic “zero”

Disciplinary Action (minimum)

1st Offense – the student will receive a one-hour after-school detention.

2nd Offense – the student will receive an in-school suspension.

Grades/Eligibility

Many valuable lessons may be gained from activities that are difficult to replicate in the standard classroom. However, we understand that participation in activities are a privilege and believe that all participants are to be students first and athletes/participants in activities second. Therefore, to participate in any KSHSAA sponsored or endorsed **competitions or competitive events**; all students must meet the following criteria:

- Have passed five classes during the previous semester.
- Be currently enrolled in five classes.
- Scored a minimum of 2.0 GPA for the previous grading period (quarter) or be participating in an approved Student Academic Eligibility Plan of Assistance.

Additionally, *Lansing Middle School* will use the following guidelines to determine eligibility – Each week, teachers will examine a student’s academic and behavioral performance to determine participation in that week’s extracurricular activities. A failing grade, two (2) or more Ds, and/or poor behavior may result in ineligibility for that week’s extracurricular activities in which the student is currently involved. The student will still be able to be part of the team and participate in practices during the week.

Promotion and Retention – [JFB](#)

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

Human Sexuality and AIDS Education Program – [IKCA](#)

Opt-Out Procedure and Form

Parents or guardians (or a student over eighteen years of age) who do not want the student involved in all or some portion of the district’s Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student’s appropriate Human Sexuality and AIDS class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the principal, completing and signing the form and returning the form to the principal. The signed form will be kept on file in the {clerk of the principal’s office.

The building principal shall receive a copy of the signed form so the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

Annual Request Required

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of newsletters and other hard copy distribution methods.

Section 504

Parents or students may contact the building 504 coordinator if there is a disability concern the needs to be addressed by the building Section 504 team.

Special Education Program

Parents new to the district and requiring special programs for their child(ren) should notify the principal at the time of enrollment. Placement in a special education class requires an Individualized Education Plan (IEP) developed by an IEP Team. Parents should take the most recent IEP and evaluation to the special education file clerk upon entry. A temporary placement may be made based upon this information. All students returning to special education classes in the fall should enroll according to the last IEP developed or as directed through personal correspondence from the Special Education Office. Lansing provides special education services from birth to age 21. Check the website for Child Find Screening dates. Further information is available at (913) 727-1755.

Homework and Retesting – Lansing Middle School

1. Homework/Practice must be turned in when due to receive full credit.
2. Homework/Practice shall count for at least 20% of the grade.
3. Teachers may impose a homework policy which is more rigorous but not easier. It must be published at the beginning of the class.
4. Students will be permitted to retest if they have shown adequate remediation.
5. Students/Parents may check Skyward to get a listing of the assignments that were missed on a particular day.

Student Classification – Lansing High School

Upon entering Lansing High School, and at the beginning of each year thereafter, each student will be academically classified according to credits earned. The assigned classification will remain in effect for the remainder of the school year.

- Less than 5 credits – Freshman
- 5 but less than 10.5 credits – Sophomore
- 10.5 but less than 16.5 credits – Junior
- 16.5 or more credits – Senior

Scheduling/Course Descriptions – Lansing High School

Scheduling is done late in the prior semester (in the fall for spring and spring for fall). Students sign up for classes arena style using a first, second, and third choice. All schedule changes must be accompanied by a parent request and completed during the first week of the semester.

[Visit LHS Guidance website for course descriptions.](#)

Graduation Requirements – Lansing High School

Minimum Requirements – Twenty-three (23) units of credit must be earned when a student passes a class that meets every day for the entire school year.

Required Credits	Total – 23 Credits
English/Language Arts	4 Credits
Mathematics (including Geometry)	3 Credits
Social Studies (1 credit – American History; .5 credit – American Government)	3.5 Credits
Science (1 credit – Biology; 1 credit in a Physical Science class)	3 Credits
Physical Education/Health	1 Credit
Oral Communications (Skills in Communication, Debate, or Forensics)	.5 Credit
Computer Science	.5 Credit
Fine Arts <ul style="list-style-type: none">• Any Art or Music Class• Debate, Forensics, Drama, and Acting	1 Credit
Electives	6.5 Credits

Mathematics and Science Note – Students are required to earn their credits in mathematics and science their freshman, sophomore and/or junior years. *Students cannot skip a year before they have earned the required credits.*

Qualified Admissions for State Universities in Kansas – Lansing High School

For information concerning qualified admissions for the Kansas Board of Regents schools, please visit:
http://www.kansasregents.org/qualified_admissions

Early Graduation – Lansing High School

The student is expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalents in order for consideration to be given to any request.

Each request is to be determined by the board on the merits of the individual circumstances; one case shall not set a precedent for another.

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence may request permission for early graduation. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan.

The student shall request to the board permission in writing for early graduation with reasons supporting the plan and request.

Examples of reasons to be given consideration are:

- Hardship circumstances;
- Vocational opportunities;
- Enlistment in the military;
- Pursuit of a continuous specialized education objective; and
- College entrance.

A parent or the legal guardian of the student must submit a letter in support of the student's written request. The request letters to the board are to be submitted to the superintendent prior to the December Board meeting and the anticipated completion of the required high school program.

Class Rank/GPA – Lansing High School

Computation of weighted grade point average (GPA): The following formula is used at Lansing High School for the purpose of determining the cumulative weighted GPA for *class rank only*:

Weighted GPA =

- Simple GPA is calculated on a 4.0 scale. Merit points are not included. Weighted GPA is cumulative for all four years of high school and includes one additional point per semester course for all merit classes (AP classes and Pre-Calc).
- Driver's Education, aide (teacher, office, library, lunch room, etc.), or other courses and grade situations not properly fitting the LHS curriculum are not used in determining WGPA.

Letter Grade	Simple GPA	Weighted GPA
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

Students should be aware of the following:

- Seniors and juniors must contact the guidance office for their GPA and class rank.
- Rank is not computed for 9th and 10th grades. Only 1st and 2nd semester grades are used in computing GPA.
- Class rank is figured at the end of 1st semester of the junior year and refigured each semester thereafter.
- One merit point per semester, per course, is awarded for all merit classes provided the student earns a passing grade in the course.
- The formula above is not used to determine eligibility for the honor roll.
- Simple GPA is computed using a 4.0 grading scale (A=4, B=3, C=2, D=1, F=0). Merit points are not included in simple GPA.

Academic Honors Recognition – Lansing High School

Effective the Class of 2021, the Laude Latin model will be used to recognize academic excellence at the conclusion of a student's high school career. Students will work to compete against the criterion for academic honors—not each other.

A student's final cumulative Weighted GPA will be used to determine the level of honor on a student's high school transcript, diploma, and for academic recognition at senior awards exercises. The following three levels of academic honors will be used:

- Summa Cum Laude "with highest distinction"—Cumulative Weighted GPA average of 4.20 and above.
- Magna Cum Laude "with great distinction"— Cumulative Weighted GPA average of 4.10 to 4.19
- Cum Laude "with distinction"— Cumulative Weighted GPA average of 4.0 to 4.09

- a) The weighted GPA will be used to calculate this academic honor.
- b) This model will replace the practice of using class rank to honor Valedictorian and Salutatorian on all official Lansing USD 469 school documentation.
- c) In the event that a miscalculation occurs, honors may be awarded after the fact, but honors mistakenly awarded will not be retracted.

AP/Merit Classes – Lansing High School

Certain courses at Lansing High School are designated as merit courses. Students taking these courses will receive added points to their weighted GPAs. No added weight will be given for the grade below the passing range. This added value will determine the student’s weighted grade point average (WGPA). Merit courses are open to all interested students provided they meet the prerequisites. These courses are not required for graduation. Merit courses include:

AP Calculus Pre-Calculus AP Statistics	AP Language and Composition AP Literature and Composition	AP Biology AP Chemistry AP Physics	AP Government and Politics AP European History AP US History
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The WGPA is used for determining class rank. Accelerated and/or honors courses taken at other high schools will be judged individually by LHS officials as to merit status.

Additional information regarding the AP Program can be found at:

<http://www.collegeboard.com/student/testing/ap/about.html> - information for parents

<http://apstudent.collegeboard.org/exploreap?affiliateId=1&bannerId=exap> - information for students

Dual (Concurrent) Enrollment – Lansing High School

Lansing High School has several opportunities for students to earn college credits while attending LHS. Donnelly College accepts some classes as college credit if a student pays college fees and meets entrance requirements. Courses offered at LHS for Dual Credit (LHS and Donnelly credit):

- AP Language and Composition (Comp I) 3 credits
- AP Literature and Composition (Comp II) 3 credits
- Pre-Calculus 5 credits
- AP Calculus 5 credits
- AP Statistics 3 credits
- AP US History 3 credits
- AP Chemistry 3 credits

Vocation Technology (VO-TEC) Opportunities – Lansing High School

Lansing High School students may attend Kansas City Kansas Area Vo-Tech School (KCK VO-TEC) in Kansas City, Kansas, their junior and senior year only. This opportunity is ideal for students seeking training in the service and technical job skill areas. Prerequisites for attendance include having successfully completed all LHS courses that are relevant to the student’s job choice and being on track to complete the high school required courses. Student must attend LHS at least one class period. KCK VO-TEC has minimum requirements in certain subject areas to qualify for specific areas of study. Students must apply and complete the required placement testing. Students are responsible for their own transportation to and from KCK VO-TEC and must meet the attendance policy at LHS. The students must work with both the LHS and KCK VO-TEC calendar. If the calendars do not match on vacation days, students must attend KCK VO-TEC and LHS classes when they are in session.

Final Examinations – Lansing High School

Each class will have a comprehensive final for the semester. The assessment may be a test, paper, project, presentation, or other tool. Students will be constructively engaged in the completion of their final during the assigned final time.

Finals are scheduled the last three days of each semester. Class periods are extended for the finals given that day.

Finals will only be administered early in the case of an uncontrollable emergency. There will be a makeup day for finals at the end of each semester.

Senior Release/Part-Time Students – Lansing High School

The part-time student program will apply only to seniors who are on schedule to graduate in eight semesters. Students will be allowed to attend part-time only during their eighth semester. **No special courses are scheduled or arranged to enable the student to participate in the part-time student program.** The following criteria and activity limitation govern those who participate:

- The student must be in the position to graduate without complications.
- The student must file an application with the counselor and principal prior to the beginning of the eighth semester.
- The part-time application must be signed by the student, approved by the parent/guardian, and given final approval by the principal based on parent approval and credit verification.
- Classes must meet on consecutive hours each day.
- When classes are over, students must leave the school grounds unless they have permission to stay from the teacher or the administration.
- To be eligible for a KSHSAA activity, a school sponsored activity, or enrollment in a vocational education program, the student must be enrolled and attending five new classes each semester.
- Once a student is enrolled in a class and begins attending, he or she is not allowed to drop the class in the middle of the semester.
- Students wishing to participate in an athletic program must have classes scheduled at the end of the day.
- The student is responsible for reading the bulletin and staying informed about what is going on during activities, seminars, and school, including scholarships and graduation.
- Students who receive Social Security benefits should stay full-time students if they want the school to sign the papers stating they are a full-time student.
- If a part-time student has an F in any class, he/she may be required to report to school for all periods until such time as all grades are passing. The student may then be released by the principal.

Guidance Counselor Center – Lansing High School

The purpose of the Guidance Counselor Center is to help each student realize his or her potential in life. The counselors help students make wise choices, develop goals, and plan strategies to reach those goals. Visit the LHS Guidance Website for information concerning schedules, graduation, scholarship and testing information, transcript requests, and student resources.

<https://sites.google.com/a/usd469.net/guidance>

Academic Merit Letter – Lansing High School

Only sophomores, juniors, and seniors are eligible for academic letter consideration. Students who qualify must have a 3.5 GPA or better on a 4.0 scale. Weighted GPA's that include merit points are not used for this award. Underclassmen who receive an academic letter and maintain the minimum required GPA during the current year will receive an academic bar in subsequent years. Seniors must be enrolled in at least five classes their eighth semester to be considered for an academic letter. To be considered for valedictorian/salutatorian, seniors must be enrolled in at least five classes their eighth semester.

National Honor Society – Lansing High School

To be selected for the Lansing Chapter of the National Honor Society, a student must first have a 3.50 simple grade point average. The student must then complete an informational form listing activities relative to higher character, leadership, and service. This information along with faculty evaluations and other school records will be used by the faculty committee to select the students to be admitted to the organization.

NCAA and NAIA Eligibility – Lansing High School

Many of our students may continue athletic careers in NCAA & NAIA institutions. Visit the NCAA Eligibility Center website at www.eligibilitycenter.org for more information. NAIA information is available at www.playnaia.org.

Graduation Exercises – Lansing High School

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

Additional Assistance Programs – Lansing High School

Other programs that may be implemented for students who are struggling academically are –

- After-school tutoring – Students may attend at their discretion or parents may request their student be involved in after school tutoring. Students will not be required to attend by the school. Attendance will be taken to verify student participation.

ATTENDANCE

It is the philosophy of Lansing School District to educate the total student and not merely to provide the academic or skills portion of the individual's education. Children do get sick and need to stay home. However, active attendance in class is a valuable and integral part of the student's formal education. An absence from class, for whatever reason, causes the student to miss a truly necessary part of learning, which can be only partially regained through make-up work. Attendance in school is the combined responsibility of the student and parents/guardians. The responsibility of the school is to provide instruction and to inform parents of absences from class.

Absences will be recorded on the student's permanent record. (School sponsored activities are not recorded as absences although students are still missing valuable classroom time.) In the following policy, students are defined as anyone enrolled at Lansing School District regardless of age.

Anytime a student misses more than a half-day of school, he/she may not attend any after school functions or programs. Extenuating circumstances will be considered and evaluated by school administration.

Compulsory Attendance Requirements

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- the student has attained a diploma or GED; or
- the student is enrolled in an approved alternative education program, recognized by the local board of education; or
- there is a court order exemption; or
- the parent or person acting as parent consents in writing for their child to be exempt from the requirement, and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the student.

Students age 16 or 17 who are not exempt shall be reported as truant.

Attendance Policy

NOTIFICATION OF ATTENDANCE BY PARENT

Parents/guardians of a student absent from any of the Lansing Unified School District's attendance centers are required to notify the student's attendance center before 9:00 a.m. on the day of the absence and state the reason for the absence. Any parent/guardian with a student absent from any attendance center without proper notification to the school will be called by the school after 9:00 a.m. If the school must call to find out why the child is absent, the school has the right to consider that as an unexcused absence. It is the parent's responsibility to provide the school with the phone number(s) at enrollment time and any changes thereafter. If no phone number is provided or if a phone number is changed during the year, and the school is not notified of the change, the parent is thereby releasing the school official from this notification responsibility. No attempt will be made to contact parents/guardians who have made prior notification to the school that their student will be absent from the attendance center.

STUDENT/PARENTAL RESPONSIBILITIES

- Families should schedule vacations and appointments for students when school is not in session.
- Parents/guardians should submit to the office all court and medical documentation for verification of absence.

ABSENCES AND EXCUSES - **JBD** (See IHEA, JDD, JBE)

Quality education and attendance at school are highly correlated. Therefore, absence from school is discouraged. The following student absences will be excused by the administration:

- Personal illness;
- Doctor, dental, and legal appointments unable to be scheduled outside the regular school day. Proof of attendance at professional appointments may be required in the case of excessive absences
- Serious personal or family emergencies;
- Obligatory religious observances;
- Participation in a district approved or school sponsored activity or course;

- Absences pre-arranged by parents and approved by the principal. Students in good standing may be allowed up to five days per year for parental requested absence when pre-arranged with the building principal. Parental requests for the absence must be made a minimum of one calendar week before the student is to be absent from school. Arrangements must be made with individual teachers concerning the turn in of work and make up of tests/labs.
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment
- **All other absences will be considered unexcused unless previously approved by the building principal.**

MAKE-UP WORK

It is the responsibility of the student to obtain the necessary makeup work from his/her teachers when absent. All teacher lesson plans and assignments are posted to Skyward. Students and parents are encouraged to check Skyward as the primary source of information when absent.

Make-up Work - Excused Absences - The student is responsible for obtaining all make-up work and for making appointments to meet with teachers to make-up tests, labs, etc. Students will be expected to make up all work missed as the result of an absence. They will be allowed two (2) days for the first day missed and one (1) day for each consecutive day absent beyond the first, unless other arrangements are made with the individual teachers. Advance make-up is required when the absence is due to a regularly scheduled school sponsored activity and may be required on prearranged absences authorized by the principal.

Make-up Work - Out Of School Suspensions - The student must make up the work and return it when they return from the out of school suspension period unless other arrangements have been made with the principal. A student will receive full credit for fully completed work. Work that is not turned in will be counted as a zero, and the zero will be averaged into the grade.

EXCESSIVE ABSENCES (Excused or Unexcused)

The school will notify parents regarding excessive absences to include both excused and unexcused absences.

In the case of multiple absences:

- If a student misses more than ten excused school days during the year, absences can be considered unexcused unless by exception of legal, medical, or administrator authority; in this event a letter may also be sent to the county attorney or Kansas Department for Children and Families (DCF).
- A doctor's note is required after an absence of three (3) or more consecutive days. A doctor's note may also be required for each absence above ten days and the school may count the absence as unexcused without one.
- *Lansing High School* - Students with an unexcused absence may be assigned a Saturday School Opportunity.

Truancy

Any absence not excused is unexcused. Truancy is a violation of law. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent without excuse for a significant part of any school day shall be considered unexcused. Truancy requires notification to the Leavenworth County Attorney or Department for Families and Children. (K.S.A. 72-1113)

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian. The building principal shall report students who are truant from school to the appropriate authority (students 13 years and under shall be reported to the local office of Department for Families and Children and students over 13 shall be reported to the Leavenworth County attorney.) A total of five (5) tardies will equal one unexcused day. Prior to reporting to either the Kansas Department for Children and Families or the county or the Leavenworth County Attorney, a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse is a violation of the attendance statutes for the State of Kansas and shall result in the student being reported truant.

Tardies

If a student enters the building tardy, he/she must be accompanied into the office by a parent or guardian or bring a note signed by a parent or guardian into the office. If a parental note is not received within 24 hours, the tardy will be unexcused. A total of five (5) tardies will equal one (1) unexcused day.

A student shall be marked tardy in accordance with stated classroom expectations. Teachers will notify students when counted tardy.

Lansing Middle School -

CONSEQUENCES FOR TARDIES (Tardies Per Nine Weeks - Per Class)

1. Warning
2. After School Detention (30 min.)
3. After School Detention (60 min.)

For each subsequent tardy, a student may be assigned a detention or an In-School Suspension.

Lansing High School – Students will be assigned detentions by the appropriate administrator for their third and each subsequent tardy accumulated from all classes per semester.

Release of Student During School Day – [IBH](#)

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent.

Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student.

If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Students needing to leave the building must:

1. Have an authorized parent/guardian sign them out in the school office.
2. The student will then be called from his/her classroom to checkout.
3. Upon returning, the authorized parent/guardian must accompany the student to the office and sign them back in.

College Visits – Lansing High School

Seniors may take college visits and have an excused absence if the following criteria are met:

- Request must be made to the counselor and attendance office at least 3 days in advance of the visit.
- Email requests must be turned into the attendance secretary before the scheduled visit day.

Absences – Additional Information – Lansing High School

In the event of a pre-arranged absence, students should notify the office and secure the following proper forms:

- **purple** sheets are for college visits and students given opportunity to do work for credit;
- **yellow** sheets mean the student will be excused and allowed to do the work for credit in accordance with the arrangements made with individual teachers.

High school students will be counted absent from the class if he/she misses over ten minutes of any class period.

BEHAVIOR/CONDUCT – [ICDA](#)

This section of the handbook has been prepared to help parents and students understand the rules and regulations, as well as the philosophy of the school district. It is virtually impossible to have everything included in this handbook, but an effort has been made to list those of greatest concern. Board of Education policies contain more detail and should be consulted to gain more information. Any questions regarding these items should be brought to the attention of the building administrator.

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education. The rules of conduct shall be published in student handbooks. (See [IA](#))

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See [JDD](#))

USD #469 K-12 Discipline Policy

DEFINITION OF DISCIPLINE

A process to teach, model, and reinforce the responsible behaviors that are necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable and respectful behavior.

BELIEF STATEMENTS

1. Teaching and learning of the intended curriculum for all students is the highest priority.
2. No student will be allowed to interfere with the learning opportunities of others.
3. No student will be allowed to interfere with the teacher's responsibility to teach all students.
4. Teachers will not excuse the misbehaving student from successfully completing the learning objectives.
5. Changing a person's behavior is a process of teaching and learning.

6. Discipline is a part of the daily routine – not a disruption of a daily routine.
7. Self-discipline is the expected outcome.
8. Every discipline situation is an opportunity to teach expected behavior.
9. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, are the best way to help change unacceptable behaviors to acceptable behaviors.
10. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
11. Punishment by itself cannot change behaviors.
12. In handling unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
13. Staff members will not respond to misbehavior as if it were a personal attack on them.
14. Staff will show respect to students and parents at all times, regardless of a students' and parents' behavior.
15. Parents have a responsibility to ensure their child's behaviors do not take away from a safe and positive learning environment for others.
16. Staff will handle all discipline situations in a professional manner.

EXPECTATIONS

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Students will be expected to be on task at all times while in the classroom or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with support from parents and guardians.
6. Staff, students, and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

NON-NEGOTIABLE DISTRICT RULES

Violence Free Policy

It is everyone's responsibility to keep our schools free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. To help ensure a violence-free environment, the district has adopted a zero-tolerance stance concerning the following:

A: Possession of a Weapon:

Definition: A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. (JSDBB) Weapon means firearm, loaded or unloaded, knuckles, knife, chains, clubs, throwing star, laser pointer, incendiary or exploding device or any other article that is commonly used, or is designed to inflict bodily harm.

Consequences: One (1) to ten (10) days Out-Of-School suspension (OSS) with a due process hearing for possible long-term suspension (LTS) or expulsion. The police may be notified. Possession of a firearm of any kind will result in a ten (10) day suspension with a due process hearing with the recommendation for expulsion and notification of the police.

B: Use of a Weapon or Other Objects Used as a Weapon:

Definition: The use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises, before, during, or after school or at any school-sponsored activity, regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors, laser pointers, bats, rocks, etc.

Consequences: One (1) to ten (10) days Out-Of-School suspension (OSS) with a due process hearing for long-term suspension or possible expulsion. The police may be notified.

C: Involvement in a Fight:

Definition: Two or more individuals engaged in any physical contact that expresses anger and which might cause physical harm.

Consequences: Out-Of-School Suspension (OSS) for 1-10 days and the possibility of a due process hearing that may result in a long-term suspension (LTS) and/or expulsion. The police may be notified. (minimum consequence: K-3, 1 day OSS; 4th-5th, 2 days OSS; 6th-8th, 3 days OSS; 9th-12, 5 days OSS)

D: Assault or Intimidation of an Individual:

Definition: A physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason.

Consequences: Out-Of-School suspension (OSS) for at least one (1) day with the possibility of a ten (10) day suspension and/or with a due process hearing that may result in a long-term suspension or expulsion. The police may be notified.

Sexual Harassment (JGEC)

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

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendment of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation any complaint lodged under the provisions of district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; or
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implication;
- unwelcome touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.
- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure. Refer to JGEC for complete policy.

Racial and Disability Harassment (JGECA)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators,

certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

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

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

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

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

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated. After investigating any complaints of racial harassment or discrimination, the district will assess whether the harassment or discrimination has created a hostile environment and take steps to end the harassment and eliminate any hostile environment.

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

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

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

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

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any

investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable. (2/2020)

Complaints (KN)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The Superintendent of the Schools, 200 East Mary Street, Lansing, Kansas, 913-727-1100 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint. After investigating any complaint of racial harassment or discrimination, the district will assess whether the harassment or discrimination has created a hostile environment and take steps to end the harassment and eliminate the hostile environment.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complaint becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but

thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
 - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in the board policy and state law governing student suspension and expulsion will be followed.
 - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in the board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal office will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- After investigating any complaint of racial harassment or discrimination, the district will assess whether the harassment or discrimination has created a hostile environment and take steps to end the harassment and eliminate any hostile environment.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process, or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Right Commission.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF. (2/2020)

Bullying Policy

Position Statement

Lansing USD 469 will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in its school buildings, on school grounds, or in school related activities. School administrators will initiate an investigation into all reports and complaints of bullying, cyber bullying, and retaliation in a timely and appropriate manner and take action to end that behavior and restore a sense of safety to all community members. USD 469 will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Definitions

Bullying – Any intentional gesture or any intentional written or verbal act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) Damaging a student's or staff member's property;
- (iii) Placing a student or staff member in reasonable fear or harm to the student or staff member; or
- (iv) Placing a student or staff member in reasonable fear or damage to the student's or staff member's property
- (v) Unduly damaging a student's or staff member's reputation;

Cyber Bullying – Bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, Facebook, Twitter and websites.

Any other form of intimidation or harassment to include racial and disability prohibited by any policy of USD 469 concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8256 and amendments thereto

School Vehicle – School vehicle means including, but not limited to any school bus, school van, other school vehicle and private or commercial carrier used to transport students or staff members to and from school or any school-sponsored activity or event.

Responsibilities/Rights of Students, Staff and Others

Applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with USD #469 Lansing are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, disability, age, or any other basis prohibited by state or federal law in the admission or access to, or treatment, or employment in any of its programs or activities. Any person having inquiries concerning USD #469 compliance with the regulations implementing Title II, Title VI (Race, Color, and National Origin), Title IX (Gender), Age Discrimination Act of 1975, or Section 504 (Disability) is directed to contact USD #469, 401 S. 2nd Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by USD #469 to coordinate the institutions' efforts to comply with the regulations implementing Title II, Title VI, Title IX, and the Age Discrimination Act. The Superintendent is the compliance officer for Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with regulations implementing Title II, Title VI, Title IX, Age Discrimination Act of 1975 or Section 504. (07/2009)

Parental Involvement/Support

The prevention of bullying in our schools must be a joint effort involving both school staff and parent/guardians. The role of the parent of the target and or the aggressor in understanding the bullying situation and working with his/her child and the schools is crucial to the student's development of appropriate social skills.

Annual Review of Policy/Plans

District and building level policy/plans will be reviewed annually. The district plan will be approved by the Board of Education. District and building level policy/plans will be published in the handbook(s) and/or online.

Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by staff, students, parents/guardians, or others, and may be made verbally or in written form. Report forms may be obtained from the building where the incident occurred. Verbal reports made by or to a staff member shall be recorded in writing. A school district staff member is required to report immediately to the principal or designee any instance(s) of bullying or retaliation as soon as the staff member becomes aware of or witnesses such an event. Reports made by students, parents/guardians, or other individuals who are not school or district staff members, may be made anonymously.

False Reporting

Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action, including, but not limited to reprimand, detention, suspension, or other sanctions as determined by the school administration. An educational component will be part of the actions taken.

Complaint Process

The school/district expects students, parents/guardians, and others who witness or become aware of instance(s) of bullying or retaliation involving a student to report it to an appropriate school official. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. If a parent initiates a complaint, the appropriate staff member will follow up with the student. Students, parents/guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with a school administrator.

Reporting by Staff

A staff member will report immediately to the school administration when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the school administration does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Notifications

The school administration will promptly notify the parents/guardians of the target and the aggressor about the results of the investigation and, if bullying retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents/guardians must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the school administration cannot report specific information to the target's parents/guardians about the disciplinary action taken unless it involves a "protection order" or other directive that the target must be aware of in order to report violations. In the case of cyber bullying, the parents of any student, or staff member, mentioned in/on the bullying medium (texting, Facebook, Twitter etc.) will be notified.

At any point after receiving a report of bullying or retaliation, including after an investigation, if the administrator has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the administrator will notify the local law enforcement agency. Notice will be consistent with USD 469 policy and local law enforcement procedures.

Discipline

Discipline will be administered according to district policy. Discipline must be balanced with teaching appropriate behavioral skills. If the school administration determines that disciplinary action is appropriate, then the disciplinary action assigned will be based on the information gathered by the school administration including the nature of conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Sanctions may include, but are not limited to, educational conferencing with the student to the maximum, expulsion from school. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Act (IDEA), and in cooperation with state laws.

Teaching/Training Appropriate Behavior

Students

The teaching of appropriate social skills is a key part of bullying prevention. The school will provide annual training per K.S.A. 72-8256. Researched based curriculum will be used for providing a continuum of training regarding bullies, bystanders, and targets.

Staff

The school will provide annual training per K.S.A 72-8256. Researched based curriculum will be used for providing a continuum of training regarding bullies, bystanders, and targets on the following topics; not limited to, but including discrimination, intimidation, sexual harassment, cyber bullying, retaliation and reporting. Staff will include, but is not limited to, administrators, counselors, social workers, teachers, custodial staff, paras, bus drivers, nurses, kitchen staff, and maintenance.

Parent/Guardians and Community

USD 469 will offer annual bully prevention information and support to parents/guardians and community.

Levels of Unacceptable Behaviors

Level 4 – SAFE ENVIRONMENT

Behaviors that are intended to cause another individual physical or mental harm or are illegal. Examples are: Alcohol/drugs (possession, sale or use of), Arson, Destruction or defacement of property, Explosive devices (possession or use of), Fighting (assault or battery of any kind), Filing false emergency reports, Gang affiliation, Gross disrespect toward an adult (cursing, name calling), Harassment of any kind to include racial and disability, Intimidation/extortion/threats, Racial Slurs, Theft, Tobacco (possession or use of), Electronic Cigarettes (possession or use of), Weapons (possession or use of). Police will be notified if any student commits a felony or misdemeanor.

Minimum Consequence: Out-of-School Suspension.

Maximum Consequence: Expulsion for 186 school days resulting from a due process hearing.

Level 3 – ORDERLY ENVIRONMENT

Behaviors that occur that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment. Examples are but not limited to: Absence/skipping/tardiness/truancy, Being in the hallway without a pass, Defiance of authority, Dishonesty, Disruptive behaviors at school or school activity, Disruptive behaviors

before, during, or after school, Dress code violations, Educational nuisance, Improper use of equipment, Inappropriate display of affection, Inappropriate literature, Inappropriate use of a motor vehicle, Leaving school without permission, Setting off disaster alarms, Sexual misconduct, Solicitation (selling unauthorized items at school).

Minimum Consequence: Eye contact with the student misbehaving.

Maximum Consequence: Out-of-School suspension and a possible due process hearing that may result in a long-term suspension or expulsion.

Level 2 – PRODUCTIVE CLASSROOM ENVIRONMENT

Behaviors that occur in the classroom and interfere with the learning of others. Examples are but not limited to: Failing to follow reasonable request of the teacher, Talking out, Horseplay, Disturbing another student in any way, Being out of seat without permission, Showing disrespect, Use of profanity, Cheating.

Minimum Consequence: Eye contact with the student misbehaving.

Maximum Consequence: In-School Suspension.

Level 1 – PRODUCTIVE PERSONAL ENVIRONMENT

Behaviors that occur in the classroom but affect only the misbehaving student. Examples are but not limited to: Not having appropriate equipment and materials, Sleeping, Being off task ... but not disrupting others, Failing to turn in homework/failing to complete assignments, Failing to dress out for P.E.

Minimum Consequence: Eye contact with the student misbehaving.

Maximum Consequence: Detention.

**Lansing Elementary and Lansing Intermediate School –
Minor/Major Definitions**

Behavior	Minor Students are not sent to the office. Behavior referral form may be submitted at the teacher’s discretion.	Major Send the student to the office and complete an office referral form.
Bullying/Harassment/Threat	Corrective feedback, notify parents, think sheet, exclusion from participation with peers. These are isolated occurrences. (Refer to counselor)	Repeated bullying, harassment or threat towards students or adults.
Cheating/Academic Misconduct (KAN-DIS)	Copying and sharing answers, verbally or nonverbally, when you are supposed to be working independently	Any type of cheating that occurs in relation to a formal academic exercise. It can include plagiarism, deception, bribery, or sabotage.
Disrespect	Gateway behaviors, such as eye rolling, talking back, etc. 3 minors = a major	Continued disrespect to adult or other students
Disruption <i>(Skyward uses Distracting/ Disruptive, KAN-DIS uses Behavior-Disruptive)</i>	Anything that interrupts teaching and learning but with correction learning continues. 3 minors = a major	Disruptive behaviors that are serious enough to potentially clear the classroom Continued, non-stop disruption
Fighting/Physical Aggression <i>(KAN-DIS uses assault-fighting or physical assault which results in bodily harm)</i>	Unintentional harm; horseplay 3 minors = a major	Aggression in response due to anger; physical aggression with the intent to harm.
Inappropriate Language	Foul language/curse words or inappropriate gestures that occur in response to something that happens to you personally. Example: Student drops something and says “damn it.” 3 minors = a major	Foul language or foul gestures accompanied by verbal and/or physical aggression.
Misuse Computer/Phone/Electronics <i>(KAN-DIS – Inappropriate Computer Use)</i>	Technology Violation: Off task behavior, such as when a student is playing games instead of using the technology to complete an assignment.	Technology Violation When students use technology to view items of a sexual, violent, or “mature” nature.

Non-Compliance (Minor)/ Insubordination (Major) <i>(KAN-DIS – Behavior-Insubordination)</i>	Brief or low intensity failure to respond to adult request. (Failure to follow directions by not listening to an adult or doing what it asked, talking back, and/or arguing) 3 minors = a major	Unwillingness to submit to authority, refusal to respond to a reasonable request or other situations in which a student is “disobedient”.
Out of Bounds	Leaving classroom without asking 3 minors = a major	Leaving the Building: Leaving the learning environment without permission which requires staff retrieval.
Physical Contact	Putting hands/feet on others while playing; non-aggressive.	Choosing to hurt a student out of anger; leaves a mark.
Theft	Taking something without knowledge of who it belongs to – example: markers, pencils, and etc.	Intentionally taking something that does not belong to them through bullying; Continuous stealing; stealing personal property, forging adult signatures.
Unsafe Act	Putting hands/feet on others while playing; non-aggressive. Horseplay: Wrestling, playing in an unsafe manner.	Action could result in bodily harm to self or others.
Vandalism	Marking on something that does not belong to them, but can be fixed by the student.	Damaging any personal or school property. Marking up something that has to be taken care of by a custodian or is vulgar in nature.

TYPES OF CONSEQUENCES

The following are consequences used in this district, in order of severity from minimum to maximum.

- Make eye contact/walk toward the misbehaving person
- Informal talk
- Counselor referral
- Isolation/Loss of recess
- Behavior contract/Plan
- Lunch Detention
- Referral to principal
- Restitution
- After school detention
- In-school suspension (ISS)
- Removal from school bus
- Principal-teacher-parent conference
- Suspension from school-related activities
- Out-of-school Suspension (OSS) – Short-Term (1-10 Days)
- Referral to local agencies
- Out-of-school Suspension (OSS) – Long-Term (11 + Days)
- Expulsion for the remainder of the school year
- ▼ Expulsion for 186 days

Repeated offenses will result in a progressive increase in the consequences.

Academically Productive Learning Policy

To ensure a positive learning environment, no student will be allowed to continue to disrupt the learning opportunity of other students or the teacher’s responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. The teacher will go through the following procedures when a student is disrupting the learning of others:

1. The teacher will identify the disruptive behavior and ask the student to discontinue immediately. If the student stops the behavior, the teacher will continue with the learning activity.
2. If the student continues to misbehave, the student will receive a consequence (see above for possible consequences).
3. If the student continues to misbehave, the student will be sent to the administrative center along with a conduct notice. If the student refuses to leave the classroom, the teacher will call the office for someone (possibly including a law enforcement officer) to escort the student out of the classroom.

Discipline Actions

Detention Policy

1. The student will report to the designated area on time with work to do (homework or a book to read). The school will not provide transportation nor be responsible for the supervision of students after detention is completed.
2. The student will be expected to follow all rules and procedures.
3. The student will be expected to be on task at all times.

Failure to comply with the above expectations will result in the following consequences:

Minimum Consequence – Additional detention

Maximum Consequence – Out-of-School Suspension

Those students serving In-School and Out-of-School Suspension will not be allowed to participate in extracurricular activities on the day(s) of their suspensions.

In-School Suspension (ISS)

The student will report to the designated area on time. The student will be expected to follow all rules and procedures. The student will be expected to be on task at all times.

Failure to comply with the above expectations will result in the following consequences:

Minimum Consequence: additional ISS.

Maximum Consequence: out-of-school suspension.

For Lansing High School Students Only – An ISS assignment may either start at 7:00 AM or end at 4:00 PM. Transportation will not be provided following or before the detention portion of ISS.

Out-of-School Suspensions (OSS)/Expulsions

A student suspended out-of-school is not to be on school property or at school events, home or away, for any reason. This student is not allowed to participate in school sponsored activities. Students who are suspended out-of-school may be recommended for expulsion.

Saturday School Opportunity (SSO) – Lansing High School

The student will report to the designated area on time. An SSO assignment will start at 8:00 AM and end at 12:00 PM. Transportation will not be provided.

The student will be expected to follow all rules and procedures.

The student will be expected to be on task at all times.

Failure to comply with the above expectations will result in the following consequences:

Minimum Consequence: additional SSO.

Maximum Consequence: out-of-school suspension.

Vandalism – [EBCA](#)

It is the responsibility of each student to exercise proper care and treatment of the school buildings and equipment. Students who deface or destroy school property willfully whether on campus, school trips, activities, or athletic functions will pay the cost of replacement and all necessary repairs. The parents shall be notified in writing of the dollar amount of loss or damage. All such incidents will be reviewed for disciplinary action or prosecution when appropriate.

The board may offer a reward for information leading to the discovery, arrest and conviction of persons committing acts of vandalism. The offer will conform to state law and the policy adopted by the board.

iPad Usage – Student Expectations

iPads are issued to students but remain school property. They are subject to search by an administrator or designee at any time. They are to be used for educational purposes. The use of an iPad is a privilege which can be restricted or revoked for misuse.

Examples of misuse include but are not limited to the following:

- Accessing inappropriate web sites.
- Messaging during class time without teacher permission.
- Sending inappropriate pictures or text.
- Use of a VPN.
- Inappropriate use of airplay or airdrop.
- Taking photos or video of other students without their permission.
- Playing games during class time.
- Please refer to board policy for further information on iPad usage.

iPad Infractions Policy – Lansing Middle School

This is for students that are not using the school-proved iPad appropriately at Lansing Middle School.

1st Infraction – The teacher will submit a conduct report via Skyward. The student will be assigned a **30** minute detention. The teacher will make a phone call to a parent to talk about the detention, infraction and passcode policy. The parent will be reminded that a 3rd offense results in a passcode, which will be ultimately result in the student not having access to the iPad at home because only staff members can put in the passcode.

2nd Infraction – The teacher will submit a conduct report via Skyward. The student will be assigned a **60** minute detention. The teacher will make a phone call to a parent to talk about the detention, infraction and passcode policy. The parent will be reminded that a 3rd offense results in a passcode, which will be ultimately result in the student not having access to the iPad at home because only staff members can put in the passcode.

3rd Infraction – The teacher will submit a conduct report via Skyward. A **passcode** will be put onto the student’s iPad. The teacher will make a phone call to a parent to talk about the infraction and passcode policy. The parent will be reminded that with a passcode, the student will not have access to the iPad at home because only staff members can put in the passcode. **The passcode will stay on the iPad for a minimum of two weeks.**

4th Infraction – The teacher will submit a conduct report via Skyward. A **passcode** will be put onto the student’s iPad. The teacher will make a phone call to a parent to talk about the infraction and passcode policy. The parent will be reminded that with a passcode, the student will not have access to the iPad at home because only staff members can put in the passcode. **The passcode will stay on iPad for remainder of the school year.**

Dress Code

Proper dress and grooming is necessary to have the best learning environment based on the safety of students, normal personal hygiene, and the least distractive environment. Students will not be permitted to remain in class or at school sponsored functions in attire which draws such attention to themselves that it disrupts general decorum, interferes with the intended function of the school or school activity, or creates potential health or safety hazards. Neatness and cleanliness of personal attire and hygiene is required at all times.

Parents/guardians are expected to illustrate concern, provide guidance, and have knowledge of what their child is wearing.

Because students vary greatly from elementary through high school, policies that are specific to each building are given below. Examples of inappropriate attire are provided for each building. Building administrators or their designees will make individual evaluations to determine if other similar items to these are likely to be disruptive or create a potential health or safety problem in a particular instance. Exceptions may be made in the case of appropriate team uniforms, special school events and other specific principal designated activities. Teachers are expected to refer students who are in violation of the dress code to the office.

Lansing Elementary and Lansing Intermediate School Dress Code Policy

- All clothes must conform to acceptable standards of modesty and decency. (no spandex, midriff tops, or saggy pants, shorts must be approximately 6 inches from middle of knee).
- T-shirts need to be worn underneath spaghetti straps or muscle shirts.
- Hats and hoods are not to be worn in the building by any student.
- Clothing with pictures, diagrams, writing, lettering and numerals is not appropriate at school or school activities if it contains any of the following:
 1. profane, obscene, or promotes violence.
 2. indicates or makes reference to tobacco, drugs, or alcoholic beverages.
 3. determined to contain a double meaning concerning any of the subjects outlined in a and b above.
 4. considered inappropriate or distracting attire.
- If dresses are worn on P.E. days, shorts must be worn underneath them.
- To ensure student safety, students should not wear flip flops for outdoor recess or PE.
- The appropriateness of dress and grooming is the final decision of the principal.

Lansing Middle School Dress Code Policy

Below are guidelines for students to help them avoid attire which interferes with the learning environment. *Examples include but are not limited to the following:*

- Clothing that is revealing or is suggestive may not be worn.
- Tube tops, halter tops, and crop tops that show the midriff may not be worn. Tank tops may not be worn.
- Leggings, yoga pants, and compression shorts are considered acceptable attire if they are worn with a top that is not more than 6” from above the middle of the knee cap or the top is no higher than the bottom of the student’s finger tips.
- Sagging pants are not considered appropriate school wear. Pants must be worn at the waist at all times.

- Shorts, skirts, and dresses – length must be no more than 6” from the middle of the knee cap or no higher than the bottom of the student’s finger tips. This rule will also apply to any holes in jeans or shorts.
- Chains will **not** be worn in the building.
- Headgear may not be worn in the building. Hats, caps and hair rollers will not be permitted. Hair color that draws undue attention to the student will not be permitted. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
- Other inappropriate school attire includes: gloves, pajamas, boxer shorts not worn as intended, slippers, and clothing with vulgar, profane, and ethnically derogatory messages. This includes messages, pictures, symbols or depictions of gangs, Satanism, illegal substances or alcoholic beverages.

Dress Code Discipline Procedure – LMS

On the first day of school, students will be given the school guidelines for the dress code. They will be told that the dress code is in effect at the beginning of the second day of school.

If a student wears clothing that does not meet the school dress code, the following steps will be taken:

1st Offense

- a) The student will be sent to the office with a dress code referral.
- b) The student will be given different clothing to wear by the school. The student will also be allowed to call his/her parent. If the parent chooses to bring in alternative clothing for their student, they may do so. If this happens, the student will be called down to the office to change into these clothes once they arrive.
- c) The inappropriate clothing worn by the student will be given to the school staff.
- d) The student will get his/her clothing back once they return the clothing issued by the school.

2nd offense

- a) The student will be sent to the office with a dress code referral.
- b) The student will be given different clothing to wear. If it is a shirt violation, the student will be given a T-shirt. If shorts or pants are the problem, the student will be given sweat pants to wear.
- c) The inappropriate clothing worn by the student will be given to the school staff.
- d) The student will get his/her clothing back once they return the clothing issued by the school.

3rd offense or more

- a) The student will be sent to the office with a dress code referral.
- b) The student is considered to be defiant. As a result, the student will be suspended (out of school) for the rest of the school day.
- c) The student will be allowed to return the next day if his/her clothing is deemed appropriate.

Lansing High School Dress Code Policy

Below are guidelines for students to help them avoid attire which interferes with the learning environment.

1. The following clothing items are not considered suitable school wear and may not be worn: tube tops, camisoles, halter tops, midriffs, see through fabric, pajamas, and boxer shorts. Pants must be worn at the waist at all times. Appropriate length for shorts, skirts, and dresses will be determined by building principals (a mid-thigh length will be used as a general guideline).
2. Chains will not be worn in the building.
3. Items covering the head may not be worn in the building, though special permission may be granted on a case by case basis. This may include hats, caps, hoods, bandanas, or similar items. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
4. Other inappropriate school attire includes clothing with vulgar, profane, and derogatory messages. This includes messages, pictures, symbols or depictions of gangs, illegal substances, or alcoholic beverages.
5. Tears, holes, or openings in pants may be worn as long as no skin or undergarments can be seen through those holes mid-thigh or higher.
6. Leggings may be worn as long as a covering garment is worn that extends to mid-thigh.
7. All garments for both male and female must have shoulder straps at least two inches wide. Shirts that are low cut or have large sleeve openings are not suitable.
8. Body and facial piercings should meet practical safety guidelines and not inhibit students safely participating in normal activities including physical education courses. This will be determined by school personnel.

Tobacco and Nicotine Delivery Devices – [ICDAA](#)

Use and or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school sponsored activities, programs, or events; and on school owned or operated property. No tobacco product, electronic cigarettes, or vapor pens will be brought to or used on school property consisting of all buildings, buses, athletic fields, facilities, and parking lots. Possession will be viewed as intent to use. Smoking by students and/or the possession and use of any other tobacco product, electronic cigarette, or vapor pen is prohibited in any attendance center, at school-sponsored event, or on school property.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

Drug Free Schools and Communities Act – [IDDA](#)

Maintaining drug free schools is important in establishing an appropriate learning environment for district students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

First Offense

A first time violator shall be subject to the following sanctions:

- An out-of-school suspension of 10 school days with a mandatory long-term hearing and recommendation of an additional 10 days with a possibility of 180 days;
- Suspension from all student activities for the period of a minimum of 20 school days to a possible 180 school days inclusive of weekends;

Second and Subsequent Offenses

A student who violates the terms of this policy for the second time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school for 180 days;
- Suspension from participation and attendance at all student activities for 180 days;
- A student who is expelled from school under the terms of this policy may be readmitted during the term of expulsion only if the student has completed a drug and alcohol education and rehabilitation program approved by the building principal and superintendent. The final decision to allow the student to be readmitted under this policy rests with the building principal and superintendent.

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. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

Gangs – [IHCAA](#)

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities.

District staff shall be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or education objectives;
- shall not present a physical safety hazard to self, students, staff, and other employees;

- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction.

Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall promptly be reported to the building principal, another administrator, the guidance counselor, or another certified staff member.

Transportation/Bus Regulations

Lansing USD 469 provides busing for all students living inside the district boundaries. The driver is in charge of the students and the bus. Students are to follow the driver's instructions promptly. The bus is considered to be an extension of the school day. All rules during the course of the school day are expected to be followed on the bus. School consequences, i.e. detention or suspension, may also be used for bus behavior infractions. Consequences may be altered based on principal's discretion.

No parent or unauthorized person may approach the entry door of the bus at any time. Authorities will be contacted if any unauthorized person attempts to enter a bus. If you need to contact your student once they are on the bus, please call the transportation office or the school. Thank you for helping us ensure the safety of our students.

Students who do not ride the bus or ride a different bus, but wish to ride home with a friend on another bus, must have a note from a parent along with a number that parent can be reached.

After a student has not shown up at his/her bus stop for three days, the bus may no longer stop at that location or travel to that road. Parents should communicate with the transportation department if their child will not be riding for a few days.

LANSING USD 469 BUS DISCIPLINE POLICY

Level 1 (Minor Offenses)

- 1) Out of Seat While Bus is Moving
- 2) Excessive Noise (Yelling, Screaming)
- 3) Eating, Drinking, Littering
- 4) Violation of Safety Rules (See written description)
- 5) Failure to Sit in Assigned Seat
- 6) Inappropriate Language
- 7) Horseplay – Physical Contact (Pushing, Tripping, etc.)
- 8) Disturbing Others
- 9) Disobedient or Disrespectful to Driver
- 10) Other (See written description)

Consequences – 1st Offense – Minimum – Warning; Maximum – 5 Day Removal

2nd Offense – 3-5 Day Removal

3rd Offense – 5-10 Day Removal

Level 2 (Major Offenses)

- 1) Fighting
- 2) Harassment of Any Kind (Includes disability, racial, and sexual harassment, and bullying, etc.)
- 3) Vandalism
- 4) Gross Disrespect to Driver or Monitor
- 5) Defiance (Repeated refusal to follow requests from Level 1)
- 6) Possession or use of drugs, alcohol, or tobacco of any form
- 7) Possession of firearms, knives, or any other weapon
- 8) Other (see written description)

Consequences – 1st Offense – Minimum – 5 Day Removal; Maximum – Removal for Remainder of School Year

2nd Offense – Minimum – 10 Day Removal; Maximum – Removal for Remainder of School Year

3rd Offense – Minimum – 30 Day Removal; Maximum – Removal for Remainder of School Year

LANSING HIGH SCHOOL – TRANSPORTATION FOR ACTIVITIES

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from the activities.

Inappropriate Behavior in the Lunchroom

Minor offenses include but are not limited to the following: popping bags, milk cartons, or other objects; throwing away silverware; leaving a mess at your table; leaving lunchroom without permission or being in the lunchroom without permission.

Library/Media Center Behavior

- Students must remain quiet at all times.
- No food, candy, or gum will be permitted in the media center.
- Students must check in when arriving in the media center and must secure permission to use the computers.
- Student must comply with computer usage policy.
- All school rules regarding student behavior will apply.

Searches of Students and Property – [ICAB/ICABB](#)

Principals are authorized to search students and a student’s property if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

Lockers – [ICAB](#)

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker. The principal may search any locker at any time without notice. The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use.

Students shall not place locks other than those issued by the school on any locker. Each student is responsible to report any broken or malfunctioning locker to the main office. The school is not responsible for articles lost or stolen from lockers. Jewelry, money, and other personal valuables should not be kept in lockers. All articles missing from lockers should be reported to the office immediately.

Use of Trained Dogs in Conduction Sweep – [ICAB](#)

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

Interrogations and Investigations – [ICAC](#)

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student’s parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent’s designee, and/or school security officer with authorization of the superintendent or the superintendent’s designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer’s own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student’s parent, guardian, or representative prior to initiating questioning.

HEALTH AND SAFETY

Nurse

Lansing schools provide school nurses to help meet health care needs of our students. Our licensed nurses function to maintain health records and conform to state immunization regulations, conduct state required screenings, assess the health status of a student in regard to injury or illness, provide information as a resource to health concerns and education, and administer immediate first aid care.

Medications, Administering

Students may not carry medications at school. All medications must be brought in by a parent and given to the school nurse so it can be recorded and administered properly.

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications to students, including prescription and non-prescription drugs, except as outlined in district policy.

In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person. The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons thereof.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district. Refer to JGFG for complete policy.

Student Health and Safety

If a student becomes ill at school, a parent or guardian will be called by the school nurse or school secretary. Please keep telephone numbers current on Skyward. Students who have a fever of 100 or higher cannot remain at school. Such students may not return to school until at least 24 hours have passed without a fever. If your child vomits during the night, please keep him/her at home the next day.

Time to return to school may be lengthened depending on recommendations from the County Health Department. Current recommendations will be available on the school and district websites.

Any time your child misses more than a half day of school, he/ she may not attend any after school functions or programs. Extenuating circumstances will be considered and evaluated by school administration.

Accidents, Reporting of – JGFG

When a staff member becomes aware that a student has been involved in an accident or is in need of emergency care at school, on school property, or at a school-sponsored activity, the staff member shall follow the rules for the care of an injured student and shall report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and try to make the student as comfortable as possible while waiting for medical assistance to arrive.

When appropriate, the student's parent(s) shall be notified of the student's condition as soon as possible to determine appropriate action. If the student needs medical attention, and the parents cannot be reached, the principal shall seek emergency medical treatment.

Emergency Care

At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance, including, but not limited to, first aid, as deemed reasonably necessary until medical help arrives. Kansas law provides protection from civil liability for any person who, in good faith and without compensation, renders emergency care or assistance to any person, including a minor without first obtaining the consent of the parent or guardian of such minor, at the scene of an emergency or accident. However, this protection does not extend to individuals whose acts or omissions in rendering emergency care in these circumstances were grossly or wantonly negligent.

Records

Appropriate records documenting student accidents shall be maintained.

First Aid

The district may provide appropriate first aid and CPR training for identified personnel. This training may be provided as a part of the district's in-service plan or other programs established by the board.

First aid and CPR may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The district will not assume liability for employees acting outside the scope of their authority under these policies.

Personnel identified by the district as eligible to receive first aid and CPR training may include those who are regularly assigned to the work site, such as the building principal or head teacher, the building secretary, the physical education instructor, and other personnel as the district may identify.

First aid shall be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death. Neither diagnosis nor treatment, except under emergency conditions, are within the responsibilities of school personnel, since school personnel are not trained to make what are essentially medical decisions.

At least one person in every school building in the district shall be qualified to administer first aid and CPR.

Health Screenings – [IGCD](#)

It is recommended that each student have a dental and vision examination before beginning school. Regular examinations should continue throughout the student's school career.

According to K.S.A. 72-1205 and K.S.A. 72-2505, basic hearing and vision screenings will be provided without charge to each pupil. Upon completion of these screenings results will be reported to the parent only if the student fails the screening. If you have any concerns about these screenings, please contact the school nurse.

Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

Drills

Students shall be informed of emergency drill procedures at the beginning of each school year. On a periodic basis, the principal will conduct the minimum emergency drills required by law to instruct students in the proper procedures to follow in contingencies such as a tornado alert, civil defense disaster, fire or any other such emergencies. A buzzer will sound and teachers will direct their students to the proper tornado shelter, or in case of a fire drill, to the designated exit.

Each school will also conduct Intruder-on-Campus (IOC) drills periodically throughout the school year. The staff will go over the rules and expectations with students prior to conducting a drill.

The classroom teacher or teacher in charge will be responsible for assisting any student with a disability in exiting the building during a fire, emergency, or tornado unless a full time para-professional is assigned to that student. Teachers with more than one disabled

student in their class must notify the principal on the first day of school so that another staff member or para-professional can be designated to assist such student(s) in the event of a fire, emergency, or tornado. Refer to JGFA for complete policy.

Weather Emergencies/Cancellation of School Due to Weather

In the event of severely inclement weather or mechanical breakdown, the school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. The best way to find out if school is cancelled is to sign up for Skylerts, which is a text messaging service. To do this:

- 1) Go to www.usd469.net
- 2) Click on "Menu"
- 3) Click on "Family and Students"
- 4) Click on "Sign up for Skylerts" under the "Parent" column
- 5) Follow the instructions on that page

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

Asbestos

An asbestos management plan has been developed for the school district. A copy of the management plan is available from Board of Education Office.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from maintenance.

GENERAL INFORMATION

Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

1. Students should not bring excess money, electronic devices, toys, games or any other valuable items into the school building.
2. Students should not bring skateboards, scooters or roller blades to school or use them on school property.
3. Students having something lost or stolen should notify a teacher and check with other students. Students may also notify the office of the lost items.

Dances

School sponsored dances are an extension of the school day; therefore, policies regarding dress code and behavior will be enforced. Students need to be present during the school day in order to attend a dance. Extenuating circumstances will be considered by the administration. Unless prior permission is granted, students will not be permitted to leave then return to the building during dances or other similar school functions. Students may not leave prior to the scheduled end time unless they are picked up by a parent or guardian. Dances can only be attended by students that are currently enrolled in the attendance center that is hosting the dance, i.e. only current Lansing Middle School students may attend dances held at Lansing Middle School.

Lansing Middle School – All dances end at 9:00 PM; all students should be picked up by 9:15 PM at the latest.

Lansing High School – Homecoming, Winter Royalty, and Prom may be attended by out-of-school students as dates of an LHS student. Out-of-school date request forms are made available in the office a minimum of ten (10) days prior to the dance and are due back to the school three (3) days before the dance. Forms must be completed before being turned into the office for approval.

Field Trips

Students may participate in a field trip if the parental consent form for the trip has been signed and turned in. Refer to IFCB for complete policy. All field trips must be of an academic nature and related specifically to the mission of the club or group sponsoring the trip. Whenever possible, field trips should be after school or on weekends. All trips are subject to prior administrative approval. The cost of trips, including transportation, will be the responsibility of the sponsoring club or group.

Lansing Middle School – Each class may take one daylong reward field trip, sponsored by the Student Council. The following system will be used to determine eligibility for this field trip:

POINTS

Each Day of Out-of-school suspension (OSS) = 3 points

Each Day of In-school-suspension (ISS) = 2 points

Each After-School Detention (ASD) served = 1 point

Each Lunch Detention = ½ point

6th grade students who accumulate ten (10) or more points will **NOT** be allowed to attend class field trips.

7th and 8th grade students who accumulate fifteen (15) or more points will **NOT** be allowed to attend class field trips.

GRADES

▪ If a 6th grade student gets an “F” in any class during the 1st semester, that student will not be eligible for the field trip.

▪ If a 7th grade or 8th grade student has an “F” during the 2nd semester, that student will not be eligible for the field trip.

NOTE: Sixth grade field trip will be held in January. Seventh and eighth grade field trips will be held in May.

Solicitations – JK

Solicitations by students within the schools or on school grounds for any cause are prohibited except as they relate to school-sponsored activities.

Student Posters and Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. If a student would like to display a poster, drawing, or publication that is not sponsored, it will need to be approved by school administration in advance.

No student shall distribute any publication which:

- is obscene according to current legal definitions.
- is libelous according to current legal definitions.
- creates a material or substantial interference with normal school activity or appropriate discipline in operation of the school.

Distribution of Materials – KI

Materials unrelated to the school’s curriculum may not be distributed without prior consent of the principal. Refer to KI for complete policy.

Parties/Social Events

All classroom parties and other school social events must be approved in advance by the principal.

Exclusionary Activities

At Lansing USD 469, we would like all students to feel included in activities. Therefore, the administration and staff will not support or participate in activities that appear to be exclusionary in nature. Activities of this kind often appear to be divisive and can be hurtful to individuals not invited. Activities that involve selective invitation should be organized and held away from school.

Group celebrations by class, grade, school, family, community and/or organized by the school continue to be supported.

No lunches or snacks may be brought in for particular groups of students at lunch.

Invitations/Student Addresses

Party invitations may only be given out at school if everyone in the classroom receives one. We cannot give out addresses and phone numbers for our students or staff.

Birthdays – Balloons/Flowers

Please send balloons/flowers to the student’s home address for the students’ birthdays and other celebrations.

Cell Phones and Personal Electronic Devices

Lansing USD 469 is not responsible for loss or damage to cell phones.

Lansing Elementary and Lansing Intermediate School

Students are prohibited from using cell phones during the school day. Phones must be turned off upon entering the building, placed in the student's backpack, or given to their teacher during the school day and may be turned on with permission from a teacher after leaving the building. Under no circumstances are students to take cell phones to class.

Lansing Middle School

Lansing Middle School strives to provide the best education for its students. Lansing Middle School strongly believes that student cell phones and personal electronic devices can be distracting and disruptive to the learning of the students in the school and classroom. In order to provide a productive learning environment, the following policy is in effect –

From 7:45 AM entry time to 3:20 PM dismissal time, student cell phones and personal electronic devices should not be seen or heard. If these devices are brought to school, students are expected to keep them in their backpack or book bag. If a staff member sees or hears a cell phone or other electronic device, it will be confiscated and handed in to the office and a discipline consequence may be given. If there is a third violation, the student will need to turn his/her device into the office upon arrival and may pick it up at the end of the school day.

Lansing Middle School has telephones in each classroom. If a parent needs to get a message to a student, the expectation is that the parent calls the main school number – (913) 727-1197. Someone from the school will then get the message to the student. If it is an emergency, the student can be brought to the office to talk on the phone. There may be times when students will be given permission to use their cell phone to send a message. This will be at the discretion of the classroom teacher or administration at the school.

Lansing High School

Students are allowed to utilize their cell phones and other electronic devices during passing time, lunch, and before and after school, but are prohibited from using them during class time unless directed to by the teacher. All devices must be turned off upon entering the classroom unless otherwise instructed by the teacher.

Teachers will confiscate any electronic device used without permission or deemed to be used inappropriately and turn it over to the administration.

Telephone Calls

District telephones are for school usage. Students may use the phone for emergency purposes. If a student needs to use a phone, they must first obtain permission from the staff.

Computer Use

In order to use the computers, information, networks and the Internet at the Lansing schools, students and their parents must agree to the rules of conduct as approved by the Board of Education and sign the Acceptable Use Policy. These signed agreements will be retained on file by an authorized designee for the duration of applicable computer, network or Internet use.

The Internet is an educational tool, which is to be used for educational-related purposes. All existing district policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of district resources, sexual harassment, information and data security, and confidentiality.

Early Childhood

The Lansing School District provides birth to age 5 learning opportunities in a variety of settings. See www.usd469.net for descriptions of preschool, daycare and a variety of special education environments.

Parents as Teachers

The Lansing District provides first time parents assistance to programs that enhance their child's intellectual, social and physical development from birth to age five, as long as the child is not enrolled in kindergarten. This program is provided at no cost to the participant.

Parent Involvement

Parent volunteers are utilized in all areas of the school. Parents should contact the classroom teacher or building administrator to arrange for volunteer activity.

Insurance – [IGA](#)

Parents or guardians shall be notified annually in writing of student insurance provided by the district, and that medical expenses not covered by such policies are the responsibility of the parents.

Any medical expense not covered by the student's accident insurance, the KSHSAA catastrophic insurance, or activities insurance is the responsibility of the parents.

Animals and Plants in the School

Prior permission must be approved by the principal before bringing a domesticated animal to school. Domesticated animals must be inoculated against rabies at the parent's expense before the parent may bring such animal to school. Animals must be adequately housed and cared for in a screened cage or proper restraint. Under no circumstances are animals to be transported on school buses. All animals must be transported by parents. A copy of the rabies vaccination must be provided to the school nurse.

Staff-Student Relations – [GAF](#)

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to bullying, harassment, or discrimination prohibited by board policy. Staff members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.

Visitors – [KM](#)

We encourage and welcome parents and other family members to visit your child's school. **Visitors must sign-in at the office upon arrival and wear a visitor's badge while in the building.** In an effort to offer quality time with parents that wish to have a conference with a teacher or a team of teachers, please contact the team or individual teacher to set up an appointment. Students from other schools are not permitted to visit classes.

Visitors will not be allowed to visit any class without prior permission from an administrator or teacher. Parents or students wishing to visit during lunch must have the approval of a building administrator.

Lansing Elementary and Lansing Intermediate School – Our school actively works to provide a safe and productive learning environment for our children. While we embrace parent involvement, parents can expect the principal to protect instructional time. Every effort should be made to keep classroom interruptions to a minimum. Your child's instructional time is the highest value at LES and LIS. Emergencies are an exception. All other communication with the teachers is done at a pre-arranged conference time or via phone message and/or email. To ensure a smooth start to the day, we ask that your child enter the classroom independently.

Guidelines for visiting a classroom:

- Must stay with the class
- The use of any electronic device is prohibited in the classroom
- Arrangements with the classroom teacher must be made for visits over 1 hour
- Loitering in the hallway is not permitted
- Classroom visitations will not exceed half a day or 3 hours without the approval from an administrator

Principals/teachers will determine the appropriate time for a classroom visit with prior approval. If you would like to eat lunch with your child, please call the school office by 9:00 a.m. to order your lunch.

Appropriate Use of Equipment, Supplies, and Textbooks

Lansing USD 469 has equipment, supplies (including textbooks) available for the performance of official and approved assignments. In order to keep equipment and supplies usable for all students, we ask that students use it carefully and appropriately. Books and supplies are subject to a fine if they are not handled in the manner previously stated. Grade cards and/or the ability to re-enroll in the district could be hindered if fines are not paid.

The cost of replacing damaged or lost books will be assessed using the following formula:

New Book – 1st year = 100%, 2nd/3rd year = 100%, 4th year and thereafter = 50%

Use of Personal Vehicle – Lansing High School

- Students shall not display signs, flags, stickers, and/or tags that have a negative meaning, sexual overtones, racial indifference, gang affiliation, profane language, promotion of tobacco and alcoholic products, and threatening material.
- Students who drive to school are required to present a driver's license, register, and purchase a parking tag in order to receive parking privileges.
- Driving around the school grounds before, during, and after school hours is not permitted.
- Due to the availability of parking spaces within our lot, the spaces are first come, first served. Vehicles are allowed only one parking space.
- Each student must park in areas assigned to student parking. Parking in a no parking zone is not permitted. Do not park in the visitors or handicapped zones.
- Backing into parking places is prohibited.
- Students may not enter the parking lot during a school day unless permission is obtained from the office.
- Sitting in cars during the school day is not permitted.
- Students will adhere to the posted speed limit at all times.

PENALTIES FOR VIOLATION

Violation of any of the rules stated above may result in the revoking of parking privileges, an office referral, and/or vehicle tow.

Students displaying flags, signs, or other items that are offensive in nature will receive –

1st Offense – Warning and will be asked to either remove or cover the item/article immediately. Thereafter, all items must be removed or covered before coming on school property, or the student must park off school property.

2nd Offense – Will result in the loss of school parking privileges for a determined time.

3rd Offense – Will result in removal of vehicle from school property and office referral of student for defiance of authority.

These rules also apply to extracurricular activities at home and away activities.

Municipal traffic laws of the City of Lansing will be enforced on school district property. Law violations are subject to ticketing and fines by the Lansing Police Department.

FOOD SERVICE

A Child Nutrition program is provided for all children in grades 1-12. The district participates in the free and reduced Child Nutrition program with the State. Parents can secure applications from any of our school offices or the district office. Children who qualify for the free or reduced lunch program also qualify for the breakfast program.

Meal Account Program

All students are encouraged to use the meal account program. The Skyward System has a computerized meal system that has been set according to state and federal accounting guidelines and will operate as follows:

- Each student will enter a numerical code to identify themselves. All purchases from the student's meal account will be made by food service personnel entering items in the system. If a student does not use the Skyward program, he/she may use cash for his/her purchases.
- Money sent to school with a student for their meal account will go into his/her account. If a check is the form of payment, no cash can be given back to the student.
- A student meal, a la carte items, or milk may be purchased at breakfast or lunch from the student's meal account. The amount of purchase will automatically be deducted from his/her account.
- Only one breakfast and one lunch meal per day can be deducted from an account at the student price. Any additional meals will deduct at the adult price.
- Any money remaining in the account at the end of the school year will be credited to the student's account for next school year.

Students must have enough money in his/her account to cover the cost of his/her purchase. NO CHARGES will be allowed. If a student does not have enough money in his/her account to cover the cost of his/her purchase, then he/she must use cash. No negative balances will be allowed on meal accounts.

1. Parents will receive an email when their student's account falls below \$10.00.
2. Parents will be contacted by phone when their student's account falls below \$0.
3. When a student's account falls below negative \$10.00, an alternate meal will be provided. Building principals will determine how to confidentially communicate this to individual students.
4. After five alternative meals, social services may be notified at the discretion of the building principal.
5. Students with a negative account balance will not be allowed to purchase a la carte items unless paying with cash.

Visit www.EZSchoolPay.com to view the balance on your meal account. You will need your Skyward ID number.

Fast Food

Parents may not bring “fast food” to school when eating lunch with their children. Fast foods in the building detract from the emphasis placed upon the Child Nutrition Education. We encourage students to participate in our meal program. Two options include eating a school lunch or bringing a lunch from home.

Milk Allergies/Lactose Intolerance

If your child should need a substitute for the milk with school lunches, we must have a note from your family physician. The physician will need to designate what your child may have in place of milk, i.e. fruit juice, Hi-C, Kool-Aid, etc. A new note will need to be presented each school year. This is required by Kansas State Board of Education, Nutrition Services (Federal Reg. 7CFR, Part 210.10).

Lunch Period – Lansing High School

Lansing High School has a closed lunch period. Students may not leave the building for lunch or have food delivered to the school.

ACTIVITIES DEPARTMENT

Philosophy

Interscholastic activities are an integral part of the total school educational program. Activities provide educational experiences not otherwise provided in the curriculum. Learning outcomes are developed in the areas of knowledge, skills, and emotional matters as well as the contribution to the development of better citizens.

Students involved in activities accept the responsibilities, broaden themselves and develop strength of character.

By being a representative of Lansing USD 469 in any activity, students have a responsibility to the school to always do their best and always follow the guidelines set forth. By being a role model, students are representing the school and the community.

Students automatically assume a leadership role when they are on an athletic squad or any extra- or co-curricular activity. The student body, the community, and other communities judge the school on its participant’s conduct and attitude, both on and off school grounds. Because of this leadership role, students can contribute to school spirit and community image.

Sports and Cheerleading

Sports and cheerleading are available to students in Lansing USD 469 beginning their 7th grade year.

District Activities Handbook

Specific information about policies that govern district activities for Lansing USD 469, including athletics and clubs, can be found on the district web site.

<https://www.usd469.net/vimages/shared/vnews/stories/5c28ffed8d9aa/Activities%20Handbook%2019-20.pdf>

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

USD #469 ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 469. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.

The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties. The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 469 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 469 policies for complying with FERPA. A copy may be obtained from the school district office.

Directory Information: For purposes of FERPA, Unified School District No. 469 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study, videotape, and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 469 at the district office or your child's school on or before September 1st of each school year. If a refusal is not filed, Unified School District No. 469 assumes you have no objection to the release of the directory information designated.

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

(09/2016)

USD 469 COMPUTER ACCEPTABLE USE POLICY

This document identifies the terms and conditions for the acceptable use of computers, information networks and Internet resources in the Lansing Unified School District. This insures that the use of network resources is consistent with the goals, mission, and objectives of the District. These guidelines are provided so that you are aware of your responsibilities. If a District user violates these provisions, his or her account and access privileges and future access could be terminated or denied in accordance with these rules and regulations.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signature(s) at the end of these documents are legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand their significance:

1. Users are responsible for good behavior on the School District networks, just as they are in the classroom, or a school hallway. Students are expected to abide by the generally accepted rule of network etiquette.
2. The networks are provided for the purpose of research and communication. The use of accounts must be in support of education and research and be consistent with the educational objectives of the Lansing School District. It is the user's responsibility to only access files that are consistent with the learning outcomes or objectives. The use of computer networks, network services, and the Internet is a privilege; not a right, and inappropriate use will result in suspension or termination of computer, network, and/or Internet privileges. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff may request the system administrators to deny, revoke or suspend specific user accounts or privileges at any time.
3. Users are not permitted to use any computing resource for commercial purposes, product advertising, political lobbying, or political campaigning.
4. Users are to follow all copyright laws and regulations related to software, web pages, hardware, etc.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
6. Using someone else's password or ID or trespassing in other's folders, work, or files without written permission is prohibited. Attempts to log on to the network as anyone but yourself may result in cancellation and denial of computer, network, or Internet privileges. Do not reveal your personal (home) address, phone or password as well as those of other users. Don't reveal information that you think is personal in nature. Users are responsible for their password and user ID. You should change your password periodically to protect your rights. Do not reveal your ID and password to others! Should a user ID show up as in violation of the Terms and Conditions, they are responsible for that violation.
7. Security on any computer system is a high priority, especially when the system involves many users. If you feel you have identified a security problem on the school's computers or network, you must notify the system administrator.. Do NOT attempt to demonstrate the problem to others. Do not use another's account. Attempts to login to the school networks as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computer resources.
8. Users are to respect the integrity of the computers and networks; they will agree that the computer systems are set up by the system administrator and are not to be altered in any way.
9. The Lansing Unified School District makes no warranties of any kind, whether they are expressed or implied for the computer and computer network services it provides. We will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via school computer resources is at your own risk. We specifically deny any responsibility for the accuracy of information obtained.
10. Vandalism - Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of this District, or another user, the Internet, or any of the organizations of other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
11. Users are expected to follow policies regarding computers and computer usage as set forth by the Lansing Board of Education. This policy is found under section IIBG in the Board Policy and is available upon request.
 - Users are not allowed to bring diskettes or software to use on any District computer unless specifically approved.
 - All information created by staff and students shall be considered District property and shall be subject to unannounced monitoring by District administrators. Personal files installed on district computers must comply with copyright laws. Proof of purchase (copy or original) may be required.
 - No software, freeware, or shareware may be installed on District computers until cleared by network administrators.
 - Staff shall not install unapproved hardware on District computers, or make changes to software settings that support District hardware.
 - Administration may make periodic audits of software installed on district equipment to verify legitimate use.
 - Employees and/or students shall have no expectation of privacy when using District e-mail or other official communication systems.
 - Computer materials or devices created, as part of any assigned District responsibility or classroom activity undertaken on school time shall be the property of Lansing School District.

Should a student violate this policy the following minimum consequences are in effect. Administrators have the authority to make punishments in addition to these. Violators may also be held financially liable for damages to computers, the network, or network resources. This includes repair, replacement, technician cost, etc.

1st Offense: The user is not allowed to access the school computers, the network, or network resources for a minimum period of two weeks.

2nd Offense: The user is not allowed to access the school computers the network, or network resources for a minimum of nine weeks.

3rd Offense: The user is not allowed to access the school computers, the network, or network resources for the remainder of the year.



COMPLAINT FORM

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U.S.D. No. 469 Complaint Form

The policies of Board of Education of U.S.D. No. 469 prohibit discrimination on the basis of race, color, national origin, disability, religion, genetic information, and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment.

Harassment of individuals on any of these grounds is strictly prohibited. Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Discrimination Coordinator Dan Wessel
 and 200 East Mary, Lansing, KS
 Title IX Coordinator: dan.wessel@usd469.net
 913 727-1100

Building Discrimination Coordinators	Rob McKim Lansing High School 1412 147 th Street, Leavenworth, KS rob.mckim@usd469.net 913 727-3357 <hr style="width: 20%; margin: 5px auto;"/> Sue Anderson Lansing Intermediate School 509 W Ida, Lansing, KS Sue.anderson@usd469.net 913 297-0990 <hr style="width: 20%; margin: 5px auto;"/> Early Childhood/New Beginnings/LINCS Mary Alice Schroeger 200 East Mary, Lansing KS Maryalice.schroeger@usd469.net 913 727-1100	Kerry Brungardt Lansing Middle School 220 Lion Lane, Lansing KS Kerry.brungardt@usd469.net 913 727-1197 <hr style="width: 20%; margin: 5px auto;"/> Dr. Mindy Wells Lansing Elementary School 450 W. Mary, Lansing, KS Mindy.wells@usd469.net 913 727-1128												
Name of Complainant: Address: Email Address: Telephone Number:	_____ _____ _____ _____													
Nature of the Complaint (Please Select Any that Apply):	I believe that I have or someone I know has been subjected to discrimination on the basis of: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Color</td> <td><input type="checkbox"/> National Origin</td> <td><input type="checkbox"/> Racial Harassment</td> </tr> <tr> <td><input type="checkbox"/> Sex</td> <td><input type="checkbox"/> Sexual Harassment</td> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Religion</td> </tr> <tr> <td><input type="checkbox"/> Age</td> <td><input type="checkbox"/> Genetic Information</td> <td colspan="2"><input type="checkbox"/> Harassment on the basis of _____;</td> </tr> </table> <p style="text-align: center;">OR</p> <input type="checkbox"/> General Complaint/Not Related to Perceived Discrimination My complaint is not one of perceived discrimination or harassment but is regarding the situation described below.		<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Racial Harassment	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Disability	<input type="checkbox"/> Religion	<input type="checkbox"/> Age	<input type="checkbox"/> Genetic Information	<input type="checkbox"/> Harassment on the basis of _____;	
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