

# LANSING



**2009-2010**

**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.**

#### **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 race, color, national origin, gender, age, 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, Title VI (Race, Color, and National Origin), Title IX (Gender), Age Discrimination Act of 1975, or Section 504 (Disability) is directed to contact Unified School District #469, 401 S. 2<sup>nd</sup> Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by U S D #469 to coordinate the institutions' efforts to comply with the regulations implementing Title II, Title VI, Title IX, and the Age Discrimination Act. The Director of Administrative Services 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)

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## ***WELCOME***

We hope that those of you who are returning to our school are expecting a continuation of a high-quality, positive educational environment. We can say with confidence that you are in for an exciting year. With the mutual support of home and school, each of you will benefit from the opportunities this school has to offer. There will be many new and exciting endeavors that each of you will face this school year. With the aid of a wonderful teaching and supporting staff, we are sure that you will be successful in not only the area of academics, but also in your social and emotional growth as well.

This Lansing School Student Handbook is designed to help you (and to help you help your student) know and understand our school and district guidelines. If you have any questions, please feel free to contact the office of your student's school. Please let us know if we can help you in any way. Let this be the best year yet in the Lansing School District.

### **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.

### **PHONE NUMBERS**

Lansing Board of Education	727-1100
Lansing Elementary School	727-1128
Lansing Middle School	727-1197
Lansing High School	727-3357
Special Education Co-op	727-1755
Bus Service	727-3884
School Maintenance	727-6171

### **SCHOOL VIOLENCE HOTLINE**

**1-877-626-8203**

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 INFORMATION – JBC**

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 the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate, or other documentation the board considers satisfactory. If proper proof of identity is not provided within thirty (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 documentation shall further include such documentation as may be required by the superintendent to establish the student residency and or eligibility for attendance in the district.

### **IDENTIFICATION OF STUDENTS – JBC**

All students enrolling in the district for the first time shall provide required proof of identity and residence. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

### **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.

### **HEALTH ASSESSMENTS – JGC**

All students up to 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. All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

### **ASSIGNMENT TO A SCHOOL BUILDING, GRADE LEVEL, OR CLASSES – JBC**

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance center 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.

## RESIDENT STUDENTS – JBC

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 or a child who lives in the district as the result of placement by a district court or by SRS. For the purposes of this policy, parent means natural parents, adoptive parents, step-parents, and foster parents. For the purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care 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 for and control of the child with written consent of a person who has legal custody of the child.

## NON-RESIDENT STUDENTS – JBC

Non-resident students are those who do not meet the definition of a resident student. Only those students who qualify as residents of USD 469 shall be permitted to enroll except as set forth in the following exceptions. Non-resident students may only be enrolled or continue in district schools under one of the following exceptions:

Non-resident students admitted to the district shall be evaluated before admitted to the district and each spring using the following criteria: academic standing (did the student make progress), attendance (was the student's attendance regular and punctual), and disciplinary record (did the student abide by the student conduct code and avoid major disciplinary problems or a large number of referrals for minor disciplinary problems.) Consideration shall also be given to the student/teacher ratio in each building. These ratios should be according to best practice for each building. Students may be admitted, readmitted or denied admission for the current school year or the next school year based on the results of these findings. Parents shall be informed of the administrative decision as soon as it has been acted on by the Board of Education.

## PART-TIME STUDENTS

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 a n 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.
- Students who receive social security benefits should stay full-time students if they want to the school to sign the papers stating they are full-time.
- Students must be a member in good standing and currently passing all classes to remain in the program.

## INOCULATIONS – JGCB

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 required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15<sup>th</sup> 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. If the parent is not reasonably available, and the authority to consent to immunizations has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for the current law.

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.

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.

## TRANSFERRING CREDIT – JBC

In the middle school and in the senior 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.

## 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.

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;
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Building principals shall attempt to collect 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.

## QUALIFIED ADMISSIONS

A Kansas high school graduate shall be admitted to a regent's institution if he/she has achieved at least one of the following:

- completed the pre-college required curriculum with a g.p.a. average of 2.0 on a 4.0 scale; or
- has a functionally equivalent level of education recognized by the board of regents; or
- ACT scores not less than 21 points; or
- ranks in the top 1/3 of his/her high school class with the completion of 7 or 8 semesters.

## REGENTS REQUIREMENTS

4 Units of English – One each year.

3 Units of Math – Algebra I, and II, and Geometry

- 3 Units of Science- Must include Chemistry, Physical Science does not count
- 3 Units of Social Science
- 1 Unit of Computer Technology – Computer Literacy I, Computer Applications SS, DB, Presentation
- 2 Units of Foreign Language (Not Required but Highly Recommended)

- 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.

## **ACADEMICS**

### **TESTING PROGRAM**

#### **Elementary**

Assessments at the Lansing Elementary School are given in the Fall/Spring

Fall	1,3,5 Grade - MAP tests
Winter	2, 4 Grade –MAP tests
Spring	3 <sup>rd</sup> Grade - Reading and Math State Assessments & MAP tests

#### **Middle School**

Assessments at Lansing Middle School are given in the Fall/Spring.

Fall -	8 <sup>th</sup> Grade – MAP Tests
Spring -	6 <sup>th</sup> Grade - Reading, Social Studies and Math State Assessments, MAP tests
	7 <sup>th</sup> Grade - Reading, Science and Math State Assessments, MAP tests
	8 <sup>th</sup> Grade – Reading, Math and Social Studies State Assessments, MAP tests

#### **High School**

Assessments at Lansing High School are given in the Fall/Spring.

Fall -	9 <sup>th</sup> 10 <sup>th</sup> & 11 <sup>th</sup> Grade MAP Tests
Spring -	10 <sup>th</sup> Grade – Math and Reading State Assessments
	11 <sup>th</sup> Grade – Science and Social Studies State Assessments

### **PROMOTION AND RETENTION – JFB**

The policy of the district is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion or retention.

In arriving at a decision for either the promotion or retention of a student, the principal will consider the viewpoints of the special services personnel, teacher and parents.

The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal.

### **GRADING/GRADE CLASSIFICATION**

**Computation 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*.

$$\text{Weighted GPA} = \frac{\text{Simple GPA} \times (\text{total \# of merit points} / 7 \times \text{\# of semesters})}{\text{\# of semesters}}$$

**Students should be aware of the following:**

- Seniors and juniors must contact the guidance office for their GPA & class rank.
- Rank is not computed for 9<sup>th</sup> and 10<sup>th</sup> grades. Only 1<sup>st</sup> and 2<sup>nd</sup> semester grades are used in computing GPA.
- Class rank is figured at the end of 1<sup>st</sup> semester of the junior year and refigured each semester thereafter.

### **LETTER GRADES AND PERCENTAGES**

#### **All Buildings**

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

### **REPORT CARDS**

Each student should be encouraged to achieve the highest academic standing commensurate with his/her abilities.

Periodic reports shall be issued to the parents of all students on the academic progress of the student. Parent and student conferences shall be held at the end of each nine week period.

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. Refer to JF for complete policy.

#### **Elementary School**

Report cards will be returned with a parental acknowledgment to the teacher within seven school days of the date of distribution for the Elementary School. The superintendent shall develop standard reporting forms for each grade level.

### **ACADEMIC PROGRESS REPORTING**

Progress reports will be distributed to parents halfway between each nine week grading period. Any time a student's cumulative grade drops below C- in the quarter, parents will be notified.

### **HONOR ROLL**

The point average for grades in all courses will be used to determine honor roll eligibility. 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. Students participating in dual-enrolled study programs at an area vocational-technical school or college are eligible for honor roll consideration. (These programs are by appointment only and in accordance with school district policy.) 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., 1<sup>st</sup> quarter, 2<sup>nd</sup> quarter, 1<sup>st</sup> semester and so on).

**Important Note:** *Qualification for Honor Roll does not utilize the weighted grading system used to determine cumulative GPA and class rank.*

### High School Academic Merit Letter

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.

### GRADUATION REQUIREMENTS

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

#### **REQUIRED CREDITS:**

• English/ Language Arts	4 credits
• Mathematics (One must be geometry)	3 credits
• Social Studies (1 cr. Am. History; .5 cr. Am. Govt.)	3.5 credits
• Science (1 cr. Biology; 1 cr. in a Phys. Sci.)	2 credits
• Physical Education/Health	1 credit
• Oral Communications	.5 credit
• Computer Science (Computer Literacy)	.5 credit
• Electives	8.5 credits
<b>TOTAL</b>	<b>23 credits</b>

Fine Arts classes counting for credit:

- Any Art or Music class
- Skills in Communication (unless counted as a oral comm. credit)
- Debate, Forensics, Drama, and Speech

#### **Mathematics and Science Note**

Students are required to earn their credits in mathematics and science their freshman, sophomore and/or junior years. *They can not skip a year before they have earned the required credits.*

### GRADUATION EXERCISES

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. Refer to JFC-R for complete policy.

### EARLY GRADUATION – JFCA

The student must reasonably be 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 others.

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 in writing to the board permission for early graduation with reasons supporting his plan and request. Examples of reasons to be given consideration are:

- Hardship circumstances;
- Vocational opportunities;
- Enlistment in the military occupations;
- 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.

### HOMEWORK RETESTING AND GRADING

#### Middle School

1. Homework/Practice must be turned in when due to receive full credit.
2. Teachers may impose a homework policy which is more rigorous but not easier. It must be published at the beginning of the class.
3. Homework/Practice shall count for at least 20% of the grade.
4. Students who score below mastery on a test may be required to retest **after regular school hours**.
5. When absences are anticipated, the student **must** bring a note in advance to the counselors' office stating the purpose of the absence with a signature from the parent/guardian. The student will then receive an assignment sheet to be seen by all of his/her teachers for documentation and signatures. All assignments must be completed and turned in the first day upon returning to school, unless the teacher specifies otherwise.
6. After 4:00 p.m. each day, students/parents may call ParentLink for the daily assignments at 727-1197. Once a student has been absent for more than two days, parents may contact the Homework Secretary at extension 106 before 8:30 a.m. and request work to be gathered for the days missed. Homework requests may be picked up after 3:15 p.m. from the Counseling Office. Parents will be responsible for collecting books from the lockers.

#### Elementary School

1. Homework/Practice must be turned in when due to receive full credit.
2. Teachers may impose a homework policy which is more rigorous, but not easier. It must be published at the beginning of the class.
3. Tests count twice as much as daily work.
4. Homework can be picked up in the front hall after 2:00 p.m.

### ACADEMIC DISHONESTY

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes copying another student's work—such as homework, classwork, or test answers—as one's own. 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 will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

#### 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 6<sup>th</sup>-8<sup>th</sup> grade. Example: If a student is caught cheating on a homework assignment in November on a sixth grade social studies assignment, that is the student's first offense. If the same student is caught cheating in January on a seventh grade science test, that is the student's second offense.

- 1) On a homework assignment-The student will receive an automatic "zero" on the assignment. A conduct report will be written.
- 2) On a quiz- The student will receive an automatic "zero" on the assignment. A conduct report will be written.
- 3) On a test-1<sup>st</sup> offense: The student will retest. 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%**  
2<sup>nd</sup> offense (and subsequent)= Automatic “zero”

*Disciplinary Action*

1<sup>st</sup> offense- the student will receive a one-hour after school detention.

2<sup>nd</sup> offense-the student will receive an in-school suspension.

3<sup>rd</sup> offense-the student will receive out of school suspension

**PROGRAMS AND RESOURCES**

**HUMAN SEXUALITY AND AIDS EDUCATION PROGRAM - IKCA**

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district’s required curriculum.

Following appropriate review of the curriculum goals on file at the board of education office, or attendance center, 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.

**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 I.E.P. developed by a placement staffing committee. Parents should take past I. E. P.s and evaluations with them. 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 I.E.P. developed or as directed through personal correspondence from the Special Education Office. Additional special education services are made available through the Leavenworth Special Education Co-op. Further information is available from the Co-op at 913-727-1755.

***ATTENDANCE***

**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:

- they have attained a diploma or GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or
- a court order exemption; or
- the parent or person acting as parent consents in writing to their child being 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 child.

Students age 16 or 17 who are not exempt shall be reported as truant. Anytime your child misses more than a half day of school, he/ she may not attend any after school functions or programs.

**ATTENDANCE POLICY**

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. Active attendance in class is a valuable and

integral part of the student’s formal education. 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 and in-school suspension 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.

**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 your child is absent, the school has the right to consider that as an unexcused absence. The school will attempt to call only two telephone numbers provided to the appropriate attendance center. It is the parent’s responsibility to provide the appropriate attendance center 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 not notified of the change, the parent is thereby releasing the school official from this notification responsibility. After the two numbers have been tried, no further calls will be made. 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**

1. Families should schedule vacations and appointments for students when school is not in session.
2. 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, 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.
- School sponsored activities.
- Students in good standing may be allowed excused absences for parental requested absence when pre-arranged with the building principal. Parental requests for the absence must be made a minimum of three days before the student is to be absent from school. All required work must be turned in before the student leaves school for a parental requested absence unless prior arrangements are made with each teacher.

1. **All other absences will be considered unexcused unless previously approved by the building principal.**
2. It is the responsibility of the student to obtain the necessary makeup work from his/her teachers when absent.
3. 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 (unless other arrangements are made with the

classroom teacher) when the absence is due to a regularly scheduled school sponsored activity and may be required on prearranged absences authorized by the principal.

4. **Make-up Work – Out Of School Suspensions** - The student must make up the work and return it each Friday during the out of school suspension period unless other arrangements have been made with individual teachers. Work satisfactorily completed will not be averaged into the grade. Incomplete work will receive a zero, and the zero will be averaged into the grade.

### **High School**

- In the event of a prearranged 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 advance of the prearranged parent requested absence.
- Students are expected to attend every class every day. **High school students will be counted absent from the class if he/she misses over twenty (20) minutes of the first class period and five minutes of every other class period.**
- **UPON RETURN TO SCHOOL AFTER AN ABSENCE** – A parent/guardian must notify the school that their student will not be attending. If a call has not been received, the student must bring a note stating the reason for the absence signed by the parent/guardian before the student will be admitted to class. Upon return to school, the student must present an admittance slip from the office to all of their teachers. Absences that have not been verified with a call or note will be considered unexcused and the student will be subject to appropriate disciplinary action.

### **Excessive Absences (excused or unexcused)**

The school will notify parents regarding excessive absences to include both excused and unexcused absences. Parents will be notified before a student misses ten (10) school days during the year.

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 Social Rehabilitation Services (SRS).
- 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.
- A student forfeits the opportunity to receive credit for work missed due to an unexcused absence.

### **TRUANCY**

Any absence not excused is unexcused. Unexcused absences are 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 truant. Truancy requires notification to the Leavenworth County Attorney or Social Rehabilitation Services. (RE: # K.S.A. 72-1113) The student may be dropped from the roll.

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 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.) A total of five (5) tardies will equal one unexcused day. A total of four (4) unexcused absences from any class will equal one (1) unexcused day. Prior to reporting to either SRS or the county or district 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 shall result in the student being reported truant.

### **TARDIES**

#### **Elementary**

A student will be considered tardy if he/she is absent from the school building for thirty (30) minutes or less. Students who are absent from the school over thirty (30) minutes but less than 3 ½ hours (210 minutes) will be counted absent for ½ day. 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 to be excused. If a parental note is not received within 24 hours, the tardy will be unexcused.

#### **Middle School**

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 to be excused. If a parental note is not received within 24 hours, the tardy will be unexcused. A total of (5) tardies will equal (1) unexcused day.

#### **(Tardies Per Nine Weeks – Per Class)**

1. Warning
2. After School Detention (30 min.)
3. After School Detention (60 min.)
4. In-School Suspension (1 day)
5. In School Suspension (2 days)
6. In School Suspension (3 days)

#### **High School**

Each teacher's class rules will determine the definition of a tardy. If a student does not abide by the individual teacher's policy, then he/she is considered tardy and will be subject to disciplinary action determined by the individual teacher.

### **RELEASE OF STUDENT DURING SCHOOL DAY – JBH**

Building principals will not release a student during the school day except to a student's lawful parent or custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written request of a parent or lawful custodian. The name, address and telephone number of the parent or legal custodian shall be entered on the permanent record of the student in accordance with board policy. See also JBC and JBH-R.

At the time of school enrollment and admission, the building principal shall complete the student's permanent record form, which will identify the student's legal name, address and telephone number of the student's parents or lawful custodian(s).

Before releasing a student during the school day, the building principal shall be responsible for the verification of the identity of any parent or lawful custodian or any one seeking release of a student.

If the principal is not satisfied with the identification of the person seeking release of a student, he/she may refuse to grant the release.

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

#### **Elementary and Middle School**

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.

#### **High School**

When parent/guardians request that high school students leave the building during the school day, a note or parent request from home will be required, and a permit to leave must be secured BEFORE missing a class. The student MUST SIGN OUT AT THE OFFICE before leaving the building. Students must sign in at the office when arriving at school after 8:00 a.m.

## **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.

A great tradition is not built overnight – it takes the hard work and dedication of many individuals over many years. As a member of an activity, the participant has certain responsibilities to uphold.

### **RESPONSIBILITIES TO YOURSELF**

We would like to think of student participants as being someone special in that certain responsibilities are imposed on him/her. Students involved in activities accept these responsibilities, broaden themselves and develop strength of character. Students owe it to themselves to get the greatest possible good from their school experiences, their studies, and their participation in school activities.

You owe it to yourself to always do whatever you do in life to the best and fullest of your ability.

### **RESPONSIBILITY TO THE SCHOOL**

By being a representative of Lansing High School in any activity, you have the responsibility to your school to always do your best and always follow the guidelines set forth. By being a role model, you are representing your school and your community.

You automatically assume a leadership role when you are on an athletic squad or any extra- or co-curricular activity. The student body and citizens of the Lansing School Community know you. You are on the stage with the spotlight on you. The student body, the community, and other communities judge our school on your conduct and attitude, both on and off school grounds. Because of this leadership role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school by your performance and your devotion to high ideals. The younger students are watching you. They will imitate you in many ways. Do not let them down: **GIVE THEM HIGH IDEALS TO COPY.**

### **RESPONSIBILITIES OF THE SPONSORING STAFF**

All sponsors will follow the Sponsor's Creed that reads:

*I BELIEVE school activities have an important place in the general education scheme and pledge myself to cooperate with others in the field of education and to administer my activity in a way that its value shall never be questioned.*

*I BELIEVE the other sponsors of school activities are earnest in their desire to keep the school's program focused on citizenship training and I shall do all that I can to further their efforts.*

*I BELIEVE my own actions should be so regulated as to reflect credit to this profession.*

*I SHALL abide by the rules of the activity in letter and spirit.*

*I BELIEVE in the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, co-workers, game officials, and spectators.*

*I BELIEVE proper administration of all activities offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self control, desires for clean, healthful living and respect for wise discipline and authority.*

*I BELIEVE these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry-over and will aid each one connected with the activity to be a better citizen.*

*I BELIEVE in and will support all reasonable means to improve participation by an increased number of participants.*

Those of you who want to be a part of the great tradition established for you will have to accept the responsibilities which are set up for every member of all organizations at Lansing Public Schools.

**TO THE PARENTS** – This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic activities, and you have expressed your willingness to permit him/her to participate. Your family interest in our activity program is gratifying. We are concerned with the educational development of our students through activities and feel a properly controlled, well-organized program must meet the student's needs. When your son/daughter chose to participate in our activity program, he/she committed our staff to certain responsibilities and obligations:

- to provide adequate equipment and facilities;
- to provide training in the fundamentals and skills of the activity;
- to provide trained personnel to supervise the activity; and
- to provide contests controlled by qualified officials.

As parents of students who have chosen to participate in the extracurricular activities of LHS, you have also committed yourself to certain responsibilities and obligations. Among those duties are:

- to support your son/daughter;
- to support the program;
- to support the training and behavior rules set forth; and
- to support the rules of *good sportsmanship*.

### **OBJECTIVES FOR STUDENT PARTICIPANTS**

- To provide natural outlets for students desiring to participate on teams in competition with other schools.
- To assist in the development of higher levels of strength, endurance, vitality.
- To teach good sportsmanship.
- To further develop the health of each individual so he/she will be a contributing member of his/her society.
- To develop ideals of self-sacrifice and denial.
- To help the skills that have carry-over value in terms of worthy use of leisure time.
- To create an atmosphere of unity; to foster a school spirit growing out of the school's athletic endeavor; a spirit which will make the educational process more effective.

Any boy or girl is welcome to try out for any of the interscholastic teams available to them provided they meet the requirements established by the Kansas State High School Activities Association, the sponsors of the respective activities, the school administration, and the Board of Education.

When participating in an activity, the individual shall:

- consider all athletic opponents and activity participants as guests of the Lansing School District and treat them with all the courtesy due friends and guests.
- accept the decision of the officials without question.
- never use abusive or irritating remarks.
- applaud good sportsmanship from opponents and teammates.
- strive for victory through fair play according to the rules of the game.
- love the game for its own sake – not for what winning may bring them through publicity.
- do everything possible to encourage enthusiasm for the game and courtesy and respect for players, sponsors, and fans.
- win without boasting and lose without excuses.
- do all within their powers to make the entire activity program something we will always be proud of.

## **CLUBS AND ACTIVITIES**

### **ASSEMBLIES AND PEP RALLIES**

Students are expected to be courteous, treat others with dignity and respect, and follow all codes of conduct during pep rallies and assemblies.

### **SCHOOL SPONSORED CLUBS**

School sponsored clubs shall be under the direct control of school personnel. Every school-sponsored club shall have a constitution, which has been approved by the building principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

### **NON-SCHOOL SPONSORED STUDENT CLUBS**

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

### **FUND-RAISING – 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 PUBLICATIONS**

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

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 the operation of the school.

### **KSHSAA Regulations Governing Summer & School Year Activities**

Kansas State High School Activity Association rules must govern student participation. Students desiring to review all regulations or needing interpretations of the regulations should consult with their sponsor or the appropriate school official – activities director, principal, or superintendent. A copy of these rules may be viewed during school hours in the activity director's office or may be purchased from the KSHSAA in Topeka. Further information can be found at the KSHSAA website at [www.kshsaa.org](http://www.kshsaa.org).

All schools are voluntary members of the KSHSAA and compete only with member (or associate member) schools. As a member school, LHS and LMS agree to abide by and enforce all the rules and regulations established by the Association. The primary role of the KSHSAA is to maintain rules and regulations that ensure equity in competition for the student participants and a balance with other educational programs. The KSHSAA solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations. The KSHSAA attempts to enforce such rules that assure the greatest good for its members and insure that competition is conducted in an appropriate manner. To be eligible for interscholastic activities, the student must meet the following criteria:

- **Enrollment** – A student must be enrolled in five or more subjects.
- **Age** – Any student who is nineteen prior to September 1<sup>st</sup> is ineligible but can appeal to the KSHSAA through the High School activities director.
- **Physical Exams** – Students must have on file a signed statement by a practicing physician certifying the student is physically fit to participate in athletics, pom-pom, and cheerleading squads. The

statement must also be signed by the parent (guardian) stating the student has permission to participate.

- **Number of Seasons** – A student shall not have more than four seasons of possible eligibility in grades nine through twelve.
- **Scholarship** – The student shall have passed at least five (5) new subjects (those not previously passed) of unit weight in his/her last semester of attendance.
- **Residence** – A student who attends one class after enrolling is considered in attendance. Should the student transfer, then application for participation must be made to the KSHSAA. Upon entering high school for the first time, the student is eligible. If a student's parent(s) or legal guardian makes a bona fide move to a new residence in the vicinity of the new school to which the student transfers, the student is immediately eligible.
- **Awards** – Awards are limited to traditional letters, medals, ribbons or certificates to the student for outstanding achievement. No student shall accept an award, cash or merchandise from outside agencies as it relates to interscholastic activities. The outside agency can give medals, ribbons, or certificates similar to those awarded by KSHSAA.
- **Outside Competition** – A student who is a member of a school athletic squad may not participate as a member of an outside team or as an independent competitor in the same activity during the season. All KSHSAA rules for off-season competition must be followed.

### **LANSING PUBLIC SCHOOL REGULATIONS GOVERNING ACTIVITIES PARTICIPATION**

Lansing High School believes that those students provided the opportunity to represent USD #469 can and must be held to a higher standard than those who choose not to be involved. These students represent the school and serve as role models around the clock and must be willing to take on this added responsibility if they are to be a member of any LHS organization.

Listed below are rules governing the general operation and participation of activity programs at Lansing Schools. Along with these, **each head sponsor of a specific activity may, subject to administrative approval, develop and adopt those rules that he/she desires to have in effect for his/her particular activity.** These rules will be given in writing to each participant in that specific activity and a copy will be filed in the office of the activity director, principal and superintendent. Anyone desiring clarification or interpretation of the rules governing their specific activity should consult their sponsor or the appropriate school official.

**PRE-PRACTICE REQUIREMENTS:** All student athletes shall meet the following requirements before they begin practice.

- **PHYSICAL** – A yearly exam is required and is to be on file in the A. D.'s office prior to participating in an athletic activity.
- **CONSENT TO PARTICIPATE** – Each student's parent(s) signs the physical examination sheet providing the student permission to compete.
- **KNOWLEDGE OF ACTIVITY POLICIES** – Upon entering the middle or high school or at the time the student tries out for an activity, he/she will be presented with all the necessary forms and information for participating in the activity. Each parent or guardian shall read all of the enclosed material and certify that they understand the eligibility rules and policies of the school district. This signed document will be filed in the AD's office.
- **INSURANCE** – The school district through KSHSAA does carry catastrophic insurance to cover school time activities and extracurricular activities with a \$25,000 (twenty-five thousand dollar) deductible, but the coverage is limited to catastrophic accidents. The parents do have an option to purchase insurance or need to possess a family insurance plan. The student and parents must sign an insurance verification form before the student begins active participation in the activity or sport.

- **MEDICAL RELEASE FORM** – The student will provide the school with a medical release form signed by the parents with the insurance company, policy number, family doctor and a contact telephone number. The medical release will allow the school administration and/or sponsors to gain medical treatment in the event the parents are not available. This form is a requirement to participate in an interscholastic activity. The form will be on file in the AD's office and the coach and/or sponsor will carry a copy to each interscholastic contest.
- **RISK OR PARTICIPATION** – All students and parents must realize the risk of serious injury that may be a result of athletic play. LHS will use the following safeguards to make every effort to eliminate injury.

A meeting will be held for parents and students prior to the start of the school year to fully explain the athletic policies and to advise caution and warn parents/students of the potential for possible injury.

Sponsors will be knowledgeable in the most up-to-date techniques and skills to be taught in their assigned activity.

Students will be instructed about the dangers of participation in the particular activity and their responsibility to follow safety procedures.

## **BASIC ACTIVITY POLICIES**

### **PARTICIPATION AND ATTENDANCE:**

**Students must be in attendance for the entire day to be allowed to participate in extra-curricular practices or competitions.** The principal may waive this regulation if the student and/or parent requests a waiver prior to the absence. In the case of emergency, the school administration may waive this policy, but is in no way required to do so. It will be the responsibility of the student to produce proper verification necessary to determine the emergency of such situation.

Students may not participate in any activities or practices if they are under disciplinary suspension or expulsion.

Students are expected to be at all practices/meetings scheduled by the sponsor. Should a student not be able to attend a practice, they must contact the sponsor in advance.

**Exception: When a student is absent from school they do not need to notify the coach/sponsor; however, most sponsors appreciate knowing the reason why the student is absent from school. Students are to show the sponsor the make-up slip to be excused.**

All students are expected to be on time, in fact, ahead of time, for all practices, contests, meetings and departures for activities.

All students are expected to participate fully in all practices/meetings. Success at any endeavor requires thorough and diligent preparation, and failure to prepare one's self may be grounds for denial of participation in contests and lettering.

The head sponsor shall determine penalties for unexcused absences at the beginning of each activity, and such penalties shall be distributed to the student participants in writing at the first practice.

**TRANSPORTATION:** All participants will travel to and from all activities in transportation provided by the school. Students will be allowed to ride home with only their parent/s with prior written permission. Any other arrangements must be approved in advance by the school administration.

**TWO SIMULTANEOUS ACTIVITIES:** Scheduling conflicts that arise due to the student being a member of two different activities will be worked out by the sponsors and the administration. The student will not be required to make the decision about the conflict. KSHSAA activities will take priority over any other activity. The parents and student will be consulted when time allows.

**VACATIONS:** Vacations by students during the activity are discouraged. In the event of an absence due to a family vacation during the time school is in session, the student must contact the coach/sponsor. School vacations (Labor Day, Thanksgiving, Christmas, or Easter) do not apply. No one will be penalized for going on a family vacation during these scheduled breaks. NOTE: If the student is not on vacation and is at home, he/she will be expected to be at practice.

**INJURIES:** Report all injuries to the coach or sponsor. If the injury requires medical attention by a doctor or hospital, it will be necessary to have an injury report form completed. Once a physician treats a student, the student must obtain the physician's permission to return to the activity.

**LOCKER ROOMS:** Rules in the locker room are: (1) no roughhousing, throwing towels or other objects; (2) no hazing of other students; (3) no glass containers are permitted; and (4) all spiked/cleated shoes must be put on and removed outside.

**APPEARANCE:** Students representing Lansing Public Schools will always be neat, clean, and well-groomed while participating. All student participants will always take pride in their dress and appearance. No outlandish dress or attire will be permitted. Students will consult their specific head sponsor for the particular rules that will govern their participation in that sponsor's activity. Such things as required dress, hair length and other reasonable expectations will be given in written form to each participant in an activity by the head sponsor.

**PRACTICE SCHEDULES:** The head sponsor will designate all starting times for practices/meetings. All students are expected to be present at the time set by the sponsor.

There will be no practice on Sundays or holidays unless approval for such practice has been given by the USD #469 superintendent of schools prior to the date of practice.

**EQUIPMENT:** The athletic department tries to furnish the student athlete with as much of the equipment needed as is feasible.

The sponsor in charge will check out all equipment to individuals at the beginning of the activity. The student will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the activity in reasonable condition. (What an item costs when purchased for replacement may be double the original cost in many cases.) It is the responsibility of the student to check in the equipment at the end of the activity or immediately, should they quit the activity. If a student fails to check in his/her equipment at the designated time or immediately, should they quit an activity, they will be expected to pay for the cost of replacement. **Students should wear the school-owned equipment checked out to them only at practices and contests.** All students are highly encouraged to use locks on their athletic lockers.

**SWITCHING ACTIVITIES:** If a student switches from one activity to another before the first activity is completed, he/she must do so with both sponsors' and administrative approval. After the switch, the student will not be able to compete or practice for seven school days. After the seven-day waiting period, the student will be allowed to practice but will not be allowed to compete for an additional ten days.

**DRESSING ROOM:** All student athletes will be under the direct supervision of the sponsor in charge while dressing. A student athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the sponsor in charge, and if he/she deems it necessary referred to the proper administrative authority for review and/or further action.

Student athletes are always to respect all equipment and supplies in the training room. Sponsors'/coaches' offices and equipment rooms are **OFF LIMITS** to all student athletes except student manager(s). **Exception: the student athlete is asked to enter for a conference or on an errand for the sponsor.**

## EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITY POLICIES

The extra-curricular and co-curricular opportunities in the Lansing School educational program are areas in which sponsors have a unique influence to promote and nurture a healthy life style and ideals, and the students have an opportunity to develop and gain desirable life-long qualities. Those qualities may include the principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others, leadership, responsibility, teamwork, dependability, self-discipline, and the values of self-sacrifice and training.

The Lansing School District recognizes that rules and regulations concerning the decorum and conduct of the student body will vary with the times and values of the district's communities. Further, Lansing Schools believe that the individual family should be the **PRIMARY** guiding influence and determinant of student behavior. In addition, the school district also has a significant interest in teaching students to behave responsibly and appropriately. Consequently, students will be held accountable for their choice of actions. Their participation in any extra-curricular or co-curricular activity is dependent upon their adherence to the school district's policies, procedures, and rules. At the same time, the school will also strive to work with student, parents, and other agencies in trying to help the student correct behavior that the school feels is negative or not in the best interest of the student.

**GOOD CONDUCT RULES:** Any conduct harmful to the image of the Lansing extra-curricular programs or to a particular team/performance group merits immediate discipline from the sponsors, administration and activities director. Some examples of poor conduct would include (but not limited to) assault, stealing of property, vandalism, acts of violence, being put on probation or parole, or entering a county diversion program.

Due to the serious nature of the code, the following individuals will be involved in a disciplinary hearing: the sponsor, the activity director, and the principal. They will meet to determine the penalty according to the infraction. The penalty shall range from a minimum of a one (1) activity suspension to a maximum of a permanent suspension from all activities for the remainder of the school year.

### RULES FOR GOOD CONDUCT AND DRUG/ALCOHOL/TOBACCO VIOLATIONS

Students participating in Lansing activities need to realize that their behavior **AT ALL TIMES** reflects on their school, their community, their team/organization, their sponsors, and *certainly on themselves*. Furthermore, if and when a student chooses to violate school rules and state laws in regards to **GOOD CONDUCT** and the use and/or possession of controlled substances, there will be appropriate consequences.

The Lansing policies concerning tobacco, illegal drugs, and alcohol are based upon the underlying principles of Kansas State Law.

Kansas Law states:

- It is illegal for a minor under the age of 18 to use OR possess tobacco in any form.
- It is illegal for anyone under the age of 21 to use or possess alcoholic beverages.
- It is illegal for anyone to use the common drugs of marijuana, hallucinogens, amphetamines, barbiturates, and narcotics except as prescribed by licensed agencies.
- All schools must conduct a comprehensive health program with special emphasis upon the harmful effects of drugs, alcohol, and tobacco.

In order to prevent adverse public relations, prevent dissension within the various teams and organizations, and for the general welfare of all participants and the school, the following TOBACCO, ILLEGAL DRUGS, AND ALCOHOL regulations have been developed and are to be in effect during the school year, beginning with the first day of fall practices and ending on the last day of the school year or the last day of school activities (i.e. state track meet). These guidelines are also to be in

effect during the summer when any student participates in any school-sponsored activities.

### USE OF DRUGS, ALCOHOL, AND TOBACCO

A student will be excluded from the district's extra-curricular activities if he/she:

- is formally charged by an officer of the law for use/possession of any illegal substance. If a student is charged in a court of law and found not guilty, the suspension will be lifted immediately.
- is found guilty in a court of law for use or possession of any illegal substance.
- self-reports to sponsor, administrator or activities director an incident of use or possession of an illegal substance.
- is personally seen using or possessing any illegal substances by a sponsor, coach, faculty member, school administrator, school board member, any school employee, student or adult district patron. Such a witnessed incident must be put into writing, signed, and given to school officials. Such charges **WILL NOT BE INVESTIGATED** if given anonymously or based on rumor or hearsay. Upon investigation of the documented incidence, the principal or his designee will conduct an investigation to determine the validity of the accusation and appropriate actions will be taken in accordance to this policy. No student will be determined to be ineligible until they are determined to be guilty by a preponderance of the evidence as determined by the activities director or administration.
- consumes, buys, sells, possesses or gives away any illegal or non-prescribed controlled substances (or look-alike), tobacco products, or any beverage containing alcohol.
- enters into any kind of a county pre-trial diversion program for an incident of possession and/or use of any illegal substance.

### PRE-TRIAL DIVERSION PROGRAMS:

The Lansing School District accepts the fact that many counties in Kansas and in other states now have various forms of pre-trial diversion programs for minors who have been charged by officers of the law with illegal possession and/or use of tobacco, alcohol, and other illegal drugs. Under the provisions of some pre-trial diversion programs, a minor's record is concealed or erased upon successful completion of such a program while unsuccessful completion results in facing charges originally issued...or a repeat violation during the pre-trial diversion program results in facing both first and second offense charges.

Any Lansing student in grades 6-8 or 9-12 who enters a pre-trial diversion program as the result of legal charges for illegal possession or use of illegal substances **WILL FORFEIT HIS OR HER RIGHT OR PRIVILEGE TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES PER THE CONSEQUENCES FOR VIOLATIONS LISTED BELOW.**

It is further understood that any student who voluntarily enters a pre-trial diversion program by his or her signing into the program, **WILL NOT BE JUDGED** by the Lansing Schools **AS GUILTY** of the previous pending charges, nor will their entry be construed as an admission of guilt... as it is realized that students may choose the pre-trial program in any extenuating circumstances to avoid the possibility of a court conviction and record of such, regardless of innocence or guilt. However, such entry into a diversion program **WILL COUNT AS AN OFFENSE** to the Lansing School's Good Conduct Rules.

### CONSEQUENCES FOR VIOLATIONS:

The student who is involved in any of the Lansing extra-curricular offerings in grades 6-8 or 9-12 **WILL HAVE ALL** illegal drug, alcohol, and tobacco offenses **BE CUMULATIVE AT THE BUILDING LEVEL.** Such offenses can be those on school grounds, at school-sponsored activities home or away, or on a student's free time outside the school day or week.

**FIRST OFFENSE:** The student participating in extra/co-curricular activities or clubs will receive a **28-CALENDAR DAY SUSPENSION** from all activities and a minimum suspension **FROM (4) MAJOR ACTIVITIES**. Major activities include, but are not limited to, athletic contests, musical events or contests, drama or speech contests/performances, organizational clinics or field trips, prom or other school dances. The determination of what constitutes a major activity will be at the discretion of the principal.  
**ALL OPTIONS CAN BE CHOSEN TOGETHER OR CHOSEN SINGULARLY.**

**OPTION B:** If the student “self-reports” a violation to the sponsor(s) or the activities director **WITHIN ONE (1) SCHOOL DAY** of the incident, the suspension will be reduced by seven (7) CALENDAR DAYS from activities, and the MINIMUM number of major activities that must be missed will be lowered by one.

**OPTION C:** If the student agrees to participate in a school approved evaluation and substance abuse awareness program **at the cost of the student or parent/guardian**, the student will have a further reduction of days from the suspension time from activities of SEVEN (7) CALENDAR DAYS and the MINIMUM number of major activities that must be missed will be lowered by one WHEN the school receives a student release from the approved evaluator and/or counselor as proof of completion of the evaluation and/or recommended counseling.

Choosing Option B or C **DOES NOT GUARANTEE AN ACTUAL REDUCTION OF MAJOR ACTIVITIES TO BE MISSED**. THE MINIMUM NUMBER OF ACTIVITIES TO BE MISSED may or may not extend past the reduced number of calendar days. The actual number of activities to be missed is dependent on the school calendar and the number of major activities planned during that time frame.

**SECOND OFFENSE:** The student participating in extra/co-curricular activities or clubs will result in a 180-CALENDAR DAY SUSPENSION from all extra-curricular activities.

**OPTION B:** If the student “self-reports” a second violation to the sponsor, sponsor, or activities director WITHIN ONE (1) SCHOOL DAY of the incident, the suspension from extra curricular activities will be reduced BY 45 CALENDAR DAYS.

**OPTION C:** If the student agrees to participate in a school approved evaluation and substance abuse awareness program, the student will have a further reduction of days from the suspension time from activities BY 45 CALENDAR DAYS.

**THIRD OFFENSE:** The third offense for a 6–8 or 9–12 student in extra/co-curricular will result in a 365- CALENDAR DAY SUSPENSION from all activities. After a calendar year’s time, a student may be reinstated to extra-curricular activity participation if he/she appears before the principal with a report of substance abuse program completion, counseling documentation, and year of “clean state” living within the law. Upon hearing the report, the principal may elect to reinstate the student for participation in extra-curricular activities.

**CARRY OVER:** Consequences for violations that occur when there are fewer days in the school year than the consequences call for will “carry over” to the next school year. For example, if the suspension is for 28 days and at least four (4) activities, but there are only 12 days and two (2) activities left in the school year, the suspension will carry over for 16 days and two (2) activities into the next school year. The count will resume with the first scheduled activity of the new school year.

**LOSS OF LETTER:** All students suspended from their activity/sport season due to breaking the Good Conduct Rules and/or Drug/Alcohol/Tobacco policies, will automatically forfeit their letter.

**LOSS OF AWARDS/RECOGNITION/NOMINATIONS:** All students suspended from their activity due to breaking the Good Conduct Rules and/or Drug/Alcohol/Tobacco policies, will not be nominated nor supported for any award during that activity/sport season. This is to include letter awards, local incentive awards, all-conference nominations, all-state nominations, player of the week nominations, etc.

The only exceptions would be those awards decided upon by persons other than sponsors, and the activities director, such as sportscasters, newspaper editors, etc. Awards gained by actual competition (i.e. medals or awards received prior to the violations/suspension) would not be retractable. A violation would not affect the chance for awards during other activities or sport seasons.

## LETTERING POLICY

**Football** – participate in fifty percent of the varsity quarters or play a special position (punter, kicker, etc.) in fifty percent of the varsity games.

**Volleyball** – participate in fifty percent of the varsity games (not matches).

**Cross Country** – at the end of the season the top seven times run in varsity meets, or earn 15 points by team placing in meets, or medals at the league meet (top 15 runners), or qualifies for the state meet as an individual or team member.

**Soccer** – must play one game more than half of the varsity games, and/or play in the post season tournaments.

**Basketball (B/G)** – must participate in fifty percent of the varsity quarters of the regular season.

**Wrestling** – must participate in one-half of the meets scheduled during the regular season or qualify for the state tournament.

**Track (B/G)** – earn a total of 20 points, qualify for varsity in two events for six meets, qualify for the state meet or finish in the top 6 at the league meet.

**Golf (Coed)** – participate on the varsity team in fifty percent of the matches or medal in a varsity meet or qualify for the state meet.

**Kays/Kayettes** – The Kay/Kayette must participate in ½ of the service projects throughout the year. He/she must participate in one project from each of the 4 areas of service (school, community, nation, and world).

**Lionettes** – must be a member throughout the fall and winter seasons, must meet all practice and performance requirements (no more than two performances may be missed), must have no unexcused absences from performances, and must return all school property in good condition.

**Cheerleaders** – must be a member throughout the fall and winter seasons, must meet all practice and performance requirements (no more than two performances may be missed), must not be benched more than once, must return all school property in good condition and must meet ninety percent of the contest and practice requirements.

**Scholars’ Bowl** – attend at least 50% of the season tournaments, including Knowledge Master Open and LHS Invitational, earn at least 300 points, meet all practice and tournament requirements and follow all team rules.

**Debate** – must accumulate a minimum of 10 points based upon the following criteria: (a) 1 point for each tournament, (b) 2 points for selection to the regional/state team, (c) 1 point for each #1 speaker ranking (d) 1 point for breaking finals, and (e) 2 points for medaling. Penalties will be assessed in the following manner: (a) 2 points if the student cancels his/her participation in the event after the entry has been mailed, and (b) 5 points if the student simply does not show up for an event.

**Forensics** – must accumulate a minimum of 10 points based upon the following criteria: (a) 1 point per event for each tournament, (b) 2 points per event at the regional/state contest, (c) 1 point for medaling. Penalties will be assessed in the following manner: (a) 2 points if the student cancels his/her participation in the event after the entry has been mailed, and (b) 5 points if the student simply does not show up for an event.

**Band** – must be a member for one full year, participate in all scheduled events, receive a “B” average or better for the year in band, be prepared for all performances, follow the rules established for proper conduct, and be a credit to the school, the band and themselves.

**Vocal** – must be a member for one full year, participate in all concerts and any outside performances the director may schedule, participate in league and regional festivals by being a soloist or member of a small ensemble, maintain a B- or better and finish the year in good standing.

**Baseball** – participate in fifty percent of the varsity games.

**Softball** – participate in fifty percent of the varsity games.

**Tennis (Girls)** – must accomplish one of the following: (a) place in the top three in any invitational tournament (six or more schools), (b) win six varsity matches (singles-doubles combination), and (c) rank in the

top four (LHS) during two-thirds of the season. Must complete the entire season in a positive manner.

**Tennis (Boys)** – participate on the varsity team in fifty percent of the matches or medal in a varsity meet or qualify for the state meet.

**Writing Club (Pen ‘n Paw)** – must accumulate a minimum of 10 points by participating in a variety of activities from attending meetings, working on committees, writing articles, to submitting written work for publication.

### **LETTERING (ALL ACTIVITIES)**

An individual who moves to the varsity level of competition will letter provided the student has met the requirements.  
A coach/sponsor will have the prerogative to letter a senior who has not met the seasonal requirements for lettering if the senior has been a participant in good standing and has not received a letter previously.  
Any student who is a varsity member who is participating regularly and was injured may be awarded a letter if in the coach’s or sponsor’s judgment, the student would have met the lettering requirements.  
The student must complete the activity in good standing with the school and the coach/sponsor. Therefore, should a student leave the team or be dismissed from the team, the student will not letter in the activity.  
The student completes the season in good standing with the school and the coach/sponsor.

### **AWARDS**

First year awards: Chenille letter, a metal insignia signifying the activity and class numerals (year of graduation) will be given. (NOTE: Should the student receive a chenille letter in another activity, he/she will not receive a second chenille letter).

Second, third and fourth year awards: Gold service bar.

### **STUDENT INSURANCE**

All students involved in activities are covered in case of catastrophic-type injuries by a policy sponsored by the KSHSAA. Parents may wish to cover their child for injuries while in attendance at school if they do not have an insurance policy of their own. The forms for accident insurance purchase are available in the school office.

### **ATHLETIC TICKETS**

Tickets may be purchased from the Activities Director at a discount that will admit students and parents to all athletic events.

### **DANCES**

**MIDDLE SCHOOL AND HIGH SCHOOL** - Unless prior permission is granted, students will not be permitted to leave then return to the building during dances or other similar school functions. A student will not bring a guest not enrolled in the district without prior approval from administration.

### **FIELD TRIPS**

Students may participate in a field trip if the parental consent form for the trip has been turned in. Refer to IFCB for complete policy.

### **MIDDLE SCHOOL**

Each class may take one day long field trip, sponsored by the Student Council. All other 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. The following point system will be used to determine eligibility:

Each Day of Out of School (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

Sixth grade students who accumulate ten (10) or more points will **NOT** be allowed to attend class field trips.  
Seventh and eighth grade students who accumulate fifteen (15) or more points will **NOT** be allowed to attend class field trips.

### **GRADES**

If a 6<sup>th</sup> grade student gets an “F” in any class during the 2<sup>nd</sup> quarter, that student will not be eligible for the field trip.

If a 7<sup>th</sup> grade or 8<sup>th</sup> grade student gets an “F” during the 4<sup>th</sup> quarter, 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.

### **ELEMENTARY CLUBS AND ACTIVITIES**

Loyal Lancers  
Student Council  
DARE (Drug Abuse Resistance Education)

### **MIDDLE SCHOOL CLUBS AND ACTIVITIES**

Band Festival	Lions Make a Difference
Basketball	Pep Club
Builder’s Club	Reading Club
Cheerleading	Science Club
Dances	Space Camp Club
Field Trips	Spelling Bee
Football	Student Council
Geography Bee	Student of the Month
Honor Rolls	Track
Interscholastic Sports	Vocal Concerts
Just Say No Club	Volleyball
League Vocal Festival	Wrestling
Lions in the News	Yearbook Club

### **PROCEDURE FOR DUE PROCESS**

Prior to excluding a student from extra-curricular activity, the principal has made an investigation of the alleged conduct or violation. The student will be given oral or written notice of the charges and an explanation of the evidence. The student will have the opportunity to present his/her version.

Within twenty-four hours of such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student, student’s parents or guardian describing the student’s conduct, misconduct, or violation of the rule or standard and the reason for the actions taken.

The student may appeal the decision to the superintendent.

### **SUSPENSIONS**

Any time a student is placed on an in-school or out-of-school suspension, that student is ineligible to participate in practice or contest for the day(s) suspended.

### **ACADEMIC ELIGIBILITY GUIDELINES:**

We believe that activities play an important role in the development of young people and wish to encourage all students to be involved in one or more activities. 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.

At the end of each quarter, each teacher shall report the grades of all students to the office.

Upon receipt of the quarter grades and at the end of the next school week, the student will be notified if he/she shall be ineligible to participate in all extra-curricular activities beginning with the next week and continuing for the remainder of the quarter. At that time, the student may either cease to be a member of the activity or petition for acceptance in the development of a Plan of Assistance as outlined below.

During this time, attendance at practice shall continue to be mandatory even though the student will not be eligible to participate in the activity if the student has any future eligibility during that school year and chooses to use that eligibility. (i.e. if a student is found to be ineligible for the 2<sup>nd</sup> quarter in an activity but wishes to participate if grades are at an acceptable level during the 3<sup>rd</sup> quarter, the student should be involved in all practices during the 2<sup>nd</sup> quarter.) Such evaluation and eligibility for participation in extra-curricular activities shall continue on a quarterly basis throughout the school year.

It shall be the responsibility of the student to see that they consult with their teacher(s) as soon as possible after notification of their failing status, in order to provide sufficient time for correcting the failing grade.

Conditional and incomplete grades will be considered as failures.

The head sponsor in consultation with the administration reserves the right to withhold any student from participation should their classroom work indicate at any time that they are not working up to their ability.

### **STUDENT ACADEMIC ELIGIBILITY PLAN OF ASSISTANCE**

Each student with a GPA below 2.0 but still in good standing and meeting the KSHSAA criteria of being currently enrolled in 5 courses and having passed 5 courses the previous semester may petition the administration for acceptance in a plan of assistance. Criteria for acceptance will be based upon the following factors:

- Commitment from student for academic improvement.
- Coursework or course schedule of student indicates that the student is enrolled in subjects that lead to academic progress toward graduation.
- Parental input.
- Educational performance history.
- Attendance record.

Upon acceptance of a student to participate in an academic plan of assistance, development of the plan will occur with the following participants:

- Classroom teacher(s)
- Administrator/activities director
- Coach (es)
- Parent

Each plan must indicate specific goals that directly address each student's weakness (es). Goals are to be listed as measurable and achievable. Each plan must include a structured, weekly study session managed by school personnel. The following people must evaluate each student participating in a plan of assistance on a weekly basis:

- Classroom teacher(s)
- Coach of the activity the student is currently participating
- Resource personnel
- Any other individual deemed necessary by those involved in the development of the plan.

The evaluation document will identify improvement/involvement of the following factors:

- Achievement of measurable goals
- Effort of student
- Participation in class

- Daily assignments-work completed as well as level of performance
- Projects completed as well as level of performance
- Test/exam/assessment completion as well as level of performance
- Participation and commitment during weekly study sessions
- Organization and time management practices of students
- School attendance

Final assessment will occur when term grades are reported. If the student achieves a GPA of 2.0 or better, they will be given the option of continuing their plan of assistance. (Future participation or eligibility issues may warrant continued student participation.)

If a student does not achieve a GPA of 2.0, a review will occur by the Activities Director, Principal, Counselor and student to determine the positive and negative effects of the student's plan. A final determination of student eligibility will be made by one of the following:

A review committee  
Principal/AD

### **MIDDLE SCHOOL EXTRACURRICULAR ELIGIBILITY POLICY**

The 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 that the student is currently involved. The student will still be able to be part of the team and participate in practices during the week.

### ***BEHAVIOR/CONDUCT – JCDA***

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 JA) 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. Therefore, the misbehavior of one student:
2. will not be allowed to interfere with the learning opportunities of another student.
3. will not be allowed to interfere with the teacher's responsibility to teach all students.
4. 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, is 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 of 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 children'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.

## **LEVELS OF UNACCEPTABLE BEHAVIOR**

### **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), Intimidation/extortion/threats, Harassment of any kind, Theft, Tobacco (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 misbehavior.

**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 misbehavior.

**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 misbehavior.

**Maximum Consequence:** Detention.

## **TYPES OF CONSEQUENCES**

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

- Making eye contact with the misbehaving person
- Walking toward the misbehaving person
- Verbal reprimand without humiliation
- Informal talk

- Counselor referral
- Isolation/Loss of recess
- Behavior contract/Plan
- Time Out/Opportunity Room
- Detention
- Referral to principal
- Restitution
- In-school suspension/After school detention
- Removal from school bus
- Principal-teacher-parent conference
- Suspension from school-related activities
- Out-of-school short-term 1-10 day suspension
- Referral to local agencies
- Long-term suspension
- 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: 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.

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.

#### DETENTION POLICY

The student will report to the designated area on time. The school will not provide transportation nor be responsible for the supervision of students after detention is completed.

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 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.

#### USE OF PERSONAL VEHICLE

- 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.
- Each student must park in areas assigned to student parking.
- Backing into parking places is prohibited.
- Driving around the school grounds during school hours, before and after school is not permitted.
- Parking in a no parking zone is not permitted.
- Sitting in cars during the school day is not permitted.
- Vehicles are allowed only one parking space.
- Students may not enter the parking lot during a school day unless permission is obtained from the office.
- Do not park in the visitors or handicapped zones.
- Students being dropped off or picked up by a parent will load and unload on the west side of the building.
- Students will adhere to the posted speed limit at all times.
- Due to the availability of parking spaces within our lot, the spaces are first come first served.

#### PENALTIES FOR VIOLATION

Violation of any of the rules stated above may result in the revoking of parking privileges, and/or an office referral, and/or vehicle tow. Students displaying flags, signs or other items that are offensive in nature will receive a (one) 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. Second offense will result in the loss of school parking privileges for a determined time. Third 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.

#### VANDALISM - EBCA

##### **Vandalism Protection**

All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day.

In the event of vandalism, the board may offer a reward according to law.

##### **Restitution for Damages**

The board shall seek restitution according to law for loss and damage sustained by the district.

The principal shall notify the superintendent of any loss of, or damage to, district property. The superintendent shall investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel.

When a juvenile is involved, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

Restitution payments shall be made by juveniles or their parents to the held responsible for their own payments. If necessary, provisions may be made for installment payments.

Accounts not paid in full within the specified time may be processed for legal action.

##### **Return of School Property**

School property must be returned by students. If a student does not return district property, the district may refuse to forward student records according to law.

##### **Offering a Reward**

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.

#### LIBRARY RULES

Students must remain quiet at all times.

No food, candy or gum will be permitted in the library.

No book bags will be permitted in the library.

Students must check in when arriving in the library and must secure permission to use the computers.

Student must comply with computer usage policy.

All school rules regarding student behavior will apply. Refer to IF for complete policy.

#### DRESS CODE

##### Elementary School

1. Parents are encouraged to send their children to school in attire that will be conducive to learning.

2. The personal appearance of students is judged in terms of neatness and cleanliness.
3. Extreme variations in style of attire will not be considered appropriate for school activities.
4. All clothes must conform to acceptable standards of modesty and decency. (no spandex or midriff tops – shorts must be approximately 6 inches from middle of knee)
5. T-shirts need to be worn underneath spaghetti straps, tank tops, or muscle shirts.
6. Hats are not to be worn in the building.
7. Clothing with pictures, diagrams, writing, lettering and numerals is not appropriate at school or school activities if it contains any of the following that:
  8. is profane, obscene, or promotes violence.
  9. indicates or makes reference to tobacco, drugs, or alcoholic beverages.
  10. is determined to contain a double meaning concerning any of the subjects outlined in a and b above.
  11. is considered inappropriate attire.
  12. If dresses are worn on P.E. days, shorts must be worn underneath them.
  13. The appropriateness of dress and grooming is the final decision of the principal.

### **Middle and High Schools**

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.

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:

1. Clothing that is revealing or is suggestive may not be worn. Tube tops, tank tops, halter tops, midriffs, see through clothing, bicycle pants (long or short), boxer shorts, jeans that lace up to the waist without a stitched seam underneath and sagging pants are not considered suitable school wear. Pants must be worn at the waist at all times. Appropriate length for shorts, skirts, and dresses will be determined by building principals (but must be no more than 6” from the middle of the knee cap.)
2. Chains will not be worn in the building.
3. 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 (middle school only.) Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
4. Other inappropriate school attire includes: gloves, pajamas and clothing with vulgar, profane, and ethnically derogatory messages. This includes messages, pictures, symbols or depictions of gangs, Satanism, illegal substances or alcoholic beverages.
5. Book bags may not be taken into the classroom or library.
6. Coats may not be taken into the classroom or library.
7. Tears/holes in pants may be no more than 6” above the middle of the knee cap.

Building administrators or their designees will make individual evaluations to determine if other similar items 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.

NOTE – All garments for both male and female (high school students only) must have sleeves.

### **HIGH SCHOOL BULLYING POLICY**

Bullying means:

- A. 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 or staff member reputation.
- B. Any other form of intimidation or harassment prohibited by any policy of USD 469. (i.e. sexual harassment policy)
- C. “School Vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.
- D. Discipline for bullying incidents will be dealt with depending on the level or degree of the offense per the school discipline policy. Ongoing bully prevention training of strategies and skills will be employed with students and staff.
- E. Complaint process: Reports may be made to any staff member. Staff shall inform the office of the complaint. A reflection form may be required for students to fill out after an incident.

### **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.

### **RACIAL HARASSMENT (SEE JGECA FOR COMPLETE POLICY.)**

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 or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

### **SEXUAL HARASSMENT**

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 Amendments 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, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of 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; or 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.

#### **DRUG FREE SCHOOLS AND COMMUNITIES ACT – JDDA**

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 a minimum of 20 school days to a possible 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.

A list of available programs along with names and addresses of contact persons for the program is on file with the clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

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

#### **TOBACCO - JCDA**

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property.

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

#### **GAOC**

The use of tobacco products in any form is prohibited in any school attendance center or vehicle owned, leased, or rented by the district.

#### **GANGS - JHCAA**

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. .

## HAZING/INITIATIONS - JHCAA

Incidents involving initiation, hazing, intimidation, and/or related activities which are likely to cause bodily danger, physical harm, and personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, is prohibited.

## TRANSPORTATION

1. USD 469 provides busing for those students living 2.5 miles or more from the attendance center.
2. When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from the activities.
3. The driver is in charge of the students and the bus. Students are to follow the driver's instructions promptly.
4. Students receiving one bus conduct notice will be placed on probation for the remainder of the semester.
5. Students receiving two bus conduct notices will be suspended from the bus for five days.
6. Students receiving three bus conduct notices will be suspended from the bus for the remainder of the semester.
7. Severe infractions may result in long-term suspension or immediate removal from the bus for the remainder of the year.
8. Unless participating in supervised activities, students should leave school grounds within 10 minutes after the end of the school day.

Regular dismissal procedures will be noted on each student's enrollment card during registration. **We will not take a child's word on dismissal changes without confirmation from the parent or school office.** Unless required information is received from the parent (i.e. written note or phone call), those established procedures will be followed. When there is a temporary change in a child's transportation routine, the procedure is as follows:

- **Riding a different bus other than the assigned bus or a change in drop-off area on the same route:** A written note from the parent to the teacher is required. The note is then given to the driver as a child boards the bus.
- **Walking or being picked up by car instead of riding the bus:** A written note from the parent to the teacher is required.

## BUS REGULATIONS

1. Loud talking, yelling or other unnecessary confusion diverts the driver's attention. Conversation in normal tones will be expected. No "horseplay" is permitted.
2. The bus driver is authorized to assign seats.
3. Help keep the bus on schedule. Be on time at the bus stop. The bus has a schedule to follow and can not wait.
4. Be careful in approaching bus stops. Observe all traffic rules.
5. Do not disturb or damage surrounding homeowner's property while waiting at a bus stop. Wait in an orderly manner for the bus.
6. Avoid standing or playing in the street while waiting for the bus.
7. Do not try to get on or off the bus while it is moving.
8. After boarding the bus, go directly to your assigned seat and stay seated. Do not move around.
9. Students may not at any time extend hands, arms or heads out of the bus windows.
10. The emergency door is to be used only in times of an emergency.
11. Help keep the bus clean, sanitary and orderly. Do not throw trash on the floor or out of the window.
12. Treat bus equipment with respect. Damage to seats is unnecessary and costly. The student is responsible for the damage and will be charged for the repair.
13. Smoking, eating or drinking is not permitted on a school bus at any time.
14. The presence or use of chewing tobacco and/or snuff or related products is prohibited.
15. Possession of any alcoholic or cereal malt beverage on the school bus is prohibited.
16. Possession, use, transfer or sale of drugs(as defined by State Statutes) is prohibited.
17. Possession of an object, which could result in a fatal wound or serious injury, is prohibited.
18. The driver will not discharge riders at places other than the regular bus stop near the home or at school unless by proper authorization from the Superintendent or Principal of the school.

19. Refrain from running, pushing or shoving on the bus dock following dismissal of school. Board your bus quickly and orderly.
20. When leaving the bus, do not cross the street until the driver signals the street is clear and safe to cross. Cross in front of the bus.
21. Failure to follow the preceding regulations could result in withdrawal of the privilege of riding the bus.

For specific information about busing, call 727-3884.

## SEARCHES OF STUDENTS AND PROPERTY – JCAB/JCABB

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 - JCAB

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

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. The principal may search any locker at any time without notice. Students shall not place locks other than those issued by the school on any locker.

## INTERROGATIONS AND INVESTIGATIONS - JCAC

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

## ***GENERAL INFORMATION***

### 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 three. 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 principal to arrange for volunteer activity.

### PARTIES / SOCIAL EVENTS

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

### 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.

### EXCLUSIONARY ACTIVITIES

The administration and staff will not support nor 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 the 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.

### **INSURANCE - JGA**

The board recommends that all students be covered by some type of accident insurance. Such insurance may be provided by each student's parents through personal insurance coverage or through the student group insurance program available from each building principal.

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

### **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.

### **CELL PHONE USE (High School)**

Students are prohibited from using cell phones during class time. Phones must be turned off upon entering the classroom.

### **CELL PHONE USE**

Students are prohibited from using cell phones during the school day. Phones must be turned off upon entering the building, placed in a locked locker during the school day and may be turned on after the last bell rings. Under no circumstances are students to take cell phones to class. The school is not responsible for loss or damage to cell phones.

### **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.

### **POSTERS**

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized postings will be removed immediately and become the property of the school.

### **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 sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature at any time regardless of the student's age or status.

### **TELEPHONE CALLS**

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal.

### **VISITORS - KM**

We encourage and welcome parents and patrons to visit our 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.

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 8:00 a.m. to order your lunch. Refer to KM for complete policy.

### **APPROPRIATE USE OF EQUIPMENT AND SUPPLIES**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

### **TEXTBOOKS - IF**

Students who owe the school money for library fines, lunch charges, athletic uniforms or equipment, book loss or damage, etc. are required to pay the amount in full. Failure to comply could result in grade cards being held and/or students will not be allowed to re-enroll in the district. Refer to IF for complete policy.

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

New Book	1 <sup>st</sup> year = 100%
	2 <sup>nd</sup> year = 100%
	3 <sup>rd</sup> year = 100%
	4 <sup>th</sup> year and thereafter = 50%

### **SCHOOL/HOME COMMUNICATION**

Lansing School District views the school/home communication process as extremely important and vital to a child's successful school experiences. Means of communication include:

**Back to School Night** – This event at the Elementary school is for parents only (no students) is scheduled at the beginning of the school year to familiarize parents with classroom policies and activities.

**Friday Packet** – Every Friday, each child at the Elementary School will be given the "Friday Packet" – a large manila envelope. The envelope contains samples of children's work for the week, newsletters, bulletins, etc. On the front of the envelope, space is provided for weekly comments by the teacher and for the parent. Parents are asked to sign the envelope each week. Children return the envelope to school on Mondays.

**Written Progress Reports** – A progress report on each child is sent home midway through each nine-week reporting period.

**Report Cards** – Report cards are sent home every nine weeks.

**Parent-Teacher Conferences** – Conferences are scheduled in the fall and spring, and are held periodically through the year to discuss each child's progress.

**School Newsletter** – School newsletters are sent home outlining classroom news, special announcements, and include the school lunch and breakfast menu as well as a calendar of events for the upcoming month.

**Telephone** – The school staff will make phone calls to parents to personally discuss each child's progress throughout the year.

## **PARENT TEACHER ASSOCIATION**

The Parent Teacher Association (PTA) is an active part of the K-6 buildings and contributes greatly to the school/home experiences. Participation is highly encouraged. Information on PTA activities is provided at registration. The PTA newsletter is also sent home monthly in the Friday Envelope.

## **INVITATIONS/STUDENT ADDRESSES**

**Elementary** - 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.

**Elementary**- Cupcakes or cookies may be sent to celebrate birthdays. Bring them to the office and the teacher will be notified.

## **BUILDING OPENING AND CLOSING TIMES AND PROCEDURES**

### **Elementary**

PROCEDURES FOR PICKUP AND DROPOFF WILL BE GIVEN AT ENROLLMENT

Start Time: 8:10

Release time: 3:15

Students arriving late must check in through the office. Students leaving early must be signed out in the office. If someone other than a parent is checking a student out we will also need written permission from the parent. Your child's health and safety is our utmost concern. Please notify the school if a child is going to be tardy or absent.

Walk quietly to designated areas and wait for staff member directions. When there is a temporary change in a child's transportation routine, the procedure is as follows:

- Riding a different bus other than the assigned bus or a change in drop-off on the same route. A written note from the parent to the teacher is required. The note is then given to the driver as the child boards the bus.
- Walking or being picked up by car instead of riding the bus: A written note from the parent to the teacher is required.
- Bus company will confirm changes with the school office.

There are times when a parent requests a temporary change due to a family emergency after the child arrives at school. A telephone call to the office is all that is necessary.

Regular dismissal procedures will be noted on each student's enrollment card during registration. Unless required information is received from the parent, (i.e. written note or phone call) those established procedures will be followed. We will not take child's word on dismissal changes without parent confirmation.

### **Middle School**

Grades 6 – 8 will be in session from 8:15 a.m. to 3:20 p.m.

Children should arrive at school **no earlier** than 7:50 a.m. Prior to that time, any children on school grounds will be unsupervised. At 7:50a.m., the school doors will be unlocked and the children will be allowed to enter the building.

Students may go to their lockers after the first bell which rings at 8:10 a.m.

Students will have a Channel One class. During this time roll will be taken, any school information handouts will be distributed, and the Channel One news program will be viewed and discussed.

At the end of the school day all students not involved in after-school activities must leave the building. Students may use the payphone during lunch, after school, or for emergency calls during the day with permission from the office. It is not to be used for social calls.

### **High School**

Grades 9 – 12 will be in session from 7:55 a.m. to 3:00 p.m.

The building opens at 7:40 AM and closes at 3:15 PM. Only students involved in co-curricular activities or have appointments with teachers are to be in the building before or after those times.

## ***HEALTH AND SAFETY***

### **FIRST AID - JGFGA**

Do Not Resuscitate Requests-DNR orders shall not be accepted or implemented by district staff and all DNR requests shall be denied.

### **MEDICATIONS, ADMINISTERING**

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.

### **PHYSICALS - JGC**

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

### **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 in the office. 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.

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.

During the school year, the school nurse will record height and weight for each student. 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. If you have any concerns about these screenings, please contact the school nurse.

Any time your child misses more than a half day of school, he/ she may not attend any after school functions or programs.

### **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.

Each building principal on a periodic basis 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.

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**

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. Reports in the morning will be between 6:00 a.m. and 8:30 a.m. on KCLO-AM (1410), KCLO-FM (98.9), WIBW-AM Topeka (580), KCMO-AM (980), WDAF-TV 4, KMBC-TV9, KCTV-TV5, and KSHB-41.

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.

## ***RECORDS***

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- 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 other persons will occur only if:
  - we have your prior written consent for disclosure;
  - the information is considered directory information and you have not objected to the release of such information (see "Directory Information"); and
  - disclosure without consent is permitted by law.
- The right to request 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.

The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 469 has failed to comply with FERPA's requirements. The address of this office is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **DIRECTORY INFORMATION**

For purposes of FERPA, USD 469 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information categories will include the following: the student's name, picture, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

The custodian of records may make directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given and the parents or eligible students have had the right to object to the release of the information without their consent.

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 USD 469 at Lansing Board of Education, 613 Holiday Plaza, Lansing, KS 66043 on or before **September 1, 2004**. If refusal is not filed, USD 469 assumes there is no objection to the release of the directory information designated. Refer to JRB for complete policy.

### **THE KANSAS OPEN RECORDS ACT (KORA)**

Your Right to Request Records:

- The right to have our freedom of information officer (Assistant Superintendent) respond to your questions about KORA.
- The right to inspect any public record that we have in our possession that is not exempt. We are not required to create a record for you if the record does not already exist.
- The right to have copies of public records, for a fee of \$.10 per page.

- The right to be informed of the procedures you must follow in requesting access to or copies of our records.
- The right to inspect or obtain copies of our records during our regular business hours.
- The right to have access to a record no later than three days after you request it.
- The right to a written explanation of the reason we are denying you access to a record if we refuse to allow you access to a record.
- The right to bring an action against us in the district court if you believe we are denying you access to a record you have a right to see.
- The right to have your attorney's fee paid by us if the court determines we intentionally violated your rights under KORA and had no reasonable basis for denying your request.

## ***STUDENT SERVICES***

### **NURSE**

A full time nurse is shared by the high school and middle school, but is available for either building anytime during the day when needs arise. A full time nurse is available at the elementary building anytime during the day when needs arise. Lansing schools provides 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.

### **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.

All students are encouraged to use the Child Nutrition program. The ACCU-SCAN is a computerized lunch system that has been set according to state and federal accounting guidelines and will operate as follows:

### **LANSING HIGH SCHOOL MEAL PROGRAM (AUGUST 2009)**

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

- Each student using the MEALTRACKER program will need to register by having their finger scanned into the program. Once registered all purchases from the student's meal account will be made by touching the finger pad. If a student does not use the MEALTRACKER meal account program, they may use cash for their 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 MEALTRACKER 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 the next school year.

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

Money must be added to student meal accounts before school, or between classes (in room #114) not later than 10:45 A.M. A minimum of \$2.00 must be added to an account. No amount less will be accepted.

Absolutely NO MONEY will be added to meal accounts during the lunch period.

A verbal notification will be given to the student when his/her meal account has only enough money left in it for two lunches or approximately \$4.00.

Students may still pay for their meals with cash, however MEALTRACKER is the preferred plan for our meal program. Lines will move much faster if students use the meal account system instead of cash.

Lansing High School has a closed lunch period. Students may not leave the building for lunch or have food delivered to the school or brought in by parents or friends from outside food vendors.

To view the account balance on your meal account go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com). You will need your powerschool ID number to register.

#### **PRICES\***

	Single	1 week	2 weeks	1 month (20 days)
Student meal (Reg)	\$2.00	\$10.00	\$20.00	\$40.00
Student meal w/second entree (Super)	3.00	15.00	30.00	60.00
Student reduced meal (Regular)	.40	2.00	4.00	8.00
Adult meal (Regular)	3.00	15.00	30.00	60.00
Adult meal w/second entree (Super)	4.00	20.00	40.00	80.00

#### **A' LA CARTE ITEMS\***

slice of pizza \$1.50, crispieto \$1.00, milk \$.30  
sub sandwich 2.00, second entree w/meal 1.00

\*prices subject to change

### **LANSING MIDDLE SCHOOL MEAL PROGRAM (AUGUST 2009)**

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

- Each student using the MEALTRACKER program will need to register by having their finger scanned into the program. Once registered all purchases from the student's meal account will be made by touching the finger pad. If a student does not use the MEALTRACKER meal account program, they may use cash for their 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 MEALTRACKER 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.
- Any money remaining in the account at the end of the school year will be credited to the student's account for the next school year.

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

Money must be added to student meal accounts before school, or during Channel One, not later than 10:30 A.M. A minimum of \$2.00 must be added to an account. No amount less will be accepted. Absolutely NO MONEY will be added to meal accounts during the lunch period.

A verbal notification will be given to the student when his/her meal account has only enough money left in it for two lunches or approximately \$4.00.

Students may still pay for their meals with cash, however MEALTRACKER is the preferred plan for our meal program. Lines will move much faster if students use the meal account system instead of cash.

Lansing Middle School has a closed lunch period. Students may not leave the building for lunch or have food delivered to the school or brought in by parents or friends from outside food vendors.

To view the account balance on your meal account go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com) You will need your powerschool ID number to register.

**PRICES\***

	Single	1 week	2 weeks	1 month (20 days)
Student meal (Reg)	\$2.00	\$10.00	\$20.00	\$40.00
Student meal w/second entree (Super)	3.00	15.00	30.00	60.00
Student reduced meal (Regular)	.40	2.00	4.00	8.00
Adult meal (Regular)	3.00	15.00	30.00	60.00
Adult meal w/second entree (Super)	4.00	20.00	40.00	80.00

**A' LA CARTE ITEMS\***

second entree w/meal \$1.00, milk\$.30

various a' la carte items (extra food items) may be available priced from .25 to 1.25.

\*prices subject to change

**Elementary**

Parents are always welcome to join their children for lunch. Notification through the school office is required by 8:30 a.m. with payment made in the lunchroom.

Parents can pay for both breakfast and lunch on a daily, weekly or monthly basis. All breakfast and lunch money will go into the same account. It is preferred that payment be made on the first school day of each week but will be accepted any day. Reminders are given to students prior to a meal account having \$5.00 or less remaining in it. **Timely payment is greatly appreciated. The school accounting system does not allow for charging.**

**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. Please do not send soda in your child's lunch box.

**LUNCHROOM INAPPROPRIATE BEHAVIOR**

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.

**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, for example, fruit juice, Hi-C, Kool-Aid, etc. A new note will need to be presented to the school each year. This is required by Kansas State Board of Education, Nutrition Services (Federal Reg. 7CFR, Part 210.10).

**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.

## ***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.

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

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

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