

GENERAL INFORMATION

Entrance Age

Any child who will reach the age of five years on or before August 31 shall be eligible to enter kindergarten. Children entering kindergarten must present a valid birth certificate at the time of kindergarten pre-enrollment. Parents who do not have such birth certificates must request from the Bureau of Vital Statistics, Department of Health, of the state in which the child was born. Also, each child must have completed or be in the process of completing the state immunization requirements and have a physical on file.

Immunization Requirements

According to KSA 72-5209, students are to receive immunizations prior to admission and attendance of school. On or before May 15th of each school year, the school will notify parents of immunization requirements. Students may stay in school if a physician or health department certifies that the pupil has received the most recent appropriate immunizations in a required series. Any student entering school for the first time or who has not already done so must present a Kansas Certification of Immunization (KCI) against diphtheria, tetanus, and pertussis (DTP)-5 doses, injected Poliomyelitis (IPV)-4 doses, measles, mumps and rubella (MMR)-2 doses.

A booster of Tdap (tetanus, diphtheria, pertusis) is required at age 11 if it has been more than 2 years since the previous dose. For students older than 11 years of age, Tdap booster is required if it has been more than 10 years or more since the previous dose of Td/DtaP/Td.

Preschool-9th grade are required to have 3 doses of Hepatitis B.

Kindergarten students will be required to also have proof of 2 varicella (chicken pox); 1 dose is required for grades 1-9. This proof shall be verified by one of the following: (1) the signed statement of a physician indicating the child's date of this illness; or (2) laboratory evidence of varicella immunity.

All *new* students to the district enrolling in grades K-9 will be required to have the varicella vaccine, have documentation of history of the disease signed by the *physician*, or have laboratory evidence of varicella immunity. Only students *currently* enrolled in the school district with history of disease that has been documented by a *physician or parent* will be considered compliant with the varicella school entry requirement.

Preschool and children 5 years of age and younger will be required to show proof of Haemophilus Influenzae (HIB)-3 doses; Pneumococcal conjugate (PCV7)-4 doses; and Hepatitis A-2 doses.

Per KSA 72-5209 the legal alternatives to vaccination requirements are:

1. An annual written statement signed by a licensed physician (M.D. or D.O.) stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child. The medical exemption shall be validated *annually* by physician completion of KCI Form B and attached to the KCI.
2. Written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

A roster with the names of all exempt students will be maintained by the school nurse. Exempt children will be excluded from school in the event of an outbreak or suspected case of a vaccine-preventable disease.

Enrollment

Students entering U.S.D. #115 schools for the first time should present a report card or transcript of grades and attendance from their previous school along with a current health physical. Students entering the school district for the first time must provide proof of identity. This is normally a birth certificate. All students entering Kansas schools for the first time must present a "Kansas Certificate of Immunization" card filled out and signed by their family physician. These cards are available from the school or the family physician.

School Day

School begins according to the following schedule:

| | |
|-----------------------------|--------------|
| Nemaha Valley Elementary | 8:00 to 3:05 |
| Nemaha Valley Middle School | 8:00 to 3:05 |

Students are not allowed to be at school before 7:40 without prior approval from staff. At 7:40 the students will go to the gym or breakfast. Students will be released at 7:50 from the gym to enter their classrooms. At 7:55 all breakfast students will be dismissed so that they are not tardy from class. Students should leave the building within 10 minutes of dismissal unless working under the supervision of a specific teacher. We expect all children to go straight to their home or the location where they are to be cared for after school. Children should not be loitering around the building after school.

School Breakfast and Lunch Information

Breakfast will be served each day. Each breakfast will include one carton of milk. Adults are welcome to eat breakfast with their son or daughter. Breakfast runs from 7:40 AM to 7:55 AM. Students will be dismissed promptly at 7:55 AM so that they will not be tardy for class. Hot lunches will be served each day. Adults are welcome to eat lunch with their son or daughter. Please let us know before 9:00 AM if you wish to eat lunch that day. For children who wish to have extra milk with their meals, the cost will be taken out of their regular breakfast or lunch account so there is no need for a separate ticket. The Meal Tracker ticket method will be used for breakfasts and lunches. Each student will have a card that represents his or her account. The card is scanned each time the student eats and the cost of the breakfast or lunch will be taken out of his or her account. Any amount can be put in these accounts.

Students may NOT charge meals. Notices that their accounts are getting low will be sent home with students when their account has a balance of \$3.00 or less. After the account is negative \$10.00, a sack lunch may be required.

The school operates a closed school lunch program. No one will be forced to purchase meals at the school. Students may bring a sack lunch from home and leave it in their classroom. Food and drink from restaurants are not to be brought into the school during the day for lunch. The child will be expected to eat their sack lunch with the other children. Carbonated beverages are not allowed in the lunchroom unless approved in advance by the building principal. Free and reduced price meals will be offered to those who qualify. Applications may be obtained at the school office.

Milk Program

We have a milk program for grades K-5. This is a voluntary program for those who wish to have their children participate. Extra milk may be purchased only by the quarter or semester. Extra milk must be purchased prior to the student receiving the milk. If a child purchases afternoon milk, they will be expected to take it daily.

Textbooks

U.S.D. #115 offers a textbook rental program. This fee provides for all textbooks and workbooks that are needed by the student for the course in which the student is enrolled. Paper, pencils, etc. are not covered by this fee and must be provided by the student. The renter will pay for damage to a book. If the purchase of another textbook is required as the result of the damage, the renter will be required to pay the full price of the replacement. If repair is needed, the renter will be charged the actual cost of the repair. If a book is lost or misplaced and a replacement book is needed, the renter will be charged the cost of the replacement. If a book is to be replaced, the renter will be charged on the following scale:

| | |
|------------------------------------|-----------|
| If the book is 1 year old or less: | Full Cost |
| If the book is 2 years old: | 75% |
| If the book is 3 years old: | 50% |
| If the book is 4 years old: | 25% |
| If the book is 5 years old: | 0% |

Students Not Attending A Full Year

Students not attending a full year will be charged or credited on the basis of the following:

Incoming students:

| | |
|-------------------------|--------------------|
| 1 st 9 weeks | 100% of full price |
| 2 nd 9 weeks | 75% of full price |
| 3 rd 9 weeks | 50% of full price |
| 4 th 9 weeks | 25% of full price |

Students leaving the district:

| | |
|-------------------------|-------------------|
| 1 st 9 weeks | 75% of full price |
| 2 nd 9 weeks | 50% of full price |
| 3 rd 9 weeks | 25% of full price |
| 4 th 9 weeks | 0% of full price |

Student Fees and Charges

Fees and Charges: Building principals or designated representatives shall be authorized to collect fees approved by the board.

School Property: Building principals shall attempt to collect the justifiable value of school property lost, damaged or destroyed by a student. Deliberate defacing or damaging school property cannot be condoned. Along with payment of items other disciplinary action may be subject to occur.

Student Obligations

Students who have not taken care of fees, bills, or other obligations as set down by the administration will be considered a student not in good standing and could be held out of school activities until such obligations are taken care of properly. Students who do not take care of obligations by the end of the 8th grade year will not be allowed to participate in the 8th grade field trip nor graduation exercises.

Money

Make all checks payable to the Nemaha Valley Elementary/Middle School (NVEMS). Money in the form of cash brought to school by a student should be sent in a sealed envelope with student's name, his or her grade, and the teacher's name appearing on the outside of the envelope. Students are discouraged from keeping money in any amount in their desk or locker.

Leaving School Premises

No pupil shall leave the school during school hours without written permission or telephone call from the parent, and the principal may require verification of the request. While parents are encouraged to make medical and dental appointments for school children after school hours or on Saturday, the school recognizes this is not always possible. Children will be excused for appointments during school hours if a note from parents is presented to the office. All students leaving the school grounds are to check out through the office.

Attendance

Regular attendance in school is closely related to good schoolwork. Children should be taught the importance of regular attendance and the desirability of being at school on time.

Absences will be excused for (1) illness and health care; (2) death in the family or close friends; (3) family trips approved in advance by the principal; and (4) educational activities approved in advance by the principal. Parents are strongly encouraged not to schedule family trips during the school week.

If a child misses school, parents must call the school office by 9:00 AM stating the cause of the absence. If a student is not in attendance and there is no contact with/from the parent/guardian, this may be considered an unexcused absence. If there are continued and frequent absences (averaging more than 5 days per nine weeks), the building principal may require a doctor's note to excuse the absences and/or require the student to make-up the time.

As a minimum, two days of makeup will be allowed for the first day of an absence before points are deducted. One additional day of makeup will be allowed for each additional day of absence. (For example, if the work was assigned on Monday and a student was absent, the student would need to turn it in on or before Wednesday during class time.) Work assigned before the absence is still due on the assigned date. It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. Teachers have the right to require students to make up schoolwork missed during the absence before and after school, or during recess. The make-up time will be mutually agreeable to both teacher and student and should not place undue hardship on either person. Make-up time should not be viewed as punishment and is not associated with "detention" period. Providing homework in advance so that the student can complete the work prior to leaving may not be possible due to planning issues on behalf of teachers.

After three consecutive days of a student being absent, a doctor's note must be presented to excuse the absences. Under special circumstances, the principal may waive this requirement; however, the parent must request this from the principal.

In order for a student to attend a school-sponsored night activity (athletic event, music program, etc.) or after school activity (practices, etc.), he or she must be in attendance at least two clock hours prior to the event. Under special circumstances, the principal can waive this requirement; however, the parent must discuss this with the principal prior to the event.

Truancy

The building principal or the designated representative shall report students who are unexcusably absent from school to the appropriate authority. In accordance with the state truancy law, a child is truant when they are unexcusably absent on three (3) consecutive days, five (5) days in any semester, or seven (7) days in a year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any day shall be considered truant. Significant part of the school day will be any amount of time over two (2) hours.

Prior to reporting to either SRS (if the student is under 13) or the county or district attorney (if the student is over 13), 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

Promptness to class is extremely important. To achieve maximum learning, classes must start on time. Students who have five (or

more) tardies in a nine weeks period may serve a detention. If tardies continue to be a problem, a student may receive in-school suspension and/or be required to make-up missed time.

MEDICAL INFORMATION

Health Services

The school nurse gives each child an individual hearing and/or vision test each year. Children with indicated below normal results are re-checked. If the results are again subnormal, the parents are notified and the child is referred for further examination and evaluation by a physician. The school recommends a dental inspection each year.

Head Lice Regulations and Guidelines

KDHE's Bureau of Surveillance and Epidemiology (BSE) has made changes to the Kansas Administrative Regulations (K.A.R. 28-1-6) relating to lice treatment. The regulation states "Each student infested with lice shall be excluded from school, child care facility or family day care home until treatment with an antiparasitic drug is initiated."

Kansas regulations no longer require children to be nit free before returning to school.

Guidelines for Medication Administration in Kansas Schools

The following guidelines have been drafted in an effort to comply with state and federal statutes. These guidelines refer specifically to medication that is administered to students during the school day by parental request. If at any time during the school year, your child must be given medication in order to attend school, the Permission for Medication form must be completed and on file at the school before any medication can be given. Forms are available at the school and in local physician's offices. The guidelines were developed with the safety of school children being the primary consideration. If you should have any questions, please contact the school at 785-336-2173.

The guidelines are as follows:

- In certain explained circumstances when medication is necessary so that the student can remain in school, the school may cooperate with the parent/guardian in the supervision of the prescription and non-prescription medication that the student will use.
- A physician must sign the permission for medication form for all prescription medications to be taken at school. This form must be signed and dated, and must identify the student, the medication, dosage, time of day to be given, and anticipated number of days to be provided.
- Non-prescription medications may be administered during school hours if the medication is in its original container. The Permission for Medication form must be signed and completed by the parent/guardian for non-prescription medications that are to be given routinely. The parent/guardian may send a note or give telephone (verbal) consent for school staff to administer non-prescription medication that is to be given only occasionally.
- The written permission note from the parent/guardian must identify the student, date permission given, and parent signature. Instructions from the parent should be included.
- The original prescription container must accompany all medication. Two containers, one for home and one for school, should be requested from the pharmacist.
- Only oral medications will be administered except in emergency situations.
- The parent must administer the initial dose of medication.
- An individual record will be kept of each medication administered. The record will include student identification, date prescribed, name of medication, time and date(s)

administered, signature of person administering, and section for comments.

- Any changes in type of medication, dosage, and/or time of administration must be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.
- All medication maintained in the school setting will be kept in a locked container. This includes medication requiring refrigeration.
- The school is not responsible for missed medication.
- Medications will be inventoried every semester. Out-of-date stock will be return to parent or destroyed.
- The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.
- In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

If you would like your child (kindergarten through 5th grade) to use cough drops while attending school, a note from the parent must accompany the cough drops. This is to avoid a child bringing cough drops to school without the parent's knowledge. A doctor's note is not required. Cough drops should be labeled with the child's name and will be kept at the teacher's desk. If cough drops come to school without a note, NO cough drops will be given. Parents of students in grades 6-8, who feel their child needs to take medication during the school day, but feel it is not necessary for school staff to administer the medication, need to have their student:

- Keep all medication in the health room or school office. Exception to this is an inhaler that can be kept with the physical education teacher. Students who need to keep an inhaler with them at all times, must have a physician write this on the Permission for Medication form.
- U.S.D. #115 assumes no responsibility for the student who self-administers his/her medication.

Communicable Diseases

Any student diagnosed by a physician as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be admitted to regular classes upon termination of the illness or as authorized by the student's physician. The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

Head Lice Regulations and Guidelines

Per the Kansas Department of Health and Environment's regulations (K.A.R. 28-1-6), the following protocol has been put in place regarding head lice in school:

- Any student found to be infested with live lice will be excluded from school until treatment with an antiparasitic drug is initiated and lice are no longer found.
- Upon returning to school after treatment, the student will be inspected again and must show proof of treatment used. After treatment, should lice still be found, student will again be excluded until lice are no longer found.
- Any student found to have nits (eggs) only, will be permitted to remain in school, with every effort being made, at home, to remove nits from student's hair.

Student Insurance Programs

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 additional medical expense not covered by the student's accident insurance, the KSHSAA catastrophic insurance or activities insurance is the responsibility of the parents. U.S.D. #115 does not carry medical insurance for student injuries other than the KSHSAA program.

Student Accidents

Parents are asked to leave a phone number and emergency contact number in the office where they can be reached in an emergency. If the parents or emergency contact cannot be reached, the family physician or alternate physician (if permitted by parents/guardian of the student) will be notified.

STUDENT POLICIES

Computer Usage

Students shall have no expectation of privacy when using district e-mail or computer systems. All students will sign an Internet and computer network usage agreement. Any misuse of the Internet or computer network will result in the following:

- Level 1, Warning: Student may lose Internet and computer network access for a specified period of time. Depending on the severity of the abuse, a parent conference may be held. Any additional loss of privileges or other discipline as determined by the administration will be discussed at this conference.
- Level 2, Repeated Abuse: Any student who, after a Level 1 Warning, continues to abuse Internet and computer network privileges may lose Internet and computer network privileges for the entire school year. The student may be recommended for suspension.
- Level 3, Expellable Offense: A student could be expelled from school if he/she engages in conduct on the Internet and computer network that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology also will lose Internet and computer network privileges during the term of the expulsion.

Pedestrians

Students walking to and from school are responsible for street crossings on their own. No crossing guards will be posted. Parents are encouraged to travel the most direct route with young children until they feel safe and understand the appropriate behavior. Children should cross the streets in the crosswalks at the corners and not in the middle of the block.

"Riders"

Parents who deliver their children by car are asked to use the parent loop in front of the school. No parent should park in the lane and leave his or her vehicle unattended during drop-off and pick-up times.

Bicycles

Students are allowed to ride bicycles to school provided they park their bikes in the designated areas and leave their bikes parked during the day. Students should walk their bikes on the sidewalks near the school. At no time should bicycles be left on the sidewalk. Children are not to ride other student's bicycles. Please have bikes registered with the local police department.

Skateboards/Scooters

Skateboards and scooters are not allowed on the premises during regular school hours.

Motorized scooters are never allowed on school premises.

Bus Routes & Discipline

Student transportation is provided through a contract. The safety of everyone riding is of utmost importance. Therefore, cooperate with the driver. K.S.A. 72-8302 (2) (c) provides that the board may suspend or revoke the transportation privilege or entitlement of any pupil who violates any rules and regulations adopted by the board under authority of this subsection.

The bus driver reports to the school administration potential violations of bus transportation behavior regulations. The school administration is responsible for issuing the consequences for such behavior.

Therefore, the board delegates to the school administration the authority to follow state statute for offenses deemed detrimental to the safety and control of the transportation system. The steps to be followed are listed below. However, the administration has the right to decide at which step the student should be placed upon as warranted by the discipline concern. Students suspended from bus transportation are responsible for arranging their own transportation to and from school. At all steps, a bus conduct notice is mailed to the parents of the student.

- 1st Offense: Warning that any future problems of a severe nature will result in a suspension from bus transportation. Parents are notified of this warning.
- 2nd Offense: A three-day suspension from bus transportation. Parents are notified of the action.
- 3rd Offense: A five-day suspension from bus transportation. Parents are notified of the action.
- 4th Offense: A ten-day suspension from bus transportation. Parents are notified of the action.
- 5th Offense: A 45-day suspension from bus transportation. Parents are notified of the action. A hearing will be held to inform the parents and student of the action and to establish guidelines for returning the student to bus transportation.
- 6th and Subsequent Offenses: The suspension may be for the remainder of the school year or for an entire calendar year depending upon the severity of the offense. A hearing will be held to present the reasons for the suspension to the parents and student.

If you are new to the district and expect transportation, notify the U.S.D. #115 District Office at 318 Main, Seneca, KS.

Students Driving to School

At no time may any student enrolled at NVEMS drive a motorized vehicle to and from school or to and from any school-sponsored activity.

Personal Radios, Tape Players, Pagers, Laser Pointers, etc.

Because of the security problems and distractions involved, students are not to bring radios, tape players, televisions, handheld games, pagers, laser pointers, etc., to school unless specifically asked to do so or approved by staff. Failure to follow this rule will result in confiscation of the device. Using the above mentioned device for inappropriate reasons could result in suspension from school or other disciplinary consequences.

Cell Phones

Students shall not be allowed to use cell phones at school. During a school sponsored event, students must have direct permission from their sponsor to use. Any time a cell phone is used or seen by an adult without permission, it will be confiscated and disciplinary action may follow.

Bad Weather or Emergencies

At times it may become necessary to close the schools and/or change bus schedules due to bad weather or other emergencies. If it becomes necessary, we will notify local radio and television stations. Also, we will send out a Textcaster message. Parents are encouraged to sign up for Textcaster. Contact the office for information.

Library Books

Library books are available to encourage students to expand their reading experiences. Normal wear is expected, but excessive damage, marking, etc. in library books will necessitate a replacement fee being assessed. Continued damage to library books or lost library books will result in loss of the privilege to check out materials.

Fire and Tornado Drills

Fire and tornado drills will be held regularly. Students will be instructed by each teacher on the proper procedure to follow for their room.

Classroom Placement

For classroom placements, parent requests for individual teachers will not be accepted.

Gum

Due to the health and maintenance problems associated with gum chewing, no gum will be allowed unless approved by staff.

Pop Machines

Students are not allowed to use pop machines in the building; these are for staff use only.

Water Bottles

It will be up to the teacher's discretion as to whether or not water bottles are allowed for a class. If there is a medical reason as to why a student must be permitted to drink water beyond regularly scheduled breaks, a doctor's note must be presented.

Extra Baggage, Sleeping Bags, Etc., at School

Students have limited space in their lockers and on the buses for storage. If your child will be going some place other than home after school, we strongly discourage sending extra bags, sleeping bags, presents, suitcases, etc. to school. This disrupts the learning environment. Parents should make every attempt to take care of these situations without interrupting the learning environment at school.

Visitations

Parents are encouraged to visit our classrooms. Prior notice will allow time to be arranged for the most meaningful observations. We request that visitors not disrupt instructional programs. Conferences with teachers concerning observations can be arranged after school.

Non-School Aged Children Riding the Bus

If a parent is attending a field trip as a sponsor, he or she may not allow non-school aged children to ride the bus.

Pets at School

At no time may a parent or student bring a pet to school without the prior consent of the building principal. All pets brought to school must be properly secured and the principal may request proof of updated shots.

Ill Students at School

When a student is ill at school and the office calls home for the child to be picked up, parents must come in a timely manner.

Dress

Good grooming habits make students feel better and look better at school. People perceive you by the way you dress. It is the parents' responsibility to see that the children come to school properly dressed. This policy will be enforced at all school functions at school or away. Students will be sent home to change into appropriate attire if other cannot be found at school.

- Shoes or sandals must be worn. Shoe skates are not allowed.
- Students in K-5 may not wear flip-flops to school.
- NO "spaghetti strap" shirts are allowed. Shirts must touch the top of the slacks all the way around the waist. No halter-tops, half T-shirts, fishnet or mesh shirts, or other clothing not sufficiently covering the body to insure modesty may be worn.
- Shorts will be allowed as normal school attire. The shorts must be appropriate. No cut-offs, tights, or short shorts.
- Skirts must be an appropriate length.
- Sunglasses are not to be worn in the building during school hours.
- Clothing which advertises or can be interpreted to promote alcohol, tobacco, drugs, sex, or profanity is not allowed. At no time will either boys or girls wear sweatshirts or T-shirts with objectionable pictures, symbols, or writing printed on them. Wearing apparel which can be interpreted through direct or indirect inference to mock or protest an established rule is not to be worn by students at school or at activities.
- No chained billfolds are allowed.
- Excessively baggy clothing is not allowed.
- No pajamas are to be worn at school.
- Excessively dirty, torn, patched clothing is not acceptable.
- Hats (any style), handkerchiefs or headgear are not to be worn in the building during school hours unless they are a part of a spirit promotion or other approved activities.
- The principal has the right to establish additional dress code rules as needed.
- In general, school clothing is the standard for school functions but it is the responsibility of the sponsor in charge to set down dress requirements.

Lost and Found

All articles found on the playground or in the school building will be turned into the school office. Children should come to the office to look for missing articles. Parents can help by clearly labeling all items of wearing apparel that will be worn at school. Items such as tennis shoes, notebooks, caps and coats are most often appearing in the lost and found box. If the item is not claimed within two weeks, it may be disposed of.

Moving

If it becomes necessary to move during the school year, please notify the office as early as possible. We also ask that you give us any change of address.

Playground Participation

Children are expected to take part in our playground activities. The school will use good judgment when we have bad weather. Please dress your child according to the weather. If a child is not sufficiently dressed for the weather conditions, he or she may be excluded from going to the playground. The parent must send a note if you wish your child not to take part because of illness.

Music Program

Instrumental Music - We have an instrumental music teacher available for instruction to 5th, 6th, 7th and 8th graders. Home practice will be required of those who take part in this program. Some instruments are owned by USD #442 and may be rented. Dropping or adding band only can occur within the first two weeks after the start of a semester. If a student wishes to drop or add band,

he or she must pick up the form at the school office and secure the parent's signature prior to getting the teacher's signature. All signatures (student, parent, teacher, counselor, and principal) are required.

Vocal Music - This is part of our academic program and it is an opportunity for your children to get a good foundation in music. All students K-8 are to take part in the program.

Physical Education

All children will be expected to take part in the physical education activities. Please send a note stating the reason your child should not participate on a given day. Each student is required to have tennis shoes that will be used only on the gym floor. Sixth through eighth graders must have separate shorts, t-shirts, and shoes for PE.

Soliciting/Advertising

Non-school district organizations and agencies are prohibited from promoting their special interests within the school day. The Superintendent can grant exceptions.

Student Records

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parents/guardians at the time of inspection. Release of information is controlled by board policy and the privacy act.

NOTICE ON PRIVACY ACT - ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. U.S.D. #115 has designated the following as director information that may be released to eligible parties under district policy without prior parent or student consent. The parent or student has the right to object to release of directory information by filing a written objection with the school principal:

- Student and Parent Names
- Address
- Telephone Number
- Date and Place of Birth
- Major Field of Study
- Participation in Officially Recognized Activities
- Date of Attendance
- Degree Earned

- Awards Received
- Recent Education Institution Attended

Under FERPA, United States military recruiters have access to direction information. Another exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official means teacher, administrator, other certified employees, or board of education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school may disclose education records without consent to official of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the US Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTICE ON PROTECTION OF PUPIL RIGHTS

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education (ED):

- Political affiliations or beliefs of the student or student's parent
- Mental or psychological problems of the student or student's family
- Sex behaviors or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute information to others.

Inspect, upon request, and before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum for the survey.

U.S.D. #115 has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal

information for marketing, sales, or other distribution purposes. U.S.D. #115 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. U.S.D. #115 will also directly notify parents and eligible students, such as through US Mail or email, at least annually at the start of each school year of the specific approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Reporting Pupil Progress

A report on each child's progress will be made at intervals of nine weeks. Progress reports will be utilized by teachers to report mid-period student performance as deemed appropriate. All students performing failing or near failing work at mid-period will receive a progress report.

Promotion/Retention

Retention will be considered an educational alternative when it is perceived that academic and/or social benefits to the student will be enhanced by repeating a grade. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

Honor Roll

6th, 7th and 8th grade students must earn a 3.0 or higher grade point average with C- or better and be enrolled in five unit credits of regular education classes to qualify for one of the two levels of the Honor Roll system. Any student receiving a grade of a D will not qualify for the Honor Roll.

| | |
|----------------------|------------|
| Principal Honor Roll | 3.5 - 4.0 |
| Raider Honor Roll | 3.0 - 3.49 |

8th Grade Promotion

All students who have completed the necessary requirements shall be entitled to participate in promotion exercises unless participation is denied for just cause as determined by the board. In emergency situations, either the building principal or superintendent may make such determination.

Extended Learning Plan

If a middle school student (sixth-eighth grade) fails a core subject on a semester report card, he or she may be required to attend summer school and an Extended Learning Plan may be written for the student. If the student does not fulfill the terms of the Extended Learning Plan, the principal has the right to retain the student. If the student attends summer school and satisfactorily meets the requirements, he or she may receive credit for the classes (the building principal has the final approval as to whether or not the requirements are met). During summer school, the principal has the authority to report students for truancy or to suspend and/or expel the student for violation of the written plan.

Students in the eighth grade who have an Extended Learning Plan (for a copy of the regulation inquire in the office) written for summer school may participate in the 8th grade promotion ceremony. However, the certificate will not be signed until after the student successfully completes summer school.

Special Services

A variety of special services are available to students through Title I and the Special Education Co-op. Children will be referred for these services at the request of school personnel. Parents will be notified upon referral. If your child has a need for one of these services and is not being served, please contact the office. If you wish to know what services are available or have other questions, please call the Special Education Co-op office at 336-2181.

Middle School Eligibility

The first level requires students to meet the guidelines set forth by the Kansas State High School Athletic Association (KSHSAA). KSHSAA requires students to have passed five subjects of unit weight in the prior quarter. A listing of classes and their weights is available in the office. In addition to meeting KSHSAA requirements, there is also a local eligibility standard. At any point during a nine-week grading period if a student is failing two unit weights of credit, he or she will be placed on Probation for one school week. If the student's grades improve the next week, and he or she is not failing two unit weights of credit, the student will be eligible. If the student's grades do not improve on the second week and he or she is still failing two unit weights of credit, the student will be ineligible for the week. Middle School staff members will meet on a weekly basis to determine weekly eligibility.

Middle School students who are not eligible will not be allowed to participate in the following:

- Sporting Events
- Musical Programs/Concerts (Students will be allowed to participate and attend if they are enrolled in the course and points are given by the teacher for participation in the event.)
- School-Sponsored Social Events
- Any other school-sponsored event as determined by the building principal

Contests for Students

No student shall enter any contest as a representative of the school in the district unless such contest is acceptable to the KSHSAA and/or approved by the building administrator.

Nondiscrimination

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability (see Board Policy GAACA and JEGECA). Any incident of discrimination in any form shall be promptly reported to a teacher, the principal, or other school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up and including suspension or expulsion from school.

Bullying

Bullying is prohibited by U.S.D. #115 in any form, including electronic means, on or while using school property, in a school vehicle or at a school sponsored event. Board policy GAAE and JDDC address bullying.

Discipline

Activities which cause a disruption of the learning conditions in any room will not be condoned. Pupils who refuse to comply with reasonable requests of a teacher discharging his or her responsibility will be subject to disciplinary action. We are asking that you encourage your child to be a good citizen at all times.

Weapons

Board Policy JCDBB addresses weapons. A student shall not knowingly possess, handle, or transmit any object that can be reasonably 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.

Possession of a firearm shall result in expulsion from school for a period of one year (186) days except the superintendent may recommend this expulsion requirement be modified on a case by case basis.

Fighting

The school will not condone fighting on school property. Fighting is considered to be a type of conduct that substantially disrupts, impedes, or interferes with the operation of Nemaha Valley Elementary or Nemaha Valley Middle School and infringes upon or invades the rights of others. Students caught in violation of this policy will be subject to suspension and/or expulsion.

Complaints and Grievances

If you have a specific concern, you should first discuss the matter with the individual teacher where appropriate. If, after doing that, you feel the problem still exists, contact the building principal. Only after visiting at the building level should it be necessary for you to contact the superintendent. Most often, by visiting with the individual concerned, you will be able to find a solution to the problem. Any student may file a complaint with the principal against any school employee or any school rule and regulation. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable details as to the who, what, where and when of the complaint. Any complaint not filed within said 20-day period shall be deemed to have been waived. Complaints or grievances concerning a board policy, rule or regulation may be filed at any time and shall be filed with the superintendent. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal. Any complaint fulfilling the requirements of this rule shall be acted upon by the appropriate administrator whose decision shall be final.

Due Process

Every student shall be afforded due process of law as required by statute and judicial decision and as further implemented by rules and regulations of the board.

Searches of Lockers, Desks and Students

Searches of lockers, desks and students shall be conducted in accordance with the rules adopted by the board. Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directive are being violated. In addition, all lockers and desks shall be subject to random searches without prior notice or reasonable suspicion.

Interrogation & Investigations

It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal

conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed.

Child Abuse

To comply with the child abuse law, any teacher or other school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect will immediately report such suspicions in accordance with Kansas statutes.

Detention

Detention may be assigned by teachers or the principal for behavior that prevents other students from fully benefiting from the educational program, inappropriate behavior during the school day, attendance, or failure to complete assignments. The detention period will be for 30 minutes immediately following the school day. Normally, detentions will be under the supervision of the person assigning the detentions and on the day they designate with at least one day being allowed if needed to arrange transportation. In order to receive credit for the detention time, a student must utilize the time in a productive manner (usually on the task assigned by the supervising teacher). Students can avoid detentions and other forms of disciplinary action through practice of cooperation and self-management.

Probation

The use of probation is authorized when the achievement of discipline will be better served. Any punishment, suspension or expulsion may be deferred by the person having authority to impose same, and the student involved may be placed on probation for a fixed period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student.

Suspension and Expulsion

The board extends its authority to suspend and expel any student as authorized by law to the following certified personnel or committee thereof: superintendent, a principal of an attendance center, assistant principal and/or personnel acting in the capacity of assistant principal, director of activities and athletic director. The board includes as policy the student handbooks of the various schools, and such published handbooks are a part of the board policy by reference.

Profanity

No profanity or inappropriate gestures towards others will be allowed or tolerated on the school premises. The use of such may cause disciplinary actions.

Sexual Harassment and Racial Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited (board policy GAAC & JGEC). Board Policy JGEC states that racial harassment is unlawful and will not be tolerated by the school district.

Alcohol, Tobacco, and Drugs

Use or possession of alcohol, tobacco, illegal drugs or narcotics in any form is prohibited in the school building, on the school grounds, on the buses, or at school sponsored activities. Administrators may report students who are in violation of this policy to the appropriate

law enforcement agency. Students should not use or have in their possession any prescription drugs unless the medication is specifically prescribed for them. Violations will result in a suspension from school. (See Board Policy JDDA and JCDA)

Human Sexuality and Aids Program

1. An instructional program shall be provided for all students in the areas of human sexuality, AIDS and sexually transmitted diseases. The content shall be appropriate for the physical, social, and emotional developmental level of the various groups. Topics shall include at least self-esteem, human sexuality, decision-making, physical growth and development, communication skills, sexual responsibility, and personal relationships.
2. Parents shall have the option for their child(ren) to receive alternative instruction for any specified portion of the instruction without the student receiving a penalty.
3. The program instruction shall be in writing and available for parent review upon request.

REGULATION

1. Parents are to be invited to review the Human Sexuality and AIDS curriculum at the opening to each school year. After discussing their concerns, if any, with the building administrator, they can specify in writing the portions for which they want their child(ren) to receive alternative instruction. The building administrator is responsible for informing the appropriate teacher as to which students are to be given alternative instruction for specific topics.
2. At the Nemaha Valley Elementary/Middle School, the basic care of the Human Sexuality and AIDS program will be part of the seventh and eighth grade health course. All students will be required to complete a unit on sexuality and AIDS education unless the student's parents have followed the above procedure. The principal will determine what qualifies as alternative instruction.

Drug Free Schools

The unlawful possession, use 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. (CF.LDD) Upon direct observation or reasonable suspicion (such as exhibited behavior) that a student has consumed alcoholic beverage or controlled substance, district personnel shall refuse the student entrance, and participation in any school sponsored activity. District personnel may refer students to any medical, treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such referrals will be given to district personnel unless such referrals were made in bad faith or with malicious purpose. Any student accused of alcoholic or controlled substance consumption may be suspended or expelled in accordance with provisions of JCDAB-R. (See Board Policy GAOB)

JCDAB-R Drug Free Schools

If the information is substantial and reliable, a hearing will be held with the school administrator and action taken as follows:

FIRST VIOLATION:

Any student determined to be using, or in possession of, controlled substances as mentioned above will be suspended or expelled in accordance with provisions of board policy and state law. It will also be strongly recommended that the student receive an evaluation and any necessary counseling from a professional chemical dependency counselor.

SECOND VIOLATION:

In addition to suspension or expulsion, the student will not be allowed to participate in extracurricular events or activities, run for school office, or attend school games and activities for the remainder of the school year. However, if the student enrolls, and maintains good

standing, in a chemical abuse program, he or she will regain all student privileges after three weeks, beginning with enrollment in the program.

THIRD VIOLATION:

After suspension or expulsion, the student may be allowed to return to school, at the discretion of the building administrator, after (1) a meeting with the student, parents, and school administrator, and (2) enrollment and maintenance of good standing in a substance abuse program. If the student does return to school, he/she will not be allowed to hold organizational office, participate, or attend any extracurricular activities or events.

A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all students, and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

Addition to Graduation Requirements

The 1988 legislature passed and the governor signed into law H.B. 2725 (K.S.A. 1988 Supp. 72-1117) regarding Kansas history and government. To implement the law, the State Board of Education adopted S.B.R. 91-31-3(h), 91-31-12h, 91-33-3(e), 91-33-8, 91-34-7(m), and 91-34-13, which required that effective September 1, 1990, accredited public, private, special purpose, and youth center schools include in their social studies curriculum, within one of the grades 7 to 12, a course of instruction in Kansas history and government. To be in compliance with K.S.A. 1988 Supp. 72-1117 the following is recommended:

- 1) That a minimum of nine consecutive weeks of Kansas history and government be offered at the 7th grade level.
- 2) That if the student does not pass the course he must then either:
a) repeat the course, or b) pass (65%) a comprehensive exam developed by the teacher and approved and administered by the principal.
- 3) That if a student transfers into the district after the course has been offered, he is exempt from this requirement.
- 4) That effective September 1, 1990 this regulation becomes applicable with the Class of 1996.
- 5) That this graduation requirement be printed in the high school handbook.
- 6) That this requirement be reflected upon the high school transcript.

Unified School District No. 442 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Unified School District #442 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools, U.S.D. #115, 318 Main, Seneca, Kansas 66538, Telephone No. 785-336-6101.