



**Maize USD #266**

**Board of Education**

**District Student Handbook**

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## **1 PURPOSE**

The District Student Handbook lists the guidelines, policies and procedures parents and students must follow during their time in the Maize Public Schools.

It is essential that students and parents familiarize themselves with these policies and procedures, as they have been designed to ensure the safety, organization, and quality education for which our district is known.

This reflects the District Student Handbook as approved by the Maize Board of Education on August 8, 2022. Any board-approved amendments following that date will be reflected on a digital version of this document on Maize USD 266's official website at [www.usd266.com](http://www.usd266.com).

The District Student Handbook is a supporting document for Maize USD 266. Please reference the most recent version of the Policies and Regulations of the Maize Board of Education, available at [www.usd266.com](http://www.usd266.com).



## **2 NON-DISCRIMINATION**

As stated in the Kansas State Board of Education's Policy Statement, Section 504 – Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the school district are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the Maize school district's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 is directed to contact the Superintendent, who has been designated by the Maize school district to coordinate the district's efforts to comply with the regulations implementing these laws.

Location: 905 W. Academy Ave., Maize, Kansas 67101-9404. Telephone: 316-722-0614. You can also contact the Section 504 Coordinator at the Kansas State Board of Education by calling 785-296-2424.



### 3 SCHEDULES

#### 3.1 MHS and MSHS Bell Schedule

Maize High and Maize South				
	M/T/Th	Wed	Friday	
<b>BLOCK 1</b>	7:35 - 8:58 a.m.	7:35 - 8:49 a.m.	<b>BLOCK 1</b>	7:35 - 8:58 a.m.
<b>BLOCK 2</b>	9:06 - 10:29 a.m.	8:57 - 10:11 a.m.	<b>BLOCK 2</b>	9:06 - 10:29 a.m.
<b>FLEX</b>	10:37 - 11:07 a.m.	10:19 - 10:49 a.m.	<b>BLOCK 3</b>	10:37 - 12:31 a.m.
<b>BLOCK 3</b>	11:15 - 1:09 p.m.	10:57 - 12:41 p.m.	<b>A LUNCH</b>	10:37 - 11:07 a.m.
<b>A LUNCH</b>	11:15 - 11:45 a.m.	10:57 - 11:27 a.m.	<b>B LUNCH</b>	11:22 - 11:52 a.m.
<b>B LUNCH</b>	12:00 - 12:30 p.m.	11:36 - 12:06 p.m.	<b>C LUNCH</b>	12:01 - 12:31 p.m.
<b>C LUNCH</b>	12:39 - 1:09 p.m.	12:13 - 12:43 p.m.	<b>BLOCK 4</b>	12:39 - 2:02 p.m.
<b>BLOCK 4</b>	1:17 - 2:40 p.m.	12:51 - 2:05 p.m.	<b>FLEX</b>	2:10 - 2:40 p.m.

#### 3.2 MMS and MSMS Bell Schedule

MMS			MSMS	
	M/T/Th/Fr	Wed	M/T/Th/Fr	Wed
<b>EAGLE'S LANDING/ MAV TIME</b>	7:25 - 7:55 am	7:25 - 7:55 am	7:30 - 8:00 am	7:30 - 7:45 am
<b>1ST PERIOD</b>	7:59 - 9:06 am	7:59 - 9:00 am	8:04 - 9:11 am	7:49 - 8:50 am
<b>2ND PERIOD</b>	9:10 - 10:17 am	9:04 - 10:05 am	9:15 - 10:22 am	8:54 - 9:55 am
<b>3RD PERIOD</b>	10:21 - 11:28 am	10:09 - 11:10 am	10:26 - 11:33 am	9:59 - 11:00 am
<b>4TH PERIOD</b>	11:32 - 1:19 pm	11:14 - 12:50 pm	11:37 - 1:24 pm	11:04 - 12:50 pm
<b>A LUNCH</b>	11:32 - 12:02 pm	11:14 - 11:44 am	11:37 - 12:11 pm	11:04 - 11:45 pm
<b>B LUNCH</b>	12:08 - 12:38 pm	11:47 - 12:17 pm	12:20 - 12:54 pm	12:09 - 12:50 pm
<b>C LUNCH</b>	12:49 - 1:19 pm	12:20 - 12:50 pm	--	--
<b>5TH PERIOD</b>	1:23 - 2:30 pm	12:54 - 1:55 pm	1:28 - 2:35 pm	12:54 - 2:00 pm

#### 3.3 ECC Schedule

PRESCHOOL SESSION	BEGINS	ENDS
AM	8:15 a.m.	11:25 a.m.
PM	12:25 p.m.	3:35 p.m.
<b>*NO EARLY DISMISSAL ON WEDNESDAYS</b>		

### 3.4 Elementary and Intermediate Bell Schedules

Building	School Begins	Morning KDG Dismissal	School Ends	Wednesday Dismissal
<b>MCE</b>	8:30 a.m.	11:45 a.m.	3:40 p.m.	3:05 p.m.
<b>PWS</b>	8:30 a.m.		3:40 p.m.	2:55 p.m.
<b>MSE</b>	8:45 a.m.		3:55 p.m.	3:15 p.m.
<b>MES</b>	8:40 a.m.	11:45 a.m.	3:50 p.m.	3:05 p.m.
<b>VES</b>	8:40 a.m.	11:35 a.m.	3:50 p.m.	3:05 p.m.
<b>MIS</b>	7:45 a.m.		2:50 p.m.	2:15 p.m.
<b>MSIS</b>	7:20 a.m.		2:25 p.m.	1:50 p.m.

*\*Wednesday's early dismissal accommodates the weekly professional learning communities the teachers participate in discussing curriculum, instructional strategies, data review, technology, training, etc.*

### 3.5 High School Term Schedule

HS TERM	BEGINS	ENDS
<b>TERM 1</b>	Aug 15	Oct 13
<b>TERM 2</b>	Oct 17	Dec 20
<b>TERM 3</b>	Jan 3	March 7
<b>TERM 4</b>	March 18	May 22

### 3.6 School Grounds

Students are expected to promptly leave school grounds after normal school hours or after a reasonable length of time following a school activity. The district is not responsible for persons who are on school grounds without permission or supervision.

If a student leaves the school during school hours, the parent/guardian must sign him/her out in the office.

If the student returns to the school later, he/she must report to the office before going to class. Students who allow others to enter the building through entrances other than the main entrance may be subject to disciplinary action.

If a student leaves school without permission, the first offense will result in a four-hour detention. The second, and subsequent offenses, will result in suspension.

## **4 TECHNOLOGY RESOURCES**

Maize USD 266 provides technology resources to its students for educational and administrative purposes. The use of these technology resources is a privilege, not a right. All users are expected to use the computers and computer networks in a responsible and ethical manner or face the loss of the privilege to use this educational tool. This document is intended to clarify those expectations as they apply to computer and network usage in accordance with Board of Education policy.

Students are given access to the District's electronic communications system to allow communication with other schools, colleges, organizations and people around the world through the Internet and other electronic information systems and networks. Because students will have access to educational databases, libraries and computer services from all over the world, it is possible that students may run across areas of adult content and some material that may be objectionable. While the District uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It is the responsibility of the student, as guided by his/her teacher, to follow the rules for acceptable use.

### **4.1 Acceptable Use**

The District's technology resources will be used for learning, teaching and administrative purposes consistent with the District's mission and goals. Areas associated with acceptable use include:

- **Student Generated Work:** All student work created on district equipment or posted to online courses is the property of the school district.
- **Network Access:** A student's assigned network access and use of district provided Google account is to be used only for identified educational purposes, both at home and at school.
- **Cyber bullying/Social Networking:** The District, as part of its age appropriate Internet safety curriculum, educates staff and students about appropriate online behavior, including rules of interaction with other individuals on social networking websites, cyber bullying awareness and response.
- **Copyright:** All users are expected to follow existing copyright laws, copies of which may be found in each school's media center and in Board of Education policy.
- **User Security Responsibilities:** Usernames and passwords should be protected from unauthorized use at all times and should not be posted where others can view it.
- **Equipment Use:** Students will not store files on hard drives or network drives unless for the purpose of educational use. Student owned devices will not be used to download files or material for personal use.
- **Google Accounts:** To access the district's G Suite for Education, a USD266 Google account is created for each student. These accounts are required to access district curriculum. If you would like further information, please contact the Educational Support Center.
- **District-Issued Student Chromebooks:** It is the responsibility of the student to have their district- issued Chromebook present and charged each school day. Repeatedly not having the Chromebook at school and ready for use may result in disciplinary action.

## 4.2 Unacceptable Use

- Adding or deleting software or changing standardized district settings including but not limited to changing or modifying computer background images.
- Attempting to repair hardware.
- Inappropriate web browsing or games.
- Leaving equipment unattended or exposed to extreme heat or cold.
- Using the system for any illegal purpose.
- Using the network for financial gain or political activity.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account information without their permission.
- Pretending to be someone else when sending or receiving messages.
- Pretending to be someone else while participating in online collaboration.
- Posting personal information about yourself or others (such as address and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder or plagiarizing content accessible through the Internet or electronic media.
- Intentionally introducing a virus to the system.
- Cyber bullying - posting messages or accessing materials that are abusive, obscene, sexually oriented, harassing, threatening, damaging to another's reputation or illegal.
- Responding to suggestive, obscene or threatening messages. Show such messages to an adult/teacher immediately.
- Gaining unauthorized access to restricted information or resources.
- Theft of school files, computer, and other electronic equipment.
- Intentional abuse of school files, computer and electronic equipment.
- Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and/or password.
- Use of computing facilities or other communication devices to interfere with the work of another student, faculty member, or school office staff.
- Use of computing facilities or other communications equipment to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the school computing system.
- Unauthorized use of a USD 266 Google account to login or sign up for any non-educational account or website.

## 4.3 Consequences for Inappropriate Use May Include

- Suspension of access to the system.
- Revocation of the computer system account; or other disciplinary or legal action in accordance with Board of Education policies and applicable laws.
- Assessment of the cost of damages to hardware/software.
- Disciplinary action as assigned by school administration.

## 4.4 Media Center

The function of the media center is to provide information and to educate students, thereby enabling them

to access information successfully. Students may use the media center during their free time before or after school or come from class if they have a pass. Those who are not respecting the rights of others will be requested to return to their rooms and will be denied the privilege of the use of the media center for a period of time to be determined by the responsible teacher and media specialist.

These general rules will apply in the use of the media center:

1. Some materials including reference books, films, magazines or special collections may not be checked out or may have a shortened checkout period.
2. Materials lost or damaged are the responsibility of the student.
3. The Acceptable Use Policy (AUP) must be signed by student/parent before network/internet access is allowed.
4. The copying of any media center material must meet the fair use guidelines.
5. Check out of video equipment or laptop computers requires a signed checkout sheet to be on file in the media center.
6. There is no food or drink allowed in the media center.

#### **4.4.1 Additional Media Center Information for Grades 7-12**

1. Books may be checked out for a period of two weeks and renewed, unless reserved by another student or teacher. Books must be brought back to the media center for renewal.
2. There are no monetary fines for late materials; however, when books become overdue, students may be issued an after school and/or lunch detention to be served until obligations are cleared. Those failing to serve the detention will be disciplined according to the school major discipline policy. Lost material costs may be added to students' Skyward account for repayment.
3. The high school Web pages have many links to curriculum related resources, in addition to a guide for works cited pages, local library links, a list of available search engines and answers to how the media center works. Try this as a first place to begin your search on the Internet.

### **4.5 Cell Phones**

#### **4.5.1 K-6 Grade**

The use of cell phones/communication devices during the school day is prohibited. Phones should be turned off and kept in student backpacks during the school day unless special permission has been given by administration for use in classroom projects directed by teachers. Teachers have the authority to collect cell phones or other devices such as electronic watches, AirPods, etc. during class time to help reduce distractions to the learning environment. It will be considered a violation if the student's cell phone or communication device disrupts a class or if a student is transmitting voice, data or pictures with a cell phone/communication device. If the administration has reasonable suspicion that illegal activity is being conducted via the cell phone/communication device, then the administration may search the contents of the phone/device. Students shall not photograph or videotape other individuals at school without their knowledge and consent. Use of cell phones/communication devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use policy or harassment.

Violations of this policy will result in disciplinary action that will be taken by school staff.

- 1st offense: Verbal warning to the student with a reminder of expected behavior. Teacher will contact the parent/guardian to make them aware of the offense.
- 2nd offense: Phone or other smart device will be confiscated and parent/guardian will be notified. Parent/guardian will need to pick up the device at the office, and this policy will be signed by the parent/guardian picking up the device.

Students may use cell phones or other smart devices, once they leave the building for dismissal.

#### **4.5.2 7-8 Grade**

The use of cell phones/communication devices for the transmission of voice, data or pictures during the school day is prohibited unless special permission has been given by administration for use in classroom projects directed by teachers. Phones should be turned off and kept in student lockers during the school day unless special permission has been given by administration. Teachers have the authority to collect cell phones or other devices such as electronic watches, AirPods, etc. during class time to help reduce distractions to the learning environment. It will be considered a violation if the student's cell phone or communication device disrupts a class or if a student is transmitting voice, data or pictures with a cell phone/communication device. Cell phones/communication devices are not to be used in the locker room or restrooms at any time.

Violations of this policy will result in disciplinary action that will be taken by school staff.

- Verbal warning from teacher/staff member, written notification by teacher to parent/guardian
- Confiscation by teacher/staff member, device taken to office and picked up by student at the end of the day, student will complete a behavior reflection sheet, parent will be notified of the violation
- Phones or other smart devices will be confiscated and parent/guardian will be notified. Parent/guardian will need to pick up the device at the office, and this policy will be signed by the parent/guardian picking up the device. Discipline will be assigned to the student:
  - 1st offense: lunch detention
  - 2nd offense: 1 hour detention
  - 3rd offense: 2 hour detention
  - 4th offense: 4 hour detention
  - 5th offense: ISS
  - 6th offense and beyond: ISS and possible device prohibition from being on campus

Students that fail to comply with a staff member's expectation related to this policy may receive alternative consequences for disrespect, failure to comply, or other violation.

If the administration has reasonable suspicion that illegal activity is being conducted via the cell phone/communication device, then the administration may search the contents of the phone/ device. Students shall not photograph or videotape other individuals at school or at school-sponsored activities without their knowledge and consent except for activities considered to be in the public arena such as sporting events or public performances. Use of cell phones/communication devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use policy or harassment.

#### **4.5.3 9-12 Grade**

The use of cell phones/communication devices will be permitted in the hallways during student passing periods and in the commons during the student's lunch period. The classroom teacher will determine if

students are allowed to use the electronic device in their rooms for instructional purposes. Teachers have the authority to collect cell phones or other devices such as electronic watches, AirPods, etc. during class time to help reduce distractions to the learning environment. It will be considered a violation if the student's cell phone or communication device disrupts class or if a student is transmitting voice, data or pictures with a cell phone/communication device. Using a phone/device is not an excuse to be tardy to class.

If the administration has reasonable suspicion that illegal activity is being conducted via the cell phone/communication device, then the administration may search the contents of the phone/ device. Cell phones are not to be used in the locker rooms or restrooms at any time. Students shall not photograph or videotape other individuals at school or at school-sponsored activities without their knowledge and consent except for activities considered to be in the public arena such as sporting events or public performances. Use of cell phones/communication devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use policy or harassment.

Violations of this policy will result in disciplinary action that will be taken by school staff.

- Verbal warning from teacher/staff member, written notification by teacher to parent/guardian
- Confiscation by teacher/staff member, device taken to office and picked up by student at the end of the day, student will complete a behavior reflection sheet, parent will be notified of the violation
- Phones or other smart devices will be confiscated and parent/guardian will be notified. Parent/guardian will need to pick up the device at the office, and this policy will be signed by the parent/guardian picking up the device. Discipline will be assigned to the student:
  - 1st offense: 1 hour detention
  - 2nd offense: 2 hour detention
  - 3rd offense: 3 hour detention

## **4.6 Electronics**

At no time may a student use school computers or equipment to download music onto their personal music device without prior authorization by administration. That practice affects the district's bandwidth and disrupts the learning process. Personal laptops are not allowed to be brought to school without prior administrative approval. Flash drive contents are subject to search. Please remember the high schools are not responsible if the items are lost or stolen.

## **4.7 Video Recordings**

### **4.7.1 Concealed Observations**

Unless otherwise provided in other district policy, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.



Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

#### **4.7.2 Video Cameras**

Video cameras may be used in any school building, school bus, or on any property of the school district to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard school facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district will take steps to notify staff and students through notices to students and parents and notices to employees that video surveillance may occur on school property.

Any information obtained from video cameras may only be used to support the orderly operation of the Maize USD 266 facilities, and for law enforcement, and may not be used for any other purpose. Video surveillance records may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and may become a part of a student's educational record or a staff member's personnel record.

Video recordings may be disclosed to law enforcement personnel and to school officials with legitimate educational interests. Subject to and in compliance with applicable law, parents or guardians of students charged with disciplinary violations may view the relevant portions of any video relating to the charge upon written request to the school principal.

School personnel may also view the relevant portions of any video relating to any disciplinary charge against them upon written request to the school principal. Parents, guardians, or school personnel should be aware that the district maintains security camera video recordings for a limited period, so any request under this policy must be made within 10 calendar days of the event.

Because the schools are bound by FERPA (The Family Educational Rights & Privacy Act), copies of video recordings containing other identifiable students shall not be released by school officials without legitimate educational interests or to students or parents without the written permission of the parent or guardian of all such identifiable students, or through subpoena or court order.

### **4.8 Family/Student Access**

#### **4.8.1 Skyward**

Students and parents can stay abreast of student progress by logging on to Family/Student Access. This easy-to-use program allows students and parents to see information on grades, attendance, schedules, fees, lunch-account balances, graduation requirements, test scores and messages from teachers.

##### **To log on to Family/Student Access:**

1. In your Web browser, go to [www.usd266.com](http://www.usd266.com).
2. Click the Skyward Family Access link at the top of the page.
3. Type in the login/password given to you. One login/ password will give parents access to all of your children's grades. Student Access only allows students to see their own information. (Note: If you did not receive login information, contact any of your children's schools.)

##### **To navigate Family/Student Access:**

1. To switch between children, click the drop-down arrow in the Student Name field at the top of the screen.





2. To view the gradebook, select it from the list on the left.
3. To view current grades in the grade book, select the check box above the list of classes.
4. To email a teacher, click on his/her name in the gradebook.
5. To view other information, select it from the list on the left.

## Learning Management System

Schools may use Blackboard, Google Classroom, or another learning management system. Students will be expected to use these systems to access their assignments. For Username, use the username part of Email Address (example: 17joestudent) type in the nine-digit student ID number that ends with a zero. For password, type in the nine-digit student ID numbertype maizestudent (all one word, all lowercase). Click on the Login button.

## **5 ATTENDANCE**

We believe regular attendance is essential for academic success. Any student who accumulates 3 consecutive unexcused absences or 5 unexcused absences in a semester or 7 unexcused absences in a school year will be identified as truant. If the student is under the age of 18, he/she will be referred to the Compulsory Attendance Law ([K.S.A. 72-3120](#)). **Students with excessive absences, (7 or more) will be required to provide professional documentation for the absences to be excused.**

### **5.1 Parent Notification**

Please notify the school of your student's absence by 10 a.m. in the event the student will be absent on that day. If we have not been notified, you will receive notification on the day of the absence. This is to ensure the safety of our students. Please remember that simply notifying the school of a student's absence does not guarantee that the absence is excused. The school administrator determines if an absence is excused or unexcused. **For an absence to be considered "excused" and/or "exempt" (if the student exceeds 7 days), documentation must be provided to the office within 3 school days of when the absence occurred.**

### **5.2 Attendance Information for Secondary Schools**

#### **5.2.1 Excused Absences**

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal;
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

The administrator has the right to make the final decision as to whether a tardy or absence is excused or unexcused.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

All students must check in through the office upon entering or leaving the building, when arriving late, leaving early or returning. Students with excessive absences, (7 or more) will be required to provide professional documentation for the absences to be excused.

#### **5.2.2 Unexcused Absences**

- 1) Absences in which the student is absent from school all or a significant part of a school day without a valid excuse or when the office has not received notification/verification from parent or guardian.
  - a. A significant part of the school day is considered:
    - i. High school: one block
    - ii. Intermediate and middle school: arrival after 3rd period will be counted as ½ day

absent

iii. Elementary school: see additional notes below in “Additional Attendance Information for Elementary Schools”

- 2) Leaving school when school is in session without obtaining permission and/or signing out.
- 3) Excessive absences (7 or more) without professional documentation.

### **5.2.3 Additional Attendance Information for High Schools**

- 1) At the high schools, failure to check in or out of the front office may result in a four-hour detention.
- 2) An absence is considered unexcused without parent contact which places credit for the course in jeopardy. If the absence is not excused within the allotted time, a student may receive a four-hour detention. The attendance office is open at 7 a.m. for calls. Any student who checks into school after the first block's bell rings must first report to the front office and receive an **ADMIT** to class.
- 3) Senior Skip Day is not an approved school activity. Normal attendance procedures and policies will be in effect for absences.
- 4) Any class period missed, except for reasons cited above, will be considered an absence. An automated telephone call will be made for every unexcused absence. When a student has accumulated four absences, he/she will be notified. Parents/guardians will be notified when the student has accumulated five and six absences. Five absences will result in notification by mail or email; and six absences will result in notification by mail or email and the student may be required to meet with an administrator.
- 5) The accumulation of six absences in a block, per term/9 weeks, may result in no credit being granted. If a student's grade is an “F” when he/she accumulates the sixth absence, and the student does lose credit, the “F” will override the “no credit.” Credit may be granted pending a decision by a review panel. The review panel is available upon request by the student or parent.

The review panel will consist of three teachers who do not have direct contact with the student. If a student or parent requests a hearing with the review panel to determine whether credit will be granted for a class in which absences are excessive, they will have to:

- 1) Request a review panel to the student's assistant principal before the end of the term/9 weeks.
- 2) Account for ALL absences in the review panel meeting.

Student or parent must request the meeting with the review panel by the last day of the term/9 weeks or credit will be lost.

- 1) It is the responsibility of the student to initiate make-up work immediately upon return to each class. The individual classroom teacher will determine the make-up work. For grades 9-12, teachers will post each day's homework assignments on Blackboard or in their Google Classroom. Students who miss school are encouraged to access their missed work through these platforms. Blackboard can be accessed by logging on to the district website, [www.usd266.com](http://www.usd266.com) and clicking on the Blackboard button located at the bottom of the page.

### **5.2.4 High School Tardies**

**All high school tardies start over each term.**

- 1) Individual teachers will handle the first two classroom tardies. Three or more tardies per school year will be handled by the administration
- 2) Parents may excuse their student for being late to school three times with no disciplinary consequence. After the three parent excuses are used, all tardies to school will count toward the total number of tardies.
- 3) Any student coming into class after the bell without a teacher/counselor/administrator excuse will be marked tardy on the daily computer attendance. (Passes must clearly state “excused.”)

- 4) Any student missing more than 20 minutes of class without an excused pass from a teacher/counselor/administrator will be marked absent. (Passes must clearly state "excused.") These absences will be handled by the administration.
- 5) A tardy to any class will result in the following:
  - a. The teacher may assign a disciplinary consequence for the first two tardies.
  - b. The third tardy of a term will result in a one-hour detention assigned by the student's administrator.
  - c. The fourth tardy of a term will result in a two-hour detention.
  - d. The fifth tardy of a term results in a three-hour detention. The student will be required to call home.
  - e. The sixth tardy of a term will result in a four-hour detention.
  - f. A one-day suspension will be given for the seventh tardy of a term.
  - g. The eighth tardy of a term will result in a two-day suspension.
  - h. Should a student be tardy nine times during a term, he/she will receive a short-term suspension of a minimum of three days, and an informal hearing with the building principal will take place before the student may return to school.

### 5.3 Attendance Information for Middle Schools

- 1) A letter will be mailed to parents when a student is absent five or more days each semester.. The intent of the letter is to remind the parents of the number of absences that have occurred. On the sixth absence during the semester parents and students are required to attend a meeting with an administrator. During this meeting the student's academic progress and eligibility will be discussed.
- 2) An administrator may assign a student to ISS, SD or OSS because of attendance, tardies, performance or behavior at school or school activities. Students will eat lunch in the ISS room.
- 3) Students will not be allowed to participate in a practice or contest if the student has been assigned to ISS for any part of the day.
- 4) If a student leaves the building for lunch, the parent must pick up and return him/her in the allotted lunch time. If students are going to lunch with someone other than their parents, they must have a signed note of approval from their parents. Students returning late will be counted tardy.

#### 5.3.1 Middle School Tardies

Being in class, prepared and ready to learn when the bell rings is a necessity. A tardy is not being in your assigned classroom when the bell finishes ringing. Students will have four-minute passing periods. The teacher will determine what constitutes a tardy for the class. Teachers may request administrative assistance for three or more tardies per class. Individual teachers will handle all classroom tardies within the first five minutes of class. Three or more tardies per class will be handled by the administration. Any student coming into class after five minutes without a teacher, counselor, or administrator excuse will be marked tardy on the daily computer attendance. (Passes must clearly state "excused.") These absences will be handled by the administration. Any student over 10 minutes late without an excused pass from a teacher/counselor/administrator will be marked absent. (Passes must clearly state "excused.")

Tardy to any class will result in the following

- Three or more tardies will result in a one-hour detention assigned by the student's administrator.
- Start of the day tardies: Any student arriving to school or class tardy at the beginning of the day will be sent to the office. Parents may excuse their student for being late to school three times

with no consequence. After that, the following applies:

- Warning by administration
- Lunch detention
- 1-hour after-school detention
- 2-hour after-school detention
- 2-hour Saturday detention
- 4-hour Saturday detention
- In-School Suspension
- Conference with parents and possible suspension.

**Unexcused Tardies:** Students who are late to school without a parent call will be considered unexcused and SD will be assigned. At administrative discretion, the student may be assigned to In School Suspension (ISS), SD or OSS if the student is persistent in being late to school, regardless of the reasons for the tardiness.

#### 5.4 Attendance Information for Elementary and Intermediate Schools

Students not in their assigned classrooms within ten minutes of the start of the school day will be counted as tardy if they report to class without a school-related excuse (i.e. late bus, school breakfast, etc.). A student will be considered tardy an hour after school begins. After that time, a student will be considered absent ½ or one full day. Teachers will take attendance when class begins. If a student leaves an hour before school is out, the student will be considered absent for a ½ day in the afternoon.

An attendance letter, regardless of excused or unexcused absences, will be sent to parents after five accumulated absences in a semester. Subsequent letters will be sent if absenteeism continues to be a concern.

#### 5.5 Truancy

According to K.S.A. 72-3121 Sect. C: The building principal shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Department of Children and Families and students over 13 shall be reported to the county or district attorney.). A student is truant when the absence is non-verified under any of the following circumstances, whichever occurs first:

- 1) Three consecutive school days; or
- 2) Five days in any term/9 weeks; or
- 3) Seven days in a school year.

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian. When a student is picked up by law enforcement for a second time, law enforcement will deliver the student to juvenile detention. **Students with excessive absences, (7 or more) will be required to provide professional documentation for the absences to be excused.**

#### 5.6 Homework/Make-Up Assignments

Students are allowed one school day per excused absence to make up assignments. Students with consecutive absences are responsible for contacting their teacher to set up an individual contract for make-up assignments. Long term assignments are those that have a due date more than five days beyond the assigned date; these long term assignments are due on the scheduled date and are not subject to make-up extensions unless prior arrangements have been made. Work missed because of ISS and/or OSS is due parents/guardians may request homework on the second consecutive day of an absence. This request must be made to the school office no later than 10 a.m. of the second day of illness. Homework will be



ready for parents to pick up after 2 p.m., but before 3:30 p.m.

## **5.7 Passes**

### **5.7.1 Grades 7-12**

Any student moving through the halls during class periods must have written permission from the instructor of the class or room to which he/she is assigned. In order for a student to go to another instructor, the instructor has to request the student be sent to his/her room by issuing a pass prior to that time. Students found in unassigned areas without written passes may receive a four-hour detention.

## **6 LOCKERS AND PERSONAL ITEMS**

### **6.1 Lockers**

The administrators have the right to open lockers at any time for inspection. To ensure student safety, the district utilizes working canines that are imprinted specifically on illicit substances and firearms. The canines and their trained handlers will periodically conduct unannounced safety sweeps throughout the district. A locker may be assigned to each student and a lock is provided. Students are to keep books and personal effects in the assigned locker. It should be locked at all times. Students on athletic squads and in PE classes should check their valuables with the instructors or coaches. This is for your own protection. The school can NOT and will NOT be responsible for your losses. PE lockers are checked on the day following the last class and hallway lockers are checked on the day following the last day of school. Items left in lockers are donated to the proper agencies.

### **6.2 Backpacks/Purses**

#### **6.2.1 *Middle Schools***

Backpacks will be kept in students' lockers during the school day. Purses will not be carried during the school day.

#### **6.2.2 *High Schools***

Due to the size of the building and location of lockers in relation to some classrooms, small book bags and backpacks are allowed. Large backpacks are allowed in individual classrooms with teacher approval. Building administration may randomly check student backpacks as they enter the building to help ensure school safety.

### **6.3 Valuables**

Many times students will bring articles such as cameras, cell phones, and communication devices to school that are very valuable to the student and/or parent. We discourage this practice and remind parents that the school has no responsibility for these items if they are lost or stolen. Please put the student's name on each article he/she brings or wears to school. A lost and found box is kept at school.

## **7 BEHAVIOR/CONDUCT**

The Board of Education, administration and staff believe in sound disciplinary policies that are in accordance with good educational practice, due process and those policies specifically set forth in this handbook. Students are expected to follow school policies not only during the school day, but also while traveling to and from school events, between different school buildings, and while in attendance at school activities. Administrative discretion is allowed in dealing with all behavior/conduct matters.

Possible consequences for inappropriate behaviors:

- 1) Administrative conference – is an administrator meeting with the student to develop positive behaviors. The conference may include parents/guardians and faculty.
- 2) Detention is assigned for minor violation(s) of school rules.
  - a. In grades K-6, detention may be served during lunch or recess.
  - b. Detention time for grades 7-8 is served on Tuesday and Thursday from 2:40 p.m. to 4:40 p.m. and on Saturday from 8 a.m. to noon.
  - c. High School Detentions
    - i. Students receiving detentions will be given approximately one week to serve their time. Failure to serve the time by the specified deadline will result in disciplinary action.
    - ii. Detention times at MHS are: Monday-Tuesday-Thursday from 3:00 p.m. to 5:00 p.m., Saturdays from 8:00 a.m. to 12:00 p.m. Detention times at MSHS are: Tuesday and Thursday from 3:00 p.m. to 5:00 p.m., and Saturdays from 8:00 a.m. to 12:00 p.m. If a student is late, he/she will not be admitted. There will be no detention on Wednesdays. Any changes to the detention schedule will be announced to students during the school day.
    - iii. If a student does not serve detention for a teacher, a referral will be made to that student's administrator.
    - iv. Should a student be removed from detention by the supervisor, the time served will NOT be credited.
    - v. No food, sleeping or visiting! If this happens the student will be asked to leave and no time will be credited.
    - vi. Detentions not served may result in the following out-of-school suspensions:
      1. Two hours or less will equal a one-day suspension.
      2. More than two hours will equal a two-day suspension.
- 3) In-School Suspension (ISS) – ISS may last all, part of, or multiple school days, depending on the severity of the violation. Students will not be allowed to maintain their personal electronic devices as defined by board policy in the ISS room without approval of administration.
- 4) Short Term Suspension is a period of time the student is removed from school, not to exceed 10 school days. The following are things to remember about out-of-school suspensions:
  - a. During the suspension, students may not be on school grounds or at any school-sponsored activity district wide.
  - b. Students will receive the opportunity to receive credit for all work missed
  - c. Homework can be accessed through Blackboard or Google Classroom. If a student does not have internet access, or if a student needs copies of worksheets or other materials, they may request those through the office. Please allow time for staff to gather the materials.
  - d. All homework is due on the day the student returns to school. Any long-term assignments are due on the original due date. It is the student's responsibility to find a way to get any such assignment to their teacher if the due date is during the time of suspension.
  - e. It is the student's responsibility to visit with teachers on the day of his/her return to schedule times to make up tests, quizzes, labs, or participation points.



- 5) Long Term Suspension – is a period of time a student is removed from school for more than 10 school days not to exceed a total of 90 school days.
- 6) Expulsion – is a period of time a student is removed for the balance of the current school year and possibly portions of the following school year. The maximum number of days for expulsion is 186 school days. When a long-term suspension/expulsion hearing is pending, the following items apply:
  - a. Both the student and parent will receive a packet of information in the mail or by delivery. This information will include a letter stating the reason for the hearing, as well as the date, time, and location of the hearing. The packet also includes copies of the student handbook which covers the violation and possible consequences, and the Kansas statutes that apply to student suspension.
  - b. At the hearing, the assigned principal will state to the hearing committee members the reason for the hearing. The student and parents will be able to respond, and add any comments they believe are necessary. The hearing committee members may ask questions of any person in attendance. After everyone has had a chance to speak and all questions have been addressed, the hearing officer will ask for the assigned administrator's closing statement which may include a recommendation regarding the situation. The hearing committee members will then decide what they believe to be the appropriate consequence.
  - c. Parents do have the right to appeal the hearing committee members' decision within 10 days by writing to the Board of Education Clerk at 905 W. Academy Ave., Maize, Kansas 67101-9404.
- 7) Student Probation – is an agreement issued by the building principal that defines the terms upon which a student is allowed to return to school.
- 8) Other consequences – may include written notification; police involvement; referral to nurse; General Education Intervention Team; alternative education placement; or other consequences deemed appropriate by the administration.

## 7.1 Counseling

Counselors are interested and concerned about the total welfare, educational progress and future goals of all students. They can provide help with self-awareness, personal relationships, problem solving, decision making, educational planning, coping skills and understanding individual strengths and weaknesses. Students who want to talk to their counselor should make an appointment. Parents wishing to visit a counselor should call their child's respective school office. Counselors are available in all buildings. Behavioral Health Liaisons are available in grades 5-12 to meet with students during the school day.

### 7.1.1 Parent Resources During Out-Of-School Suspension

Out-of-school suspension can be more effective when parents provide parameters and a constructive plan for their child's time at home. Here are some suggestions to help your child learn from this experience:

- 1) Use this time for you and your child to develop a plan to change the behavior that caused the suspension.
- 2) Have your child contact his or her counselor and Flex teacher upon return. Both these adults can provide assistance and guidance for a more successful school experience.
- 3) Contact relatives to see if they are available to help supervise your child.
- 4) Develop with your child an agreement of how his or her day will be spent and what is to be accomplished. If the child has had some input into the plan, it will more likely be accomplished.
- 5) Expect your child to awaken at the normal time and have all school work completed by 3 p.m..

- 6) Leave a reasonable list of items for your child to accomplish by the time you return from work.
- 7) Deny access to the computer or to any computer sites not school-related while your child is at home unsupervised.
- 8) Deny access to his or her vehicle while unsupervised.
- 9) Restrict cell phone usage while unsupervised.
- 10) Expect your child to check in with you or another adult every couple of hours to inform him or her of what has been accomplished during the time frame.
- 11) Check with your place of employment to see if your child can volunteer during the day.
- 12) Contact area organizations that allow student volunteers during the day. Those organizations may include the United Way, Red Cross, and Salvation Army.

## 7.2 Long-Term Suspensions/Expulsions

**In Kansas, a school district is vested with the authority to suspend or expel a student by statute. The law (K.S.A. 72-6114) authorizes suspension or expulsion for the following reasons:**

- 1) Willful violation of any published, adopted student conduct regulation;
- 2) Conduct which substantially disrupts, impedes or interferes with school operation;
- 3) Conduct which endangers the safety of others at school, on school property or at a school-supervised activity;
- 4) Conduct which constitutes the commission of a felony;
- 5) Conduct which constitutes the commission of a misdemeanor by an adult under state law, but only if school conduct occurs at school, on school property or at a school supervised activity;
- 6) Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school; and
- 7) Possession of a weapon at school, on school property or at a school-sponsored event.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school sponsored activities.

**The above state law permits the governing body of any school district, the superintendent or principal, through Board policy, to suspend or expel, for 186 school days, any student for major misconduct or persistent disobedience. A student may be suspended for the remainder of the semester or may be expelled for the rest of the school year, or even through 186 school days that may include the next school year. School districts are allowed to honor each other's suspensions and expulsions. A student cannot attend another USD 266 school for the duration of the suspension/expulsion but can add his/her name to the Complete High School Maize waiting list in order to re-enroll in school once the expulsion time is served.**

Examples of major misconduct during the school day, on school grounds or at school activities, include but are not limited to:

- 1) Possession, consumption, or under the influence of alcoholic beverages.
- 2) Possession or use of fireworks.
- 3) Possession, consumption, or under the influence of illegal drugs.
- 4) Positive drug test result, tampering with a drug test, or refusal to take a drug test.
- 5) Possession of drug paraphernalia.
- 6) Stealing, defacing or destroying property.
- 7) Direct disobedience of school employees/failure to comply.
- 8) Continued unacceptable behavior, rudeness toward any staff member.
- 9) Harassment
- 10) Bullying.
- 11) Use or possession of tobacco products or any electronic smoking devices, such as electronic

- cigarettes, vaporizers, juuls, NJOYs, and/or paraphernalia, etc.
- 12) Unacceptable public displays of affection.
  - 13) Leaving school grounds without permission during the school day.
  - 14) Not in assigned area during school day.
  - 15) Threats against the school environment (including, but not limited to: bomb threats, false emergency alarm, etc.).
  - 16) Physical assault/battery: school employee or threats toward.
  - 17) Physical assault/battery: student/battery or threats toward.
  - 18) Fighting.
  - 19) Endangerment.
  - 20) Forgery.
  - 21) Extortion.
  - 22) Cheating, including electronically, plagiarism or academic dishonesty.
  - 23) Sale, transfer or trade of drugs.
  - 24) Probation violation.
  - 25) Behaviors that promote gang affiliation.
  - 26) Profanity.
  - 27) Acceptable Use Policy Violations.
  - 28) Possession of a weapon and/or facsimile of a weapon (unless part of a designed curriculum authorized by USD 266).
  - 29) Possession and/or transfer of pornographic images, videos, or other material.
  - 30) Video or audio recording without prior authorization by administration.
  - 31) Other behaviors as determined by administration.

Examples of additional major misconduct includes theft or abuse of school files (computer and electronic equipment) including but not limited to:

- 1) Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- 2) Unauthorized transfer of a file.
- 3) Unauthorized use of another individual's identification and/or password.
- 4) Use of computing facilities or other communication devices to interfere with the work of another student, faculty member or school office staff.
- 5) Use of computing facilities or other communications equipment to send obscene or abusive messages.
- 6) Use of computing facilities to interfere with normal operation of the school computing system.

Any violation of the above will be considered **major misconduct** and will be dealt with by the policies governing major misconduct.

**The use of detention time may be an acceptable form of discipline for major misconduct.**

### 7.3 Behavior

The Board of Education is committed to providing a school climate with optimal learning conditions where all students and school personnel are safe and treated with respect. To meet these standards, bullying, harassment and intimidation of any kind are prohibited and violate this school bullying policy.

#### 7.3.1 Academic Integrity Policy (High School Only)

True learning requires integrity, responsibility, and respect. The USD 266 High School Integrity Policy aims to promote clear expectations, support student learning, and develop lifelong integrity within our

students.

What is Plagiarism or Cheating? Examples are, but not limited to...

- Using unauthorized materials and methods including electronic devices, social media, or other means
- Unauthorized prior knowledge of examinations including sharing or receiving test information
- Submitting the same work to more than one teacher without prior approval
- Using another's written work without appropriate citation
- Using another student's work
- Purchasing or using an already prepared work
- Borrowing or paraphrasing an idea or material without proper documentation
- Downloading materials from the internet and submitting them as one's own work
- Sharing completed work with others

### 7.3.1.1 Academic Integrity Consequences

#### 7.3.1.1.1 1st Offense of High School Career

- Contact administration
- Teacher-led conference with student & parent communication
- Grade reduction on student work: Per Department as stated in each syllabus
  - A zero will be recorded in the grade book until the Academic Integrity Form is completed. After the Academic Integrity Form is completed, the student can redo the assignment/test for partial credit. The amount of credit will be determined by each department and outlined in the course syllabus.
  - Academic Integrity Form - The student's administrator sends form to student who violated the policy.
  - The due date of the Academic Integrity Form is at teacher's discretion.

#### 7.3.1.1.2 2nd Offense of High School Career

- Contact administration/office referral (Detention)
- Teacher-led conference with student & parent communication
- Zero given on student work
- Academic Integrity Video and Academic Integrity Form
  - Watch an Academic Integrity Video, and answer reflection questions in Academic Integrity Form.
  - Once the video and form are complete, the educator contacts administration, and then the student will serve a 2-hour detention.
  - If students choose not to complete the video and form, they will serve a 4-hour detention.

#### 7.3.1.1.3 3rd Offense (or more) of High School Career

- Contact administration/office referral (Short term suspension, long term/expulsion hearing)
- Teacher-led conference with student & parent communication
- Zero given on assignment

### 7.3.1.2 Students Enrolled in Dual Credit Courses

Students will be subject to the USD 266 academic integrity policy for the high school credit, while the governing post-secondary institution will determine disciplinary action for the college credit.

### **7.3.2 Bullying**

Bullying means: any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- 1) Harming a student or staff member, whether physically or mentally;
- 2) Damaging a student's or staff member's property;
- 3) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- 4) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- 5) Cyberbullying (bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, online games and websites.)
- 6) An imbalance of power. (Individuals who bully use their power—such as physical strength, access to embarrassing information, age, position within the school or popularity—to control or harm others.)
- 7) Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-1138 and amendments thereto.

Employees or students who believe they have suffered bullying shall report the incident in one of the following ways:

- 1) To their building principal, counselor or teacher
- 2) Online via the Bullying Incident Report Form or Speak Up application on the district's Web site.
- 3) To their immediate supervisor
- 4) To the Educational Support Center

A confidential report will be filed for each reported incident and will include names, dates and locations; the nature of the incident; and suggestions and time frames that will eliminate harassment and sexual discrimination in the school district. Supervisory staff will be trained in workplace conduct annually.

#### **7.3.2.1 Investigating Bullying**

The School Administrator will conduct a prompt, thorough and impartial investigation of all reports of bullying using a bullying incident investigation form within three days after the report to ensure the safety of all students involved. Any individuals who were bullied, individuals who bullied and bystanders will be separated and asked to provide information about the incident. The investigation will also include a review of any previous complaints involving either the individual(s) who was (were) bullied or the individual(s) who bullied. The investigation procedure will vary depending on the nature of the reported incidence. The findings from the investigation will be used by school administrators to determine the appropriate response procedure.

During the investigation process, the school will take measures to ensure that no further bullying occurs between the individual(s) who was (were) bullied and the individual(s) who bullied. Any changes should not inconvenience the individual(s) who was (were) bullied.

Responding schools will take prompt and effective steps to end bullying and harassment, eliminate any hostile environment, and prevent the bullying from happening again. After the school receives a report of

staff bullying, and it is confirmed, the school administrator will determine the appropriate disciplinary response. Staff who have violated this policy may be subject to disciplinary action, up to and including termination. After the school receives a report of student bullying, and it is confirmed, the school administrator will determine the appropriate disciplinary response, contact the parent/guardian(s) of all students involved, and will maintain communication with the parent/guardian(s) once the investigation is completed to share the results of the investigation, whether there was a violation of policy, and the process for appealing the findings of the investigation. Students who have violated this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate this policy shall be reported to local law enforcement

### **7.3.3 Driver's License**

In accordance with Kansas statute 72-6136, law enforcement officials will notify the State Department of Motor Vehicles to suspend driving privileges and revoke the pupil's Kansas driver's license for one year for the following: possession of a weapon at school, upon school property or at a school supervised activity; found in possession of an illegal drug or controlled substance at school, upon school property or at a school supervised activity; or behavior at school, upon school property or at a school supervised activity which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

### **7.3.4 Drugs and Alcohol**

While on school property or during school-sponsored activities, the possession or use of alcohol, drugs or other controlled substance by a student, or a student who admits same, shall be in violation of school policy. Also, conduct which appears to be altered by the use of alcohol, drugs or a controlled substance is a violation of school policy. A drug or alcohol test may be administered by the administrators, or their designee(s) at their discretion for students suspected of being under the influence. If the student refuses to take the test, tampers with the test, or if the test results are positive, the student will be subjected to the sanctions specified below. Medication specifically prescribed for a student by an authorized health care professional will be exempt from this policy. For additional information, please reference the "Search & Seizure" section 7.5 of this handbook.

- 1) Any student who is selling, transferring, or trading drugs, drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity shall receive a mandatory expulsion for up to 186 school days.
- 2) Any student who is in possession of or uses alcoholic beverages, drugs (except as medically prescribed), drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity will receive one of the following disciplinary actions:

#### **7.3.4.1 Use or Possession:**

**First Offense:** Law enforcement and parents will be contacted immediately upon verification of the violation. The student will receive, at a minimum, a short-term suspension not to exceed 10 school days. The administration will determine whether a long-term suspension or expulsion shall be recommended and notify student of a due process hearing. At the time of the hearing, administration may recommend that the student, and/or legal guardian, be afforded the option to have the suspended student meet with a community resource (which may include mental health agency counseling program, an alcohol and drug



service agency, or a physician) to discuss the student's problem with drugs/alcohol. Upon receipt of written documentation that the student is complying with the recommendation of a licensed mental health and/or substance abuse treatment provider's recommended action, the suspension shall be deferred and the student will be allowed back in school; however, should the student violate the terms of the agreement upon which the student was allowed to return to school, the balance of suspension shall be re-imposed.

**Subsequent Offenses During the Student's Middle School or High School Career:** Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be recommended for expulsion from school for up to 186 school days.

- 1) Prescription medication or over the counter medication can and will be given in Health
- 2) Rooms by the school RN or designated person after the Request to Administer Medication at School form has been completed. Prescription medication and over the counter medication not following medication policy will be subject to the same restriction as illegal drugs.
- 3) When a pupil exhibits behaviors that may indicate the use of any illegal drug, alcohol or other controlled substance, the school will document such behaviors, and will conduct appropriate drug testing as needed; confront the pupil and his/her lawful custodian(s) with the documented evidence; and recommend:
  - a. The pupil and lawful custodians enter into a contract with the school to modify the inappropriate behaviors;
  - b. The pupil be considered for enrollment in a diversion program in lieu of consideration for formal treatment; or
  - c. The pupil be taken for an intake evaluation for assessment by a qualified alcohol and drug treatment agency.
- 4) Should any student seek the guidance or assistance of any staff member for the purpose of improving his/her behavior or responses to the involvement with controlled substances, confidentiality will be respected unless staff personnel believe it is in the student's best interest to notify his/her parent or legal guardian.
- 5) Any teacher, officer, or employee who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages or a controlled substance as defined by law, shall immediately notify the administrator. Neither the Board, the District nor any employee of the District shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. 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.

#### ***7.3.4.2 Prescription Medication***

Prescription or over-the-counter medication will be given in health rooms by the school RN or designated person after the Medication Policy Form is completed. Prescription medication and over-the-counter medication use not following medication policy will be subject to the same restriction as illegal drugs.

#### ***7.3.4.3 Tobacco/Smokeless Tobacco/Electronic Cigarettes/Vaporizers/Any Electronic Nicotine Delivery System***

Possession and/or use of any tobacco product, smokeless tobacco, electronic cigarettes, juuling, vaporizers or similar electronic smoking device, or paraphernalia used by students is prohibited in any

attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. Any form of smoking, including the use of cigarettes, cigars, pipes, juuling, hookahs or devices such as an electronic cigarette or a vaporizer is prohibited and the student may be subject to a urinalysis test. Disciplinary consequences can be determined based on the results of the urinalysis test. Law enforcement will be notified and a ticket may be issued (up to a \$40 fine). Violation of the tobacco/vape policy may result in the student being suspended.

### **7.3.5 False Emergency Alarm**

Those persons responsible for a false alarm will be subject to expulsion from school and prosecution to the fullest extent of the law.

### **7.3.6 Hazing/Initiations**

Incidents involving initiations, 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, are prohibited.

### **7.3.7 Posters**

Posters, drawings or other material must be approved for posting in the school by the administration. All unauthorized postings will be removed immediately and become the property of the school. Administration will review materials prior to posting to ensure that materials will not substantially interfere with the work of the school, materially disrupt the school, or cause substantial disorder, invasion or infringement upon the rights of other students.

### **7.3.8 Interrogations and Investigations**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student behavior 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 violations.

When law enforcement officers conduct a formal investigation and/or formally question a student(s), the building administrator shall make reasonable attempts to contact parents, guardians, or a representative of the student(s) prior to questioning. Requests by law enforcement officers to question students during regular school hours will be honored if an investigation involves child abuse or neglect, the identity of a pupil, a pupil being taken into custody, or the law enforcement officer can show the need for expediency. It is expected that all other questioning be handled outside the school day and off school property. Students shall not voluntarily be released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or DCF. If a child is arrested at school, principals should make a reasonable attempt to contact parents if law enforcement officials do not do so.

### **7.3.9 Law Enforcement Personnel (per BOE policy):**

- 1) The school will provide access to school premises and will try to contact the parent/guardian.
- 2) The school will provide access to child.
- 3) The designated school official (principal/assistant principal/counselor) will be present during the investigation unless mutual agreement is reached that attendance by the school official is not in the child's best interest.
- 4) The school will observe confidentiality at all stages of the investigation.



- 5) Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or DCF. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school by law enforcement agencies, except in cases involving child abuse.

### **7.3.10 Vandalism**

The Board shall seek restitution according to the law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent or designee shall contact the parent(s) and explain their legal responsibility. The parent(s) shall be notified in writing of the dollar amount of loss or damage. Juveniles or their parent(s) shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be 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.

### **7.3.11 Weapons BOE Policy**

Any student who has weaponry of any kind on their person, school property or at a school function, will have that weaponry confiscated and may be subject to discipline, including suspension or expulsion from school. Any student who has weaponry, as defined by Kansas state statute, will be expelled from school for one calendar year (K.S.A. 72-6131). Such incidents will be reported to law enforcement when required by law.

The deterrence of the possession of weapons or other dangerous objects is necessary to promote health and safety within the school setting and to provide a school environment conducive to education. When the administration in any school has reasonable suspicion to believe that a weapon or dangerous object is in the possession of either an identified student or unidentified student, or when there has been a pattern of weapons or dangerous objects found at a school, on school property, at a school function or in the vicinity of a school; or when violence involving weapons has occurred at a school, on school property, at a school function, or in the vicinity of the school, the administration is authorized to use metal detection scanning equipment. Metal detection scanning shall fall under the following classifications:

- **General:** Scanning all pupils who are present at school on the day of a selected scan.
- **Partial:** Scanning an identifiable group of students, (i.e. a bus load of students, an entire class of students, all students who eat lunch during a given lunch period, all students and non-school personnel attending a school function, etc.)
- **Individual:** Scanning of a student and/or their personal possessions.

### **7.3.12 Sexual Harassment**

Sexual Harassment can be defined as unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Unwelcome actions of harassment and sexual discrimination of employees and students will not be tolerated in the school district. Employees or students who believe they have suffered harassment and/or sexual discrimination practices shall report the incident in one of the following ways:

- To their building principal, counselor or teacher
- Online via the Bullying Incident Report Form on the district's Web site
- To their immediate supervisor
- To the Educational Support Center

A confidential report will be filed for each reported incident and will include names, dates and locations; the nature of the incident; and suggestions and time frames that will eliminate harassment and sexual

discrimination in the school district. Supervisory staff will be trained in workplace conduct annually. Students who have violated this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate this policy shall be reported to local law enforcement. Staff who have violated this policy may be subject to disciplinary action, up to and including termination.

### ***7.3.13 Additional Behavior Information for Maize South Middle and High Schools***

At MSMS and MSHS, teachers recommend students for a Gold Card. This is an honor for students with privileges determined by administration. Students must earn the required points to earn Gold Card status. Students will lose Gold Card status if they have four or more tardies, are on the Focus list or have discipline issues. Once a Gold Card has been issued, it is active until the student graduates, unless it has been revoked. Freshmen are not eligible for Gold Cards.

### ***7.3.14 Additional Behavior Information for Middle Schools***

These rules are designed to notify students as to the behaviors that are unacceptable; nevertheless, every specific variation of prohibited conduct may not have been included. Students should expect to be disciplined for misconduct that is inappropriate, particularly in light of societal expectations. A specific rule need not be written for every conceivable variation of behavior that affects the orderly mission of the school. The range of consequences for misconduct that may be assigned by an administrator may include without limitation: student conference, parent conference, before or after school detention, ISS, SD, OSS, long term suspension or expulsion, notification of police and recommendation to drug assessment agencies. The severity of the administrator-determined consequences will be based on the severity of the offense committed by the student.

- 1) Disruptive behavior
  - a. In the school classroom (normally handled by the teacher via student conferences, teacher assigned detentions, parent contacts, etc.) The severity of the disruption and/or the continuing nature of behavior after two parent contacts may require the teacher to refer the continuing problem to an administrator. The administrator will then assign appropriate consequences.
  - b. That is of willful-disobedient nature and/or involves the refusal by the student to follow a verbal or non-verbal directive on the part of a school employee. An administrator will assign appropriate consequences.
- 2) Inappropriate language.
- 3) Inappropriate dress.
- 4) Inappropriate affection.
- 5) Unexcused absences for skipping (includes not checking out when leaving).
- 6) Failure to serve detention.
- 7) Violating ISS rules.
- 8) Possession and/or use of tobacco or lighters/matches.
- 9) Gross disrespect to a school employee (name-calling, profane gestures, etc.).
- 10) Damage to property, not intentional but the result of unruly behavior.
- 11) Damage, destruction or theft of school property.
- 12) Damage, destruction or theft of private property.
- 13) Physical abuse, assault or battery by a student on another student (includes threats, extortion and sexual harassment).
- 14) Assault or battery on a school employee.
- 15) Possession, sale or use of alcohol and/or drugs.
- 16) Possession of and/or using pyrotechnics, setting of fire alarm or bomb threat.
- 17) Possession and/or use of a weapon or simulated weapon.
- 18) Bus behavior problem.

- 19) Persistently tardy to class.
- 20) Continual violation of school rules: OSS, behavioral contract or long term suspension.
- 21) Body piercing at school will not be tolerated.
- 22) No face or body paint will be allowed at school without administrative approval.

In School Suspension (ISS) is intended as a way of assessing a consequence without causing the student to miss out on learning. ISS is a highly controlled environment that allows no socialization and no mixing with other classmates, and it requires diligent work on collected assignments. Lunch is brought to the room, and students eat in their private cubicles. If a student misbehaves or refuses to work diligently on assignments while in ISS, then the student will be sent home as an OSS student. It then becomes the responsibility of the parent(s) to supervise the student.

Repeated assignments of a specific student to ISS are not productive after a certain point. At some point in time, the administrator will stop assigning ISS and start OSS or SD. It is important to remember that certain violations will result in automatic OSS; i.e., fighting, harassment, major theft, vandalism, gross disrespect, drugs, alcohol, weapon, bomb threat, etc.

#### **7.3.14.1 Middle School Saturday Detentions**

Saturday detention (SD) may serve as an alternative for out of school suspension OSS. Students may be assigned SD for disciplinary action regarding inappropriate behavior at school or a school activity. It is the student's responsibility to get to SD. There will be no bus transportation provided for students who have been assigned SD. SD will be a very strict and controlled environment. Detention time for grades 7-8 is served on Tuesday and Thursday from 2:40 p.m. to 4:40 p.m. and on Saturday from 8:00 a.m. to noon. The rules are as follows:

- 1) Students will be given an option of two Saturdays to serve their time.
- 2) A missed SD will be handled by the administrator.
- 3) SD starts at 2:40 p.m. and 8 a.m. sharp. If a student is late, he/she will not be permitted to enter.
- 4) No sleeping, food, or visiting will be permitted. If this happens, the student will be asked to leave, and no time will be credited.
- 5) Have something to do.
- 6) Bring all materials with you.

#### **7.4 Dress Code**

USD 266 recognizes that the apparel of the student is primarily the responsibility of the parent. However, the school will insist upon attire that is conducive to the learning environment. The guidelines listed below are designed to prevent distractions in order to provide an atmosphere that is conducive to learning. The parent and student are responsible for ensuring that the student is in compliance with all aspects of the policy during the time the student is at school or participating in school related activities. Failure by the student to correct dress code violations may result in disciplinary action.

**Building administrators are the final authority as to whether clothing is or is not in compliance with dress code policy.** All clothing should be modest and appropriate for school. **The guidelines for appropriate attire are:**

- 1) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- 2) Shirts and dresses must have fabric in the front, back, on the sides (under the arms), and should have straps. Midriffs should be covered.
- 3) Clothing must cover undergarments (waistbands and straps excluded.)
- 4) Fabric covering chest, genitals, and buttocks must be opaque.
- 5) Headgear including hats, hoodies, bandanas, headbands, and caps are not allowed unless

- permitted for religious, medical, or other reason by school administration.
- 6) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist. Students may not be able to participate in the activity if clothing is deemed unsafe.
  - 7) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
  - 8) Any item that advocates or advertises tobacco, alcoholic beverages, drugs, illegal substances, violence, racist organizations/symbols, gangs, obscenities, nudity, hate speech, or have double meanings are not allowed.
  - 9) No blankets.
  - 10) Items not designed to be worn as clothing will not be permitted.

## 7.5 Search & Seizure – School Premises

The pupil has exclusive control over his/her immediate possessions, locker, desk, workstation, and other similarly assigned areas of school property as against other pupils. However, lockers, desks, workstations and other assigned school property remain the property of the school and may be opened and searched at any time. When school officials have reason to believe that a pupil is involved in illegal, illicit or disruptive behavior, or behavior that is in violation of school rules, school administration has the authority to conduct a search and confiscate items considered illegal, illicit, disruptive or a general nuisance to the educational process. Parking on school property is a privilege, not a right. The act of bringing a motor vehicle upon school premises will allow school officials to presume consent by the student, parent or guardian or owner of the vehicle to search the motor vehicle if there is a suspicion to believe that illegal, unauthorized or disruptive materials are contained inside. If the administration has reasonable suspicion that illegal activity is being conducted via a cell phone/ communication device, then the administration may search the contents of the phone/device. The district utilizes working canines that are imprinted specifically on illicit substances and firearms. The canines and their trained handlers will periodically conduct unannounced safety sweeps throughout the district. School administrators will assume possession based on location of items found to be illegal and/or against school policy. School administrators may use metal detection wands or other scanning devices when there is reasonable suspicion that a student is in possession of an unapproved or illegal item.

## 7.6 Traffic Regulations – High School

- 1) The maximum speed limit on all school property is 10 miles/hour, unless otherwise posted.
- 2) Student driving privileges may be suspended for any on-campus vehicle-based violations.
- 3) Parking regulations require that all vehicles must be registered with the office before parking on campus. The registration sticker should be displayed in the lower left-hand corner of the rear window, but must be visible. Violators will be assessed a fine if not registered.
- 4) No tobacco products as defined in board policy, alcoholic beverages, weapons or drugs of any kind are allowed in your vehicle while on school property. Police will be notified of violations. Possession of illegal drug violations may be prosecuted.
- 5) All USD 266 students are responsible for each vehicle they operate on campus as well as any items located inside of the vehicle.
- 6) Parking at MHS: Students of USD 266 are not allowed to park in the horseshoe parking area in front of high school during school hours. This is designated for visitor, handicapped and staff parking. The lot in front of the media center also is not for students. The parking lot on the west side of the high school is for employee parking and bus pickup/drop-off. The only parking areas for students are the areas between the east drive and the west drive of the main parking area and the baseball field parking lot.
- 7) Parking at MSHS: Students are not allowed to park in the first two double rows of parking in the east parking lot. This is designated for visitor, handicapped and staff parking. The remainder of the east parking lot and the parking lot west of the building are available for student parking.

- 8) USD 266 is private property and reserves the right to enforce no driving on the access roads at Maize South campus between the schools. **They are for school-owned and emergency vehicles only.**
- 9) Operating or parking motor vehicles on sidewalks or lawns is prohibited.
- 10) Park in parking stalls between the lines. No parking in circled area at the end of the parking lanes.
- 11) The high school reserves the right to impose limitations on parking in emergencies or on special occasions.
- 12) No vehicle is to be parked or driven in such a manner as to obstruct vehicular or pedestrian traffic.
- 13) No vehicle is to be backed into parking stalls. Vehicles must be parked with tags displayed toward the driving lane.

### 7.6.1 Fine Schedule

Infraction Description	Fine
Improper display	\$15.00
Improper parking	\$25.00
Staff parking	\$30.00
Parking without permit	\$25.00
Failure to yield right of way	\$40.00
Improper backing	\$40.00
Improper turn	\$40.00
Exhibition of power/racing	\$60.00
Stop sign	\$40.00
Speeding	\$40.00
Driving without due regard	\$60.00
Fire lane	\$30.00
Handicapped zone	\$40.00
Possession of tobacco	\$40.00
Possession of alcohol	\$60.00
Littering	\$40.00
Park on lawn/sidewalk	\$30.00
Drive on access roads	\$30.00
No seat belt	\$10.00
Cell phone/texting	\$40.00
Unlawful Riding	\$60.00

Students who are issued a campus citation on school property have the right to an appeal within ten (10) business days from date of issuance. Students must contact the school SRO and schedule an appointment. In lieu of fines, students may negotiate community service projects to work off their fines with the school SRO.

## 7.7 Crimestoppers/Speak Up

The Crimestoppers Program at the high schools and the middle schools is designed to give students an opportunity to report illegal or inappropriate events to the administration in an anonymous manner. These events may include, but are not limited to fights, weapons, drugs, alcohol, theft, vandalism and cigarettes. If a student has an item stolen or vandalized, a form can be completed that will advertise the item to the student body in order to help solve the crime.



**To report a crime at the intermediate, middle, or high schools, call 316-722-1433.** The student will remain anonymous and be eligible for a cash reward. Intermediate, Middle, and High school students also may report crimes directly to the building SRO.

The district has an anonymous and safe program to allow students the opportunity to report information to authorities by downloading the P3 app and sharing your tip or go to [www.usd266.com/speakup](http://www.usd266.com/speakup).

## **8 TRANSPORTATION**

### **8.1 Bus Conduct Policy**

Students who attend Maize schools are fortunate to have transportation provided for them. This privilege contains certain responsibilities that include abiding by the State of Kansas and the Maize USD 266 school bus regulations. These regulations are posted and will be enforced on each bus. The driver is given the authority to ask for and expect discipline and courtesy from each student.

Procedure for disciplining a student using improper bus behavior:

- 1) Verbal Correction given to student(s) by the Bus Driver.
- 2) First Warning emailed to Parents/Guardians and School Administrator. School Administrator will issue discipline measures.
- 3) First Bus Conduct Report emailed to Parents/Guardians and School Administrator. School Administrator will issue discipline measures
- 4) Second Bus Conduct Report and beyond emailed to Parents/Guardians and School Administrator. Discipline Coordinator will issue discipline measures.
  - a. Second Bus Conduct may result in a bus suspension up to 5 days.
  - b. Third Bus Conduct may result in a bus suspension up to 10 days.
  - c. Fourth Bus Conduct may result in a bus suspension up to one semester.
  - d. Fifth or beyond may result in a bus suspension for the rest of the school year. Disciplinary

action can result in loss of riding privileges. Multiple reports will result in loss of riding privileges up to and including the school year. Suspension lengths can be longer if the offense is of a severe nature.

Once a month a Bus Safety class will be held at the Transportation Office on the second Saturday morning of each month. This class can be taken in lieu of the first Bus Suspension. The class will be approximately an hour long, the student and at least one Parent/Guardian will be required to attend. If the student fails to attend class, bus suspension will have to be served. Class is scheduled through the Discipline Coordinator in the Transportation Office.

Surveillance systems are used on the buses. The surveillance systems are intended to discourage student misconduct while students are being transported. Recordings will be reviewed, as necessary, by an administrative team with appropriate action toward misbehavior implemented. Video recordings capturing misbehavior may be used at conferences with parents and as evidence for disciplinary action.

These rules are comprised of State Laws and Maize USD 226 regulations. The rules apply anytime the student is riding a school bus. Any act which may endanger the safety of others may be cause for temporary or permanent suspension of bus riding privileges.

#### **8.1.1 *Prior to Loading***

- 1) Students must be at their assigned stop five minutes prior to scheduled pick up time. Be outside at the stop. In extreme weather students may wait inside, but must be on the way to the bus as it approaches. The bus cannot wait beyond its regular schedule for those who are tardy.
- 2) Bus riders shall conduct themselves in a safe manner while walking to the bus stop, waiting for the bus and boarding the bus. Walk on the far left-hand side of the road facing traffic when going to the bus stop. Never stand in the roadway. Stand single file in an orderly manner while waiting for the bus. If you must cross the street to board the bus, do so only after directed to do so by the bus driver and after you have looked both ways before you enter or cross the street. Wait until the bus comes to a complete stop and red safety lights are flashing before attempting to enter the bus. The bus will stop at least six (6) feet away from the closest student.
- 3) Students are advised to listen to local radio or TV stations or check the district website,



[www.usd266.com](http://www.usd266.com), in the event of inclement weather to be informed of changes in bus service.

### **8.1.2 Loading and Unloading**

- 1) Pick-up and delivery locations for students being transported by school vehicle will be determined at the beginning of the school year. Only one pick-up and drop-off location will be allowed at residential addresses or day care provider addresses within school district boundaries. When USD 266 students or their parents waive district provided transportation to off-campus service, the district will not be responsible for providing transportation cost reimbursement. A change of locations during the school year will be approved for the following reasons:
  - a. Change of residence within the district.
  - b. Change of day care provider within the district.
  - c. Court Order involving visitation rights during the week.
- 2) If a student is going home on a bus other than their regular route, it is the responsibility of the student to have a building administrator's signature on the note sent by the parent before he/she gets on the bus. If a student is going home with another student, both students must have notes to that effect, signed by their parents/guardians and signed by an Administrator. This option is not available to use to create a secondary drop-off location that is part of a regular routine (such as every other Friday or riding home with the same student every Monday).
- 3) Pre K, Kindergarten, and any other student requiring an adult appointed representative, must have a Parent/Guardian or appointed representative wait with him/her to load the bus. Also, a Parent/Guardian or an appointed representative must meet the bus at the scheduled drop off time. If someone is not there to meet the Pre K/Kindergarten student, or any other student requiring adult supervision, the student will be taken back to their school. If the Pre K/Kindergartener, or any other student requiring adult supervision, has an older sibling, they may act as a representative with a note signed by the parent/guardian stating this. If a student continues to be in a position where they are left unsupervised, authorities such as local police or Department of Children and Families may be contacted.
- 4) Student(s) are not allowed to load or unload at unassigned stops without Transportation approval.  
i.e. If a student is late, they are not allowed to get on the next stop or any after.

### **8.1.3 State of Kansas Laws and Regulations:**

- 1) The driver is in charge of all passengers while they are riding, loading, and unloading from the bus.
- 2) Each school transportation provider shall ensure that openings for the service door, emergency exits, and aisles are kept clear of any obstructions.
- 3) Each school bus driver shall direct students who cross the roadway when loading or unloading from a school bus to cross only in front of the bus. The driver shall ensure all traffic has stopped and shall instruct students to wait for a signal before crossing the roadway.
- 4) Each driver shall ensure that all students who have unloaded from the bus have moved a safe distance away from the bus before the driver moves the bus.

### **8.1.4 While on the bus:**

- 1) Obey the driver promptly and courteously.
- 2) In the interest of safety, only low conversational volume levels are acceptable. Unnecessary conversation with the driver is prohibited while the bus is moving.
- 3) When boarding the bus, go quickly and quietly to assigned seat; face forward in the seat, with feet on the floor at all times.
- 4) Keep arms, head and all parts of the body inside the bus at all times.
- 5) Assist to keep the bus clean and free from trash.
- 6) Treat bus equipment with respect. Damage to seats, etc., must be paid for by the offender(s). Any



- damage to the bus is to be reported at once to the driver.
- 7) Students shall not tamper with the controls or the equipment on the bus.
  - 8) Do not throw anything out of the bus windows. This is littering and could result in a fine from Law Enforcement.
  - 9) Keep books, packages, coats, feet and all other objects out of the aisle.
  - 10) All musical instruments and other personal items must be taken by the student to his/her seat. If these items are too large for the student to hold without depriving another student of his/her seat, then the student must make other arrangements for their transportation.
  - 11) Students are to remain seated while the bus is in operation.
  - 12) Absolute quiet is necessary at railroad crossings. Drivers may ask for silence from passengers when they are faced with adverse driving conditions such as snow and ice.
  - 13) School projects are allowed on the bus, if they are in a sealable container. Students are responsible for any mess a project causes on the bus.
  - 14) Swearing, use of obscene language, unacceptable signs or moral offenses are prohibited.
  - 15) No food, drink, or gum chewing will be allowed on regular route buses. Students are allowed to have water in a sealable container. Drivers may confiscate water bottles if they become a nuisance.
  - 16) Drivers are required to have assigned seats on regular bus routes. Tier 1 will separate the different grade levels: intermediate, middle, and high school students. Tier 2 will assign each individual student a seat.
  - 17) Students will not throw any objects in the bus, at any time. All sports equipment is to be in a bag prior to loading the bus.
  - 18) Use of electronic games, cell phones, portable speakers, etc., may be prohibited from a bus if creating a disturbance, offensive to other students, or safety hazard.
  - 19) Student-owned electronic devices are not to be used to make recordings or take pictures when riding in a school vehicle
  - 20) Students are not allowed to exit the bus until assigned drop off location. Approval from an Administrator or Transportation is required to exit prior to assigned drop off.
  - 21) Drivers may confiscate any item deemed a safety issue from any bus passenger. The driver will give the item back to the student at their drop off location or to an Administrator.
  - 22) Drivers have the right to ban items deemed a safety issue or causing disturbances from their respective bus.
  - 23) Students should inform the driver, when possible, of their intention not to ride the bus

### **8.1.5 After leaving the bus:**

- 1) Never cross behind the bus. If you have to cross the street after debarking, walk along the side of the road in front of the bus until you can see the driver's face. Wait until the bus driver signals you to cross. Then walk checking traffic in both directions before crossing the other lane of traffic.
- 2) Remain off the roadway until the bus pulls away. If your child checks the mailbox, teach him/her to wait in the drive until the bus pulls away before checking the box.
- 3) Never return to the bus for any reason after unloading.

It is recommended that students have a book bag or sport bag in which to carry all papers, books, shoes, etc. – all loose items. This is especially important for younger riders who might forget the danger of chasing a paper or other dropped item under the bus.

Any person(s) who waits for student(s), should stay well away from the street and never go near the bus at any time. Driver will stop the bus in a safe location away from anyone waiting at the bus stop.

The following Items are prohibited at all times on buses:

- 1) Weapons

- 2) Tobacco & Tobacco Paraphernalia
- 3) Alcohol
- 4) Illegal Drugs
- 5) Vaping
- 6) Flowers
- 7) Balloons
- 8) Pets (Approved Service Animals allowed)
- 9) Glass Containers
- 10) Any other item determined to be a safety hazard or detrimental to the operation of the vehicle.

## **8.2 Transportation Between 9-12 Classes/Placements**

School transportation will be provided for high school students for some classes held between the high schools and Maize Career Academy (MCA). Students enrolled in community service, CBI, college classes, classes at another high school or MCA, internships, or other specific courses or opportunities determined by USD 266 in its sole discretion, may drive themselves with written parental/guardian consent. Students will be expected to travel directly to and from the alternate location, and will be afforded reasonable time allowance. In order to drive themselves, students must have an appropriate driver's license that allows the driver to transport minors, insurance on the vehicle, and a valid USD266 parking permit. Students may only transport other students who have written parental/guardian consent to be transported by another student. Students must park in student parking spaces; failure to comply will result in disciplinary consequences. Students and parents/guardians acknowledge that USD266 is not responsible for accidents, incidents, or traffic violations that occur while the student(s) is/are in route to/from these destinations, or any other unapproved destination the student/passengers may visit while on route to the approved destination. Failure to comply with these guidelines may result in the loss of driving privileges for both the driver and passenger(s) or other disciplinary consequences as determined by school administration.

## **9 SAFETY**

### **9.1 Student Identification**

Students are required to wear their District-issued student identification card at all times during school hours. ID cards shall be affixed to a District-issued school-specific lanyard, and worn so that the ID card and lanyard are visible. Principals may excuse the use of lanyards for articulable safety reasons for specific situations. No ID card or lanyard shall be concealed from any school personnel. Students will incur the cost of \$3.00 for replacing lost or damaged ID cards and lanyards.

### **9.2 Drills – Fire/Tornado/Crisis**

Evacuation maps shall be posted. All occupants are required to participate in all drills. District-approved procedures shall be followed.

### **9.3 Asbestos**

In accordance with Environmental Protection Agency Regulations regarding the Asbestos in Schools Rule, the students, parents and staff of USD 266 are hereby notified that all boiler sheeting and pipe lagging have been inspected and repaired and will continue to be repaired as though they contain asbestos. This is being done in order to reduce the possibility of exposure to possible toxic material. Further information may be obtained by contacting your child's respective school office or the Educational Support Center at 316-722- 0614.

## **10 ENROLLMENT POLICY**

**Also see health assessment and health care/immunizations policies regarding requirements for enrollment.**

### **10.1 Student Admission to School**

Only resident students will be admitted to Maize schools, except that employees of the district may enroll their children with permission from the Superintendent of Schools. PreK- 8 students whose residence changes to outside the district shall be dropped at the end of that current nine-week grading period. Students in grades 9-12 will be allowed to complete high school with permission from the Superintendent of Schools. Younger siblings of students enrolled in grades 9-12 will be allowed to complete the school year provided they are enrolled on September 20. Students must remain in good standing. Upon enrollment of a student new to the district who does not have a legitimate Maize school district address, but whose parents have indicated their home is currently under construction/contract, the building principal shall:

1. Verify the address.
2. Scan and upload contracts (including rental agreements)
3. The Educational Support Center will verify the status of enrollments as necessary.

#### **10.1.1 *Private/Home School Students***

Enrollment in specific classes by resident students attending private/home school programs may be allowed, with permission of the Superintendent of Schools, prior to September 20. The request will be based on the extent that staff, facilities, equipment and supplies are available. Administration will try to accommodate scheduling requests made by the private/home school. However, the final schedule of private/home schooled students is determined by administration. The parent/guardian of a private/home school student must provide evidence of registration of their school with the Kansas State Department of Education at the time of application. Transportation will be the responsibility of the resident seeking enrollment. Students in grades 7-12 will be unable to participate in interscholastic competition, unless they meet all requirements of the Kansas State High School Activities Association (KSHSAA).

#### **10.1.2 *Homeless Students***

The district, in accordance with state and federal law and the Kansas state plan will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. For the purposes of Maize Board of Education policy, a student awaiting foster care placement shall not be considered homeless. The board shall designate a homeless coordinator for the district. (See Maize Board of Education policy for additional information.)

### **10.2 Health Assessment**

As required by the Kansas State law, all students up to the age of nine must have on file, at the appropriate school, a completed health assessment (physical) form. The assessment may be completed by a physician or by a nurse licensed by the Kansas Department of Health and Environment. Failure to comply with this policy will result in a student being excluded from school until compliance is achieved. Exemption under this policy may be obtained by a written statement signed by one parent/guardian that the student is adherent of a religious denomination whose teachings are opposed to such assessments.

## 10.3 Proof of Identity

### 10.3.1 Grades K-1

1. Certified copy of birth certificate: A child enrolling in Kindergarten or first grade must present a certified copy of his/her birth certificate within 30 days of enrollment date.
2. Certified copy of court order for child placement: As an alternative for item No. 1, a child who is in the custody of the secretary of DCF must present a certified copy of the court order placing the child in the custody of the secretary when enrolling.

### 10.3.2 Grades 2-12:

1. Certified transcript: A child enrolling in grades 2-12, and who has previously followed board policy for enrollment in grades K-1, must present a certified copy of his/her transcript within 30 days of enrolling.

#### 10.3.2.1 First-time enrollees

A child enrolling in grades 2-12 for the first time must present a certified copy of his/her birth certificate within 30 days of the enrollment date. If the birth certificate is not presented within the 30-day period, then the school shall notify the law enforcement agency in the home county of the school district. The school will not contact parents or guardians during this time; the school will not inform those individuals involved of the investigation.

## 10.4 Special Education

The Maize School District does offer special education services. Placement in those programs offered by the cooperative is accomplished through a screening process. See the counselor or the principal for further information regarding these programs.

## 10.5 Foster Care Students

The district, in accordance with state and federal law and the Kansas state plan, will ensure that students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of the Maize Board of Education policy and its applicable regulations, "foster care" means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties. The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district. (See Maize Board of Education policy for complete information.)

- A. Student records – "marking or tagging":
  - a. The school will mark that child's records as "special" if informed that said child is missing and keep records separate from all others.
  - b. The designated school official will notify the law enforcement agency if a request is received for the child's records and will keep all information confidential.

## 10.6 Additional Enrollment Policy Information For High Schools

### 10.6.1 Transfer Information and Credits

- 1) New students who want to enroll in high school who do not transfer from another school may do so within the first five days of the term/9 weeks. Students who have dropped out of any school may re-enroll only when accompanied by a parent.
- 2) When a student transfers from an accredited school to USD 266 high schools, a total of one credit will be accepted from religion-based coursework. The credit will be an elective credit, unless the term "history" is included in the title of the coursework. If the title includes "history," a social studies elective credit will be granted for the transferring course.
- 3) Graduation from the high schools requires 28 credits for grades 9-12. The specific requirements are outlined in the student enrollment booklet and in this district student handbook. Adult students whose four- and five- year cohort groups have graduated may graduate based on the minimum number of required units of credit as provided by the Kansas State Department of Education.
- 4) Grade classification at high school is based on the number of credits earned: Four (4) credits are required for sophomore status, twelve (12) for junior status and eighteen (18) for senior status. Students are reclassified each August.
- 5) Two credits can be earned from a district other than Maize USD 266 for the purpose of remediation and must have prior approval. The following policies apply in all circumstances and can only be waived at the discretion of the building principal.
  - a. Maize Educational Outreach Center Online courses should be the first options used in any plan of remediation.
  - b. Students must have a credit agreement approved, signed and on file at high school prior to taking any class that is not provided by Maize USD 266.
- 6) **COLLEGE AND CAREER OPPORTUNITIES:** College and technical training is available to high school sophomores, juniors and seniors. Students must apply for admission to the technical/community college, must meet the minimum GPA requirements as determined by the post-secondary institution, and should have a good attendance and behavior record to be eligible for acceptance. Students wishing to participate in these off-site programs must review and complete a "college release contract" form and submit to their counselors. Approval by administration or counselors will be required for enrollment in off-site CTE programs. Students and parents are responsible for contacting their instructors for attendance, grade, and other issues. Students may check with their counselor or administrator to determine if Maize USD 266 provides transportation to the off-campus program they are considering. Students who are enrolled in college or vocational courses at post-secondary institutions must remain enrolled in the course through the semester in which they are enrolled. The high schools grant concurrent credit from various post- secondary institutions. The amount of college credit varies per class and cost is determined by the institution. Enrollment in some classes requires ACT score and GPA minimums. A complete list of dual credit opportunities is available in the enrollment guide.
- 7) The Maize Career Academy is part of Maize USD 266, and its policies apply to students who attend classes in the academy.

### 10.6.2 Educational Outreach

- 1) Students both in the Maize school district and students outside of the Maize district may enroll in online courses.
- 2) Off-Campus Enrollment: Students who elect to take classes at an accredited college must obtain prior administrative approval. These courses may be taken in order to obtain a full schedule; however, these courses will not receive additional weighting towards students' grade point average. The only courses eligible for additional weighting are listed in the weightings section 14.4.2.1 of this handbook.
- 3) For the purpose of allowing a student to continue in an advanced curriculum or provide

enrichment opportunities not available at the high schools, students may take classes outside the high school curriculum provided during a specific term/9 weeks or semester. This will require counselor recommendation and building principal approval. Credits may be earned on university campuses, online, via distance learning, or by correspondence. The student is responsible for financial obligations when credits are approved through these avenues. Prior approval must be granted by the building principal to allow the student to receive high school credit for such offerings. See additional information above regarding college and career opportunities.

- 4) All high school students may take Educational Outreach Online courses beginning the summer before their freshman year. Courses available online are listed on the Maize website under Programs and Educational Outreach Center. courses begin on the first weekday of each month. A student interested in retaking a failed course and/or earning credits otherwise unattainable due to scheduling conflicts may benefit from this program. Online courses for credit acquisition and recovery are the financial responsibility of the student and cost \$30 per month. Online enrollment requires counselor approval to make sure that the course is acceptable within the student's educational plan.
- 5) A student can earn credit only once for any high school class. Classes should not be repeated. Continued interest in a field of study should be reflected in a move to a higher level class in the curriculum. Exceptions to this policy include performance, service, independent study or special projects classes such as instrumental music, vocal music, upper level physical education, teacher assistant, community service and expanded learning. Sequential classes in which skills are progressive, i.e., math and foreign language, may be repeated with teacher recommendation. Repeated math classes will earn elective credit and not count towards the required number of math credits needed for graduation.

### **10.6.3 Scheduling**

- 1) Courses listed on the enrollment form or in the Enrollment Guide may be canceled by the administration if enrollment is not sufficient to merit a class. Elective classes may not be offered if fewer than 12 students enroll in the class.
- 2) Any student who wishes to participate in any KSHSAA activity (sports, music, cheerleading, etc.) must pass a minimum of five new classes that are each worth a minimum .5 credit per class in the semester (two terms/HS level-9 weeks/MS level) prior to the one in which they plan to participate. The student must also be enrolled in a minimum of five new classes that are each worth at least .5 credit per class in the semester (two terms/HS level-9 weeks/MS level) in which they participate. All seniors must enroll in four (4) blocks terms 1 and 2. Seniors who are on track for graduation may apply for early release during the spring semester. Application must be made with and approved by the student's counselor at the time of enrollment for the senior year. Seniors who are granted early release usually begin their day with 1st block and will be released beginning with block 4. If a student takes college classes during early release time only those classes that have prior concurrent credit approval and are listed on the student's class schedule will earn high school credit. The concurrent credit classes that have approval will be identified in the high school enrollment guide. All college classes are the financial responsibility of the student.
- 3) Students requesting a class change must complete a "Schedule Change Request" form within the first three school days of the term in which the request exists. The student's Individual Plan of Study will dictate class changes based on class size and availability. A detailed explanation of the request as well as parent and teacher signatures are required for consideration. The request will be reviewed and approved or denied by a panel of counselors and/or administrators. "Schedule Change Request" forms can be found in the counseling office.
- 4) Any student who is withdrawn from one class or all classes after the term/9 weeks has begun will receive a WF (Withdraw Failing) designation on his/her transcript. This policy can be waived only at the discretion of the building principal. Students who are withdrawn for documented medical reasons can receive a WD (Withdraw Medical) designation on their transcript. Documentation



must be provided in the form of a written doctor's statement indicating the student's failure to attend or achieve was for medical reasons.

- 5) Special requests for a particular teacher cannot be honored. Student schedules will not be changed for the purpose of changing teachers.

#### **10.6.4 Additional Information**

- 1) Complete High School Maize (CHSM) is designed for those students who are in need of individualized instruction and alternative learning opportunities. A Personalized Education Plan (PEP) is developed for each student. Online courses, vo-tech, and courses such as these are available to CHSM students if the course is needed to fulfill their PEP. When such a course is deemed necessary by the staff, and the course is not available at CHSM, USD 266 will incur the cost of the course. If the student does not successfully complete the course, the student must reimburse the district for the course.
- 2) Maize Virtual Preparatory School is a K-12 program designed for students who are at grade level or above who wish to learn from home. An Individualized Plan of Study (IPOS) is developed for each student. Only full-time enrollments are permitted. Students may begin applying in March prior to the next school year and are allowed to enroll through August or until MVPS reaches full capacity. All students are required to take a face-to-face entrance exam for admission.
- 3) All full and part-time students at the high schools are required to participate in the state assessment and ACT programs.

#### **10.7 Changes in Residence or Phone**

Please notify the school when changes occur on the pupil information form. Changes in phone numbers for home, work and emergency contacts, and e-mail addresses should be reported immediately. High school students who move outside the district must obtain written permission from the Superintendent of Schools to remain enrolled and must stay in good standing.

#### **10.8 Student Transfer Within District**

Building transfers are strongly discouraged. Parents/guardians who disagree with the building assignment of their child should discuss their concerns with staff in the following order: building counselor, building principal, and assistant superintendent of either elementary or secondary education. If the building assignment cannot be mutually agreed on, the parent/guardian may appeal the decision to the Superintendent of Schools. Requests for Transfer: Eligible secondary students and parents/guardians must complete and submit an Intra-District Transfer Request form to their building principals. The USD 266 administration will review and consider all requests for transfer. No in-person hearings are contemplated.

##### **10.8.1 Additional Transfer Information:**

Current high school students may submit a completed "Request for Transfer" form to his/her building principal. Decisions on transfer requests will be made by USD 266 administration. Students approved for transfer will be allowed to move to the other high school at the beginning of the following school year. In the event a student is transferred, the student will not be eligible to participate in varsity interscholastic events, including KSHSAA sanctioned events for one full calendar year.

Middle school students whose parents/guardians make a bona fide move, per USD 266 BOE policy, to a permanent address within the USD 266 boundaries will be required to attend their boundary school





beginning the first day of the next school year. High school students may remain at their current school. If they wish to move to their boundary high school, they may do so no later than the first day of the following school year.

### **10.9 Withdrawals & Transfers**

The parent should initiate withdrawal three days in advance of the actual moving date. This advance notice allows sufficient time to get the necessary paperwork completed. Please notify the office personnel at the respective building. If notification is not given, a three-day turnaround on paperwork and refund will be followed. All books and materials must be returned at the time of withdrawal.

## **11 EXTRACURRICULAR, CO-CURRICULAR, CLUBS AND ORGANIZATION PARTICIPATION**

Participation in activities is voluntary and a privilege. Students who participate in activities will be held to a high standard of personal conduct and must abide by Maize USD 266 policies as well as the rules set down by the KSHSAA. These rules will apply during the regular school year or from the first day of practice through the last day of competition.

The following standards apply to all activities:

- 1) Academic eligibility will be according to KSHSAA rules.
- 2) In middle school, students must attend three scheduled classes in order to be eligible for practice or events, or have administrative approval.
- 3) In high school, students must attend at least two blocks of the school day in order to be eligible for practice or events, or have administrative approval. Exceptions will be school-sponsored activities.
- 4) Students must be in good standing (not in violation of any school policies) to be eligible for practice or participation in activities. Students must be making adequate academic progress to remain eligible.
- 5) A practice session is no excuse for missing an enrichment or detention period.
- 6) A student who drops out of an activity prior to the end of the season must turn in any items checked out to him/her. Failure to comply with this policy will result in the associated fees being added to the student's account until the items are returned.
- 7) Diplomas for senior athletes will be withheld until their respective season is completed and all school equipment is returned.
- 8) The student must be enrolled in five (5) new subjects and must have passed five (5) subjects the previous semester. This is in accordance with the KSHSAA.
- 9) Any student involved in a major misconduct, as specified in BOE policy and the student handbook, during the student's competitive season, will be subject to the following sanctions. All offenses will be cumulative during the student's middle school or high school career, but not from middle school through high school. Students could be subject to administrative consequences.

### **First Offense:**

Upon verification by school administration, the student will be suspended from his/her activity and not allowed to participate in all competitions/performances for the remainder of the school year. The suspension may be reduced to 25% of remaining eligible competitions/performances if the following are completed.

- a. Substance abuse - Complete a substance abuse and/or mental health assessment at an outside, licensed agency at student's/parent's expense.
- b. Other major misconduct - Performance of community service specified by the building administrator.

**Second Offense:** Same as listed above. The suspension may be reduced to 50% of remaining eligible competitions/performance using the same guidelines listed under First Offense, except for drug/alcohol use. A second offense for drug/alcohol use will require enrollment in a substance abuse/mental health intervention or care program.

**Third Offense:** Upon verification by school administration, the student will be suspended from his/her activity for the remainder of his/her middle school or high school careers.

- 10) Suspension from an activity for a first or second offense means that a student cannot participate, but will be eligible to attend all practices, meetings and competitions/performances upon receiving written verification from a licensed agency of adherence by the student to the

recommended care program.

- 11) For students involved in a major misconduct out of season relating to substance abuse or criminal offenses, consequences may be administered per the Extracurricular Code of Conduct. This may include for substance abuse issues a minimum of three hours of participation in a substance abuse or mental health care program, for a criminal offense a minimum of five hours of documented community service will be required.
- 12) The student will follow all rules and regulations established by the coach or sponsor and will respect the authority of the coach or sponsor.

## 11.1 Sportsmanship

Athletics provides an opportunity for students to display good sportsmanship in a team sport environment. Students should root for their school's team, refrain from complaining about the officials' calls or coaching, and model good sportsmanship at each game/event.

By attending a game/event as a spectator or participant, you agree to:

- Be a supportive and positive fan - not a disruption to the game/event. Foster a positive and supportive environment by exhibiting behavior that is respectful of all players, coaches, officials and other spectators. Be a positive role model by demonstrating good sportsmanship and self-control at all games and practices.
- Never attempt to coach or give instruction to players during games/events.
- Never openly express criticism for any coach, player, opposing team, table worker, or official; and never use inappropriate, derogatory, or vulgar language during games/events.
- Review and abide by the Kansas State High School Activities Association (KSHSAA) Ejection Policy (found below):

The first offense for disrupting a game or event or others enjoyment of the game, will result in a warning and possible suspension from attendance for the following game/event. A second offense will result in a suspension from attending games or events for the remainder of the season.

### **KSHSAA Ejection Policy (Updated November 2021)**

Any participant (player, coach, spectator) who is ejected for making contact with an official or who is ejected for unsporting behavior directed toward an official, shall be subject to a non-appealable suspension from the next contest at that level and for all contests at any level (in that activity) until the suspension has been served. Local school Leadership may levy additional sanctions as they deem appropriate.

### **KSHSAA Examples of Unacceptable Behavior:**

Booing or heckling an official's decision; criticizing the merits of officiating; displays of temper and arguing with an official's call; derogatory remarks toward the official, coach constantly questioning calls.

Laughing, pointing finger, name calling, yelling player name or number, etc., directed at opponents in an attempt to distract; to degrade an excellent performance by opponents.

Displays of anger, boasting, use of profanity, antics which draw attention to you instead of the contest; doing own yells instead of following lead of the cheerleaders; doing unsportsmanlike yells/gestures, while pointing finger at opponent; singling out individuals.

## **11.2 Student Organizations**

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

## **11.3 Student Clubs**

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school sponsored clubs. School sponsored clubs shall be under the direct control of school personnel. Non-curriculum related school sponsored clubs (i.e. - provide service to school [Recycling Club, CACOW, etc.) are allowed to meet on school property during non-instructional time.

## **11.4 Non-School Sponsored Student Clubs**

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

## **11.5 Student Government**

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

## **11.6 Code of Conduct - Extracurricular, Co-Curricular, Clubs and Organizations**

Participation in extracurricular and co-curricular clubs and organizations is a privilege. A primary goal of participating in extracurricular and co-curricular clubs and organizations is to teach students character and self-discipline skills which will enable them to develop to their highest potential. As ambassadors for the school district and as role models for their peers and younger students, students who participate in these clubs and organizations are held accountable for their actions at a higher standard of conduct both in and out of school. Therefore, each student participating in extracurricular and co-curricular activities will be expected to abide by a code of conduct which will be reviewed with the student by the coach or sponsor prior to the student participating in the club or organization.

## **11.7 Purchases**

When it is necessary to make a purchase for a school organization, the student must first have the approval of the sponsor. Under no circumstance is a student to charge an item to the school without first securing a purchase order through the office. Any person purchasing an item and charging it to a class or organization will be liable for the purchase. Items are not to be charged without securing a purchase order through the office.

## **11.8 Extracurricular Activities/Physicals**

All students who are going to participate in athletics, cheerleading, or dance must have on file a

completed KSHSAA physical examination form, the concussion form, and USD 266 Extracurricular Activities Code of Conduct signature page before they will be allowed to participate in practices or games. The physical must be completed and the form dated May 1 or after for the following school year.

## **11.9 Dances**

Students are not permitted to leave the building during dances or any other school function and return later, unless prior permission is granted. As a preventive measure, the sponsors and/or supervisors of any student dance may use a breathalyzer at any time before, during or after the dance. Testing may be done on a random basis or when a sponsor and/or supervisor of the dance suspects a student of alcohol use. If the student refuses to take the test or if the test results are positive, the student will receive the disciplinary actions outlined in the Drugs/Alcohol section 7.3.4 of this handbook.

### **11.9.1 High Schools**

Students in grades K-8 are not permitted to attend high school dances. Doors may be closed at an established and advertised time. Once a student leaves the dance, he/she will not be permitted to return. If a student brings an out-of-school guest, they must fill out an outside guest form. Guests may range in age from freshman in high school to 20 years old. Student ID cards must be presented for admission. Students who do not have their current permanent ID cards will not be allowed to attend high school dances. School-appropriate dancing will be required.

### **11.9.2 Middle Schools**

Middle school students will have the opportunity to attend socials and dances throughout the year. Students may not bring guests. No attendance is allowed if the student has been in ISS or OSS that day or absent a half day (three periods) because of illness. Students who do not have their current permanent school ID cards will not be allowed to attend middle school events. If a student leaves the building during the dance, he/she will not be allowed to return.

## **12 FEES**

### **12.1 General Fee Information**

Maize USD 266 requests payment of school year fees during the enrollment period, when a fee is posted to the student's Skyward Family Access Fee Management account or when the parent/guardian is notified by the student's school that a specific fee is due.

Full payment of all student fees is expected during the school year the fee is incurred. Partial payments may be made throughout the school year as long as the student's Skyward Family Access Fee Management account balance is paid in full by the end of the school year. The school district may withhold student diplomas for outstanding fees. Maize USD 266 will refer outstanding fees from prior school years to a collections agency.

### **12.2 Curriculum Fees (Grades Pre-K -12)**

A district-wide annual curriculum fee is collected at the time of enrollment. Curriculum fees are rental fees that help cover the cost of textbooks, workbooks, and student software. The curriculum fee does not pay for yearbooks, use of district-owned musical instruments, replacement ID cards, paper, pencils, erasers, crayons, and ordinary supplies the student needs during the school term. Curriculum fees for new or returning students who enroll after school begins are pro-rated in quarterly increments. Students are reminded that any damage done to a textbook will result in the student replacing the books at their expense.

### **12.3 Athletic Fees (Grades 7-12)**

An annual athletic fee will be charged to any student participating in extracurricular athletic programs (including cheerleading and dance).

### **12.4 High School Fees (Grades 9-12)**

Materials and fees not included in the district-wide annual curriculum fee will be collected separately and include: Driver's Education (an online course with the fee paid before a student can log on and begin the course), Ingenuity courses, yearbooks, rental of district-owned musical instruments, and replacement ID cards. Some high school courses provide students the opportunity to complete projects (i.e. Art, Family & Consumer Science, Industrial Technology). If a student chooses to take these classes, the student may be required to pay for the project supplies.

### **12.5 Pre-K Fees**

The Maize School District offers a Fee-Based Pre-K option at the Maize Early Childhood Center. It is available to all families who choose to participate as long as there is space. The fees for this program are not waived, as families who qualify through at-risk qualifiers are eligible to attend the grant-funded State Pre-Kindergarten Program or Kansas Preschool Program. Tuition is due from August through April on the first day of each month. A nonrefundable deposit of \$250 or \$125 respectively is due at the time of enrollment and serves as the August tuition payment. Students enrolling in Pre-K after school begins will pay full month tuition if they enter the program between the 1st and the 15th day of the month. Students entering Pre-K from the 16th through the last day of the month will pay ½ month tuition. If the school is closed for reasons beyond the district's control for 3 or more days, then the tuition will be half the rate for

that period of time. If parents choose to withdraw their child they must give a two-week notice, payment is expected during this time.

## **12.6 Waived Fees (Grades Pre-K -12)**

A student's curriculum fee and/or athletic fee (if applicable) may be waived if the Application for Free and Reduced Price School Meals form and the Consent for Disclosure form are completed and benefits are approved by the Director of Food Service. An online Free and Reduced Meal application and Consent for Disclosure can be found in Skyward Family Access under the Food Service tab by clicking "Application" in the top right-hand corner. A paper application can be found at any district building or on the district web page, [www.usd266.com](http://www.usd266.com), listed under "District" then "Frequently Requested Forms." Submit the application to the Educational Support Center, 905 W. Academy Ave, Maize, KS 67101, Attn: Food Service. Contact the Food Service office at (316) 722-0900 if you have questions. Parents must reapply each school year for this benefit.

## **12.7 Fee Refunds**

### **12.7.1 Curriculum Fee Refunds (Withdrawn Students)**

If the annual curriculum fee has been paid and the student withdraws, a full refund will be given if the student withdraws by/on Sept. 20. After Sept. 20, the refund will be prorated in quarterly increments. Refunds for fees paid by check will be issued after the check has cleared the bank.

Students who are removed from school for a term/nine weeks, semester, or year due to attendance or disciplinary problems forfeit a refund on all fees.

### **12.7.2 Curriculum Fee Refunds (Waived Fees)**

If the annual curriculum fee has been paid and the student becomes approved for a waived curriculum fee, a full refund will be given if the student is approved by/on Sept. 20. After Sept. 20, the waived curriculum fee refund will be prorated in quarterly increments.

### **12.7.3 Athletic Fee Refunds**

The annual athletic fee may be requested and fully refunded prior to, but not after, the first team contest/game. If the annual athletic fee was paid and the student becomes approved for a waived athletic fee, a full refund will be given if the student is approved by/on Sept. 20. If the student becomes approved for a waived athletic fee after Sept. 20, no refund will be given.

### **12.7.4 Pre-K Fee-Based Tuition Refunds**

The initial deposit (that serves as the August tuition payment) for Pre-K is not refundable or transferable. If the student is withdrawn between the 1st and 15th of any month from September through April, the building may reimburse half of that month's tuition fee. If the student withdraws after the 15th of the month, tuition will not be reimbursed for that month. The Fee-Based Pre-K program does not qualify for waived tuition, therefore, no refunds are given if the student's family is approved for the Free and Reduced Price School Meals Program.

## **13 FOOD SERVICE**

### **13.1 Food Service Program**

The Maize USD 266 Food Service department offers breakfast and lunch programs in all K-12 buildings. Menus and nutritional information can be found at [usd266.nutrislice.com](http://usd266.nutrislice.com) or on the NutriSlice app. All food served meets or exceeds requirements by the National School Lunch Program and Smart Snacks guidelines.

USD 266 uses the Skyward Food Service and RevTrak fee payment systems. Breakfasts, lunches and milk may be debited from their accounts with their meal cards. Parents keep as large a balance as they wish in a child's account (for example: \$5, \$10, \$15 or more). A damaged or lost meal card should be reported to the lunch clerk.

Free and Reduced meal benefits are available for families that apply and qualify. Families must apply each year for meal benefits using the online application in the Food Service tab in Skyward Family Access or by using the application form available in any school building or on the district website. Please allow 10 days for applications to be processed and provide your student with meal money until the application is processed. Any negative balances acquired before an application is approved are still the responsibility of the family.

Families who qualify for free or reduced benefits may also complete a Consent for Disclosure form to grant Food Service permission to share that status with other district programs.

#### **13.1.1 Meal Prices**

Maize USD 266 Meal Prices 2023-2024 Effective 8/1/2023				
	Breakfast		Lunch	
	Reduced	Paid	Reduced	Paid
K-8	\$0.30	\$1.90	\$0.40	\$2.55
9-12	\$0.30	\$1.95	\$0.40	\$2.85
Adult	\$2.35		\$3.85	
A la carte Milk	\$0.50			

#### **13.1.2 Meal Payment Policy**

Households are encouraged to deposit money into meal accounts in advance of meal service via the online payment system in Skyward Family Access, or payments can also be made in person at the building via cash, check or credit card. Automatic phone calls, text messages and emails notify the families daily when account balances are low. Payment to cover the cost of an a la carte purchase or adult meal must be in the patron's account or provided at the time of purchase.



### **13.1.3 Unpaid Meal Balance Policy**

USD 266 wants children to be nourished and prepared to learn while still ensuring financial responsibility to patrons.

After a negative balance occurs:

- 1) Food Service staff will notify families of unpaid charges.
- 2) Students with a negative balance will be allowed to charge two alternate lunches (PBJ & milk) and one alternate breakfast (graham cracker & milk) at a rate of \$0.45. The account will then be considered delinquent and suspended until payment is received.
- 3) If a student has a negative balance and brings more money than the value of the day's meal(s), the excess money can be applied to the negative balance. A student cannot be refused a meal in order to apply the entire payment to a negative balance.

### **13.1.4 Closed Lunch**

Maize Schools have a "CLOSED LUNCH" policy. Students will be expected to eat at school. Students who live within walking distance of the school may be excused to walk home for lunch provided a written request and permission is received from the parent. Permission must be renewed each year. Students will remain in the lunchroom until their designated lunch ends.

### **13.1.5 USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- Fax: (202) 690-7442; or
- E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **13.1.6 Additional Food Service Information for Grades 7-12**

If a student leaves the building for lunch he/she must be picked up by a parent/guardian in the office and must return within his/her allotted lunchtime. If the student returns after their designated time, he/she will be counted tardy. Returning 20 minutes or more late will result in an absence and possible disciplinary action as assigned by school administration. Money may be added to the meal card account if given to the food service secretary before school. Meals may be purchased with cash.

Cafeteria rules:

- 1) Students in the cafeteria before their scheduled time will be required to have a teacher's pass stating the reason they are out of class.
- 2) Students will walk in the halls and cafeteria.
- 3) Students will line up in an orderly manner, without pushing or cutting in line.
- 4) Faculty and staff may take a place at the head of the line.
- 5) Chair legs/supports are to remain flat on the floor.
- 6) Feet are to remain off tables and chairs.
- 7) Students will eat quietly, not disturbing others.
- 8) Each person is responsible for returning his/her tray, dishes, silverware and trash to the kitchen window.
- 9) Any trash under and around each table is the responsibility of those persons seated at that table.
- 10) All students should remain in the cafeteria area during their scheduled lunch.

Because of limited space and for the high school students' safety, the following guidelines are in place for MHS/MSHS students wishing to have visitors during their lunch period:

- 1) Visitors of individual students are limited to immediate family (parents, grandparents, siblings) and adults serving in a mentorship role to the student.
- 2) No more than three visitors allowed per student per visit.
- 3) The student cannot have friends who are not in the same lunch period join him/her and family for lunch.
- 4) Students and visitors may be requested to eat in the main office or another alternate location.
- 5) Verification of family status may be required.

### 13.2 Food Allergies

It is the joint responsibility of the administration, family, school staff and students to promote a food safe educational environment. In order to respond to the needs of students and staff with food allergies and minimize the risk of accidental exposure, each group listed above should follow the guidelines listed below:

#### **Family:**

- 1) Notify the school of the child's allergies and complete district forms.
- 2) Work with the school General Education Intervention (GEI) team to develop a plan that accommodates the child's needs throughout the school system, if needed.
- 3) Provide properly labeled medications and replace after use or upon expiration.
- 4) Educate the child in the self-management of his/her food allergy.
- 5) Review policies/procedures with the school staff, the child's physician and the child (age appropriate) after a reaction has occurred.

#### **Students:**

- 1) Should not trade food with others.
- 2) Should not eat anything with unknown ingredients or known to contain any allergen.
- 3) Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- 4) Should notify an adult immediately if they eat something they believe may contain the ingredient(s) to which they are allergic.

#### **Administration:**

- 1) Be knowledgeable about and follow applicable federal and state laws and district policies that apply.
- 2) Coordinate with the school nurse to review health records submitted by parents and physicians.
- 3) Identify a group within the General Education Intervention (GEI) team at each building and other appropriate personnel to work with parents and the student (age appropriate) to establish a

prevention plan, if needed.

- 4) Coordinate with the school nurse to educate all staff, on an annual basis, to understand food allergies, recognize reaction symptoms and know what to do in an emergency.
- 5) Coordinate with the school nurse to be sure medications are properly stored and an appropriate emergency kit with physician's order is supplied by the parent/guardian.
- 6) Review policies/prevention plan with the General Education Intervention (GEI) team members, parents/guardians, student (age appropriate) and physician after a reaction has occurred.
- 7) Students shall not be excluded from school activities solely based on their food allergy.

### 13.3 Food/Open Containers

Students may eat and drink in areas designated by school administration. There are no refunds for problems with vending machines. Building administration will determine if outside food and drinks are allowed at extracurricular activities.

### 13.4 Wellness Policy

Maize USD 266 is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. The wellness program of the district will include the following components:

- Include goals for nutrition education, physical activity and other school based activities designed to promote student wellness in a manner that the board determines is appropriate. Include nutrition guidelines for all foods available in each school during the school day; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity.
- Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidelines apply to schools. Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring wellness policy is effectively enforced.
- Involve parents, students, representatives of the school food authority, the school board, administrators and the public in the development of the school wellness policy.

## 14 GRADING/HONOR ROLL

### 14.1 Report Cards/Conferences

Fall and spring conferences will be held at all buildings.

Report cards are issued four times each year and obtained by logging in to Family Access. If you don't have your Family Access login and password, contact your child's school. Parents are asked to review the reports with their child and to consult the teacher if they wish. Parents are also encouraged to meet with teachers or other school personnel at any time throughout the school year, whenever they have a concern.

### 14.2 Grading Information for Grades K-1

Students in Grades K-1 are not assigned letter grades (A, B, C, D, & F) correlated to percentages. Rather, Maize USD 266 uses a standards-based report card. The grade marks are:

- Y - Yes, demonstrating standard
- S - Showing progress
- N - Needs improvement

### 14.3 Grading Information for Grades 2-12

**Students in Grades 2-12 shall be assigned letter grades according to the following percentage achievement. Grade point averages only factor in letter grades, not pluses and/or minuses.**

LETTER GRADE	PERCENTAGE ACHIEVEMENT
A	100%-93%
A-	92%-90%
B+	89%-88%
B	87%-83%
B-	82%-80%
C+	79%-78%
C	77%-73%
C-	72%-70%
D+	69%-68%
D	67%-63%
D-	62%-60%
F	Below 60%

It is each teacher's responsibility to determine the appropriate letter grades for the students assigned to them. Accurate records will be kept in the teachers' grade books and the weight of daily work versus test grades used to determine the letter grade will be consistent and announced at the start of the school term. The method used to determine the letter grades and all class attendance/participation requirements will be explained to the students at the beginning of the course.

Letter grades shall not be lowered as punishment. The letter grades assigned by the teachers under these guidelines will not be changed except in the case of an obvious error.

## 14.4 Honor Roll

### 14.4.1 Middle School

1. Principal's Honor Roll recognition is given each term/9 weeks to students who earn all A's for the term.
2. Regular Honor Roll recognition is given each term/9 weeks to students who earn all A's and/or B's for the term.

### 14.4.2 High School

The instructor will determine grades after evaluation of the student's performance.

<u>GPA</u>	<u>LETTER GRADE</u>	<u>PERCENTAGE GRADE</u>
<b>4.00</b>	A	100-90
<b>3.00</b>	B	89-80
<b>2.00</b>	C	79-70
<b>1.00</b>	D	69-60
<b>0.00</b>	F	59 and Below

#### 14.4.2.1 Weighted Grades

Courses which incur additional weight are: Advanced Placement, 1 additional point per letter grade and Pre-AP or Honors, .5 additional point per letter grade.

<u>LETTER GRADE</u>	<u>AP COURSE</u>	<u>PRE-AP OR HONORS</u>
<b>A</b>	5.00	4.50
<b>B</b>	4.00	3.50
<b>C</b>	3.00	2.50
<b>D</b>	2.00	1.50

Classes which receive 1.0 weighting include: AP Literature, AP Calculus, AP Calculus II, AP Statistics, AP United States History I & II, AP Government, AP Physics I & II, AP Biology I & II, and AP Chemistry.

Classes which receive 0.5 weighting include: English 9 Honors, English 10 Honors, English 11 Honors, Pre-Calculus/Trigonometry Honors, Calculus Honors, World History Honors, Physics Honors, Biology Honors, Chemistry I Honors, and Chemistry II Honors.

#### 14.4.2.2 High School Honor Roll

The honor roll will be in two divisions, the Principal's Honor Roll for students with a weighted GPA of 4.0 or higher and the honor roll for students with a weighted GPA of 3.0 or higher and no grade lower than a C. The names of the students will be released to the appropriate publications.

## 14.5 Academic Letter

Based upon at least three consecutive semesters of work, with two of the three semesters being completed at the high schools, an academic letter is awarded to a student who has earned at least a 3.5 grade point average (GPA), rounded to the nearest tenth for each of the three consecutive sessions. A certificate, letter, emblem and bar will be given at the awards ceremony at the end of each school year. Further requirements include:

- 1) A student must have been a full-time student during the semester he/she earned the 3.5 GPA. A full-time student is defined as one who is enrolled in four blocks for the entire semester not to include non-graded coursework through the semester they earn the academic letter. Office, media and teachers' assistants are non-graded courses.
- 2) Students must be in good standing at the time of the award to receive the award.

A second and third academic letter may be earned as follows:

- Second Letter – This academic letter will be awarded to juniors or seniors who have earned at least a 3.5 GPA for each of the five previous semesters of work. A certificate and bar will be given at the awards ceremony.
- Third Letter – Seniors who have earned a second letter as juniors may earn a third academic letter. Seniors must have at least a 3.5 GPA for each of the seven semesters of work and be a full-time student in the eighth semester. A certificate and a bar will be given.

## 14.6 National Honor Society

The purpose of National Honor Society (NHS) is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of secondary schools.

Applications for National Honor Society will be given to eleventh and twelfth grade students who meet the requirements listed below. Students will receive their application in their Block 1 or 2 classrooms during the last week of August.

To become a member of National Honor Society, the following criteria must be met:

- 1) Applicants must have attended the Maize school district for at least one year to be eligible or have been inducted at their previous school.
- 2) Applicants must have a minimum of a 3.7 cumulative GPA at the end of the school year to be eligible for membership.
- 3) Applicants must have a minimum of two school-related extracurricular activities for the current year.
- 4) Applicants need to have completed 20 community service hours within the last two school years. Receiving the application or submitting it does not guarantee admittance into NHS. Applications will be given to a panel of teachers for review before membership is granted.

## 14.7 FLEX

- 1) The Flex period allows students an additional opportunity to receive guidance and academic assistance from their teachers, meet with clubs, and work on digital electronic portfolios.
- 2) Students in each grade level will have specific tasks to complete throughout the year to add to their digital portfolios. One day per week will be designated as a no movement day to complete these tasks.
- 3) Students will earn 0.25 pass/fail credit per year for Flex and beginning with the class of 2027, students will have a 1.0 credit graduation requirement. On Friday, after checking in with their Flex teacher, students who have met the criteria for the week, may be excused early on Friday.

## **15 GRADUATION/PROMOTION**

All students will be assigned to a qualified, certified teacher. Special requests for a particular teacher cannot be honored. It is generally expected that pupils will advance one grade level each year. A pupil may be reassigned to a lower or higher grade during the year, or retained or accelerated at the end of a school year. Any promotion or retention will be determined by the building principal after consideration of factors such as:

- 1) Teacher evaluation.
- 2) Standardized achievement tests.
- 3) Individual mental maturity tests.
- 4) Chronological age.
- 5) Social and physical development.
- 6) Parental consultation.
- 7) Counselor and/or school psychologist report.
- 8) School attendance.
- 9) Completion of all required state assessments.

Students should not be retained more than one school year. Special education students, under normal circumstances, should not be retained.

### **15.1 Additional High School Graduation/Promotion Information**

- 1) Four credits of English. It is strongly recommended that one credit be obtained during the senior year.
- 2) Three credits of math. No credit from middle school will be allowed.
- 3) Three credits of science that include two physical science and one life science.
- 4) Three credits of social studies.
- 5) One credit of physical education.
- 6) One credit of business/computer literacy.
- 7) One credit of fine arts.
- 8) One-half credit of speech.
- 9) Eleven and one-half credits of electives.
- 10) Twenty-eight total credits.

### **15.2 Early Release of Seniors**

Second semester seniors are required to only take those courses needed to fulfill the graduation requirements. However, seniors are required to complete all courses in which they previously enrolled. They will only be able to make schedule changes if they meet the schedule change requirements. It is recommended that seniors challenge themselves beyond the 28 credits required. Second semester seniors are encouraged to take advantage of the many educational opportunities available to high school students. Seniors participating in second semester athletics or activities must be enrolled in five of the eight second semester classes in order to be eligible under KSHSAA guidelines. Those classes must be worth .5 credit per class. Assistant classes, such as teacher, office, athletic, etc. are worth .25 credit and cannot be counted as one of the five classes. Seniors must leave the building at the conclusion of their last class of the day.

Per BOE policy – For the educational benefit of the student and school district, the counselor and principal will individually evaluate early completion.



### 15.3 Kansas Scholars Curriculum

Seniors may be designated state scholars by completing the Scholars Curriculum and by a selection index that equates ACT score and GPA. This designation entitles them to apply for a need-based scholarship. The courses required for Kansas Scholar designation can be found at <https://www.kansasregents.org>.

### 15.4 NCAA Regulations

Students who desire to participate in athletics at the Division I level will need to complete 16 core classes and meet ACT and GPA requirements. Division I eligibility is determined on a sliding scale test score/GPA index. The lower the sum test score, the higher the GPA must be.

Required credits for a Division I college are: 4 English; 3 math (Algebra 1 or higher); 2 science; 1 additional math, science or English; 2 social studies and 4 additional core (may not use computer science), totaling 16 units. Students entering a Division II school will be required to complete 14 core courses and minimum requirements of a 2.0 GPA and 68 sum ACT score. Credit requirements will include 3 English; 2 math (Algebra 1 or higher); 2 science; 2 additional math, science or English; 2 social studies and 3 additional core (may not use computer science), totaling 14 units.

Test scores must be sent directly to the Clearinghouse by the testing agency. Use the 9999 code when registering to take the exam. Scores on transcripts are not accepted. Only NCAA approved courses count as core courses. NCAA Clearinghouse registration should be completed by the student at the end of the junior year. Students may register online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or [www.ncaa.org](http://www.ncaa.org). Contact the Director of School Counseling or the high school Athletic and Activities Director for more information. A student must also be certified as an amateur through the Clearinghouse. The student must log on to the Clearinghouse to answer questions about their athletic participation to complete the amateurism certification process.

### 15.5 Qualified Admissions

Students should visit with their school counselor about qualified admissions to state universities.

### 15.6 Graduation Ceremony Regalia

Cords, medals, and other academic regalia worn at the graduation ceremony must be previously approved by the building principal.

### 15.7 Other Requirements

- 1) Completion of all mandated state and local assessments.
- 2) Students must have all transcripts for credit earned outside of the high school in the high school registrar's office by May 1 in the year of graduation.
- 3) Students must meet all graduation requirements by the end of the school year to participate in the graduation ceremony.
- 4) Foreign exchange students will receive certificates of attendance instead of diplomas.

### 15.8 Laude Requirements

Summa Cum Laude (With Highest Honor):



- Top 3% of Weighted Grade Point Averages (GPA)
- Must complete the Kansas Scholars Curriculum
- Must take a full course schedule for eight semesters
- Recognition at Graduation:
  - Medal and Gold Cord
  - Identification in the graduation program
  - Called to stage to receive the medal

**Magna Cum Laude (With High Honor):**

- >3%-10% of Weighted GPA
- No curriculum requirements
- Recognition at Graduation:
  - Gold Cord
  - Identification in the graduation program
  - Students stand to be recognized

**Cum Laude (With Honor):**

- 4.0 Weighted GPA and above
- Recognition at Graduation:
  - Silver Cord
  - Identification in the graduation program
  - Students stand to be recognized

## **16 HEALTH CARE**

### **16.1 Illness**

Students who are ill should never be sent to school. Students with temperatures at or above 100 degrees will be sent home. They must be fever-free for 24 hours without the use of fever-reducing medication before returning to class. The school health rooms are set up to give first aid to the sick and injured, do screenings, give necessary medications, and care for students with chronic health problems. Ill students need to be picked up quickly in order to prevent the spread of disease to others.

The school attempts to provide a safe and accident-free environment. However, if an accident occurs, first aid will be administered, and the parent notified. First aid is defined as immediate temporary care given in the case of injury or sudden illness. Care beyond first aid is considered the parents' responsibility.

Parents are notified to pick up students when the school finds it necessary to send a student home. If the parent/guardian is unavailable, the emergency contact will be notified. Please keep family and emergency information current with the school.

A contagious disease may require a physician's order for your student to return to school.

- 1) The following communicable diseases **MUST** be reported to the Sedgwick County Health Department. Students will be excluded immediately until health department disease investigators provide additional directions regarding exclusions, re-admission, contact exposure, and preventative measures: measles, mumps, rubella, meningitis, pertussis (whooping cough), chicken pox, and tuberculosis.
- 2) The following communicable diseases **MUST** be reported to the Sedgwick County Health Department. Disease investigators will provide directions regarding exclusion, exposure to contacts, and preventative measures: hepatitis A, Shigatoxin producing E. coli, shigella, and salmonella.
- 3) The following diseases and environmental concerns are not reportable to the health department. Contact the nurse in your building to find out if an order is needed for your student to return to school.
  - a. Impetigo: May attend school once prescribed therapy is started.
  - b. Pinkeye (bacterial conjunctivitis): May attend school once prescribed therapy is started.
  - c. Ringworm of the skin and scalp: May attend school if receiving treatment.
  - d. Staphylococcus aureus (MRSA): Unless directed by a physician, should not be excluded. Wound should be covered.
  - e. Streptococcal disease, including strep throat: May attend school 24 hours following initiation of antibiotic therapy. Infected person shall remain in isolation for 10 days if untreated.
  - f. Pediculosis (head lice): May attend school once treatment with an insecticidal drug is initiated. Nits may persist after treatment, but successful treatment should kill crawling lice.
  - g. Scabies: May attend school once prescribed therapy is started.
  - h. Bed Bugs: Will be addressed by school administration as needed.

\* The principal of the school where these diseases and environmental concerns exist may discretely and appropriately communicate with the families of those students who may be affected.

A child may be excluded for an additional period of time if the principal or other school personnel believe it is necessary for the child's protection or for the protection of the other children. If a child is excluded because of a suspected communicable disease, certification by a licensed provider is required for readmittance. In the event of an outbreak of any of these or other communicable diseases, the health officer may issue restrictive requirements as needed.

## 16.2 Immunizations

Each school year, every pupil enrolling or enrolled in any school for the first time, and each child enrolling or enrolled for the first time in a preschool or day care program operated by a school, prior to admission to and attendance at school, shall present proof that the pupil has received such tests and inoculations as are deemed necessary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to comply will result in exclusion from school on a date set forth by Maize Board of Education policy.

*As an alternative to the certification required:*

- 1) An **annual** written statement signed by a licensed physician stating the physical condition of the child to be such that inoculations would seriously endanger the life or health of the child.

**OR**

- 2) A written statement signed by one parent/guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to inoculations.

If one of the above documentation of immunizations is not received, a pupil may be subject to exclusion from school attendance until such time as the pupil shall have complied with the requirements. A written notice will be sent to the parent/guardian stating the reason for exclusion.

## 16.3 Health Assessment Policy

As required by Kansas State law, all students up to the age of nine must have on file, at the appropriate school, a completed health assessment (physical) form. The assessment may be completed by a physician or by a nurse certified by the Kansas Department of Health and Environment. Failure to comply with this policy will result in a student being excluded from school until compliance is achieved. Exemption under this policy may be obtained by a written statement signed by one parent/guardian that the student is adherent of a religious denomination whose teachings are opposed to such assessments.

## 16.4 Medication Policy

### 16.4.1 Prescription Medication

Under certain conditions, prescribed medication may be given at school by the school RN or designated person. All prescription medications except inhalers, epipens, and diabetic supplies must be transported to the school health office staff by the parent/guardian. Prescribed medication can be given only after the physician and parent/guardian have completed the district medication request form. The dosage intervals on many medications can be adjusted so that times for taking the dosages come outside school hours. If at all possible, medication needs to be given prior to coming to school or after returning home from school under parent supervision. The initial dose of medication must be given by the parent/guardian to determine if the student will have an adverse reaction.

The following information must be completed and on file with the school health office before the prescribed medication can be given:

- 1) A completed Request for Administration of Medication.
- 2) A completed Request to Self-Administer Medication.
- 3) The medication needs the correct information: student name, medication, dosage, frequency, date, prescription number, physician, pharmacy, expiration date.
- 4) Parents/guardians shall submit their instructions in written form and understand that school personnel and/or the school district will not be held liable for any action resulting from this request to self-medicate. Inappropriate decisions by the student relative to this policy may result in

disciplinary action. Students in grades K-5 may carry their medication for asthma or anaphylactic reactions but need school personnel to supervise administration.

#### **16.4.2 Non-prescription medication - Pre-K - Grade 8**

Over-the-counter medication may be given at school by the RN or designated person after an assessment is completed by the RN. Over-the-counter medication will be kept locked in the health room and dispensed by the RN or designated person. When the health condition requiring this medication has been alleviated, this medication will be sent home.

The following information must be completed before over-the-counter medication can be given:

- 1) A completed Request for Administration of Medication by parent/guardian.
- 2) The over-the-counter bottle with the correct medication and dosage.

#### **16.4.3 Non-Prescription Medication - Grades 9-12**

Students may self-administer non-prescription medication(s) (acetaminophen, ibuprofen, cough drops, etc.) at school unless the parent/guardian requests supervision. Prior to students bringing the non-prescription medication to school, the parent/guardian must complete a Request for Administration of Medication form and have it on file with the school. Students should carry only a small supply of medication in the original container and not share medications with other students. The school district will not be held liable for any action resulting from self-administration of non-prescription medication. Administration will have final authority to revoke individual student's medication privileges.

#### **16.4.4 Self-Administration of Medication at School**

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider or written parental authorization on file in the school office for over-the-counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate.

The following information must be completed before self-administration of medication is granted:

1. A completed Request for Administration of Medication
2. A Request to Self-Administer Medication
3. The medication needs the correct information: student name, medication, dosage, frequency, date, prescription number, physician, pharmacy, expiration date.
4. Parents/guardians shall submit their instructions in written form and understand that school personnel and/or the school district will not be held liable for any action resulting from this request to self-medicate. Inappropriate decisions by the student relative to this policy may result in disciplinary action. Students in grades K-5 may carry their medication for asthma or anaphylactic reactions but need school personnel to supervise administration.

### **16.5 School Liability**

USD 266 employees, including registered nurses (as an individual and as an employee) or designated person, who administer medication in accordance with physician instructions or parents/guardian



instructions (not to exceed over-the-counter bottle directions) shall not be held liable for damage resulting from adverse reactions. In the event of an adverse reaction, the student will be treated according to standard emergency care guidelines.

### ***16.5.1 Student Accident Insurance***

**THE DISTRICT DOES NOT PROVIDE ANY TYPE OF HEALTH OR ACCIDENT INSURANCE FOR INJURIES INCURRED BY YOUR CHILD AT SCHOOL.**

Families are encouraged to have insurance on their children prior to participation in any sport or school-sponsored activities. The Maize school district has insurance information available to students who wish to purchase insurance voluntarily. Forms are available in each of the school offices.

## **17 PARENTAL INTERACTIONS**

### **17.1 Parental Concerns**

If parents have a concern about their child, they will:

- 1) First contact the child's teacher.
- 2) If not satisfied, contact a building administrator.
- 3) If not satisfied, contact an assistant superintendent.
- 4) If not satisfied, contact the superintendent.
- 5) If not satisfied, place the concern in writing and request that the superintendent place them on the first available Board agenda.

### **17.2 Parties/Events**

Our schools are fortunate to have an active Parent/Teacher Organization (PTO). Kindergarten through fourth grade room parents are in charge of three parties a year: fall, Valentine and spring. The teacher/principal must approve other parties. Birthday treats may be sent with a student and supervised by the teacher. Individual invitations to personal events or parties may not be distributed at school. PTO volunteers are not responsible for providing parental/adult supervision at events (i.e. skating parties, fun nights, etc.)

### **17.3 Deliveries**

Deliveries for students, including flower and balloon bouquets, will not be accepted at any of the schools. Deliveries made by outside restaurants or food delivery services will not be accepted. Parents may deliver items to their own student only if prior arrangements have been made with administration.

### **17.4 Visitors**

Parents and other interested persons are encouraged to visit school during the year. This is your school, and we want you to become involved. However, for the safety and welfare of the children, all visitors/volunteers must report to the building administration office before going to the classrooms. To have a visitor in a specific classroom, arrangements should be made with the teacher in advance. Visitors/volunteers are required to present a valid photo I.D., wear school-issued identification, and should in no way interfere or impede normal school business.

Volunteers who work with individual students/staff are expected to respect the privacy and confidentiality outlined in the Family Education Rights and Privacy Act.

Professionals such as social workers, therapists, court service officers, etc. that request to visit with students during school hours will be required to show a photo- and agency ID and/or other credentials. Appropriate consent to communicate forms may be sought by administration prior to student contact.

Children of preschool age are not permitted to visit a classroom unless accompanied by an adult. Students enrolled at other schools are not permitted to visit during school hours.

### **17.5 Teacher Qualifications**

As the parent of a student attending a school that receives federal funds, you have the right to know the professional qualifications of each of your child's teachers. You have the right to ask for the following information about each of your child's teachers:

- 1) Whether the teacher is certified by the state of Kansas to teach the grades and subjects he or she teaches.
- 2) Whether the teacher is teaching under an emergency or other provisional certificate.
- 3) The teacher's college major.
- 4) Whether the teacher has any advanced degrees and, if so, the subject of those degrees.
- 5) Whether aides or paraprofessionals provide services to your child and, if so, qualifications of the aide or paraprofessional.

If you would like to receive any or all of this information, please contact the building principal at your child's school.

### **17.6 Telephone**

The office telephones are business phones and are not for the personal use of the students. Students may use them to contact parents or guardians in an emergency only.

### **17.7 Student Records**

Individual student files are not available for public inspection. Except as provided in IDEA with regard to student records, which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in the Maize Board of Education policy.