
FJH Student Handbook

2018-2019

Table of Contents

I.	Introduction and Expectations	p. 2
II.	General Rules and Policies	p. 5
III.	Special Services at FJH	p. 23
IV.	Cafeteria	p. 24
V.	Raider Card	p. 25
VI.	Out of District Enrollment	p. 26
VII.	Athletics, Cheer and Pep Club	p. 28
VIII.	Drug and Alcohol Testing Policy	p. 34
IX.	Family Educational Rights and Privacy Act	p. 40
X.	Civil Rights	p. 42
XI.	Emergency Safety Interventions	p. 43
XII.	Technology Policies	p. 50

Frontenac Junior High School

USD 249

2018-2019

Student Handbook

The Student Handbook lists the guidelines, policies and procedures parents and students must follow during their time at Frontenac Junior High.

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.

ADMINISTRATIVE ORGANIZATION:

The Frontenac Board of Education consists of seven members, each elected for a four year term. The Board establishes policies and regulations for the Frontenac School District, hires personnel, and oversees the operation of all public schools in the community. One of the major functions of the Board is to employ a competent, professional educator to serve as Superintendent. The Superintendent of Schools serves as an educational advisor to the Board and represents the Board in the day-by-day operation of schools.

At Frontenac Junior High School, a building principal is employed and given the authority and responsibility for administering curricular and extracurricular activities. He is aided by a faculty of qualified teachers, a counselor, and an athletic director, who are employed by the Board each year. These individuals are given the responsibility and the authority for properly educating the junior high school students of Frontenac.

Principal's Message:

Welcome to Frontenac Junior High School. It is the goal of our school to provide a positive and supportive environment that promotes educational excellence for the students at FJHS. We will support the values of the community and reflect those ideals in the education of our students. We strive hard to offer students educational opportunities that are rich in content, rigorous, and challenging. We want well-rounded students who will become productive citizens and have a positive impact in our world.

The staff and I are committed to high standards and we will work with all stakeholders to ensure a safe classroom environment, quality extra-curricular activities, and an emphasis on strong character education. We value community and will work hard to keep the community of Frontenac at the center of all we do. The curriculum will provide students with numerous opportunities. We have a core curriculum that provides basic skills and also makes learning challenging so students can excel to the highest levels. We offer learning experiences in fine arts, vocational areas, and many other enrichment possibilities.

Again, welcome to Frontenac Junior High School. I am excited about our school and look forward to what we will accomplish.

Sincerely,

Mike Martin
Frontenac Junior High Principal

FOREWORD:

It is the mission of Frontenac Jr. High to prepare **ALL** students to become independent, responsible and productive citizens in a constantly changing society.

The rules and procedures appearing in this handbook have been adopted by the Board of Education.

NOTICE OF NONDISCRIMINATION

Frontenac Unified School District #249 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

EXPECTATIONS:

The following are expectations the school has for students, teachers, and parents:

Students:

1. Attend school and be on time for each class.
2. Be prepared, including all materials for class. Complete coursework on time.
3. Expect to come in before or after school to make up work, get help, or complete assignments.
4. Follow instructions of all teachers and staff in the classroom, halls, cafeteria and other school premises.
5. Expect curriculum and grading standards that hold students to high levels of performance.
6. Be respectful of others and their property.

Parents:

1. Ensure students attend school, are on time, and that physical needs have been met that allow the student to be successful.
2. Notify the school when the student is absent.
3. Communicate with appropriate staff when there are questions or concerns.
4. Check student planners and PowerSchool for assignments and work completed.
5. Attend parent/teacher conferences.

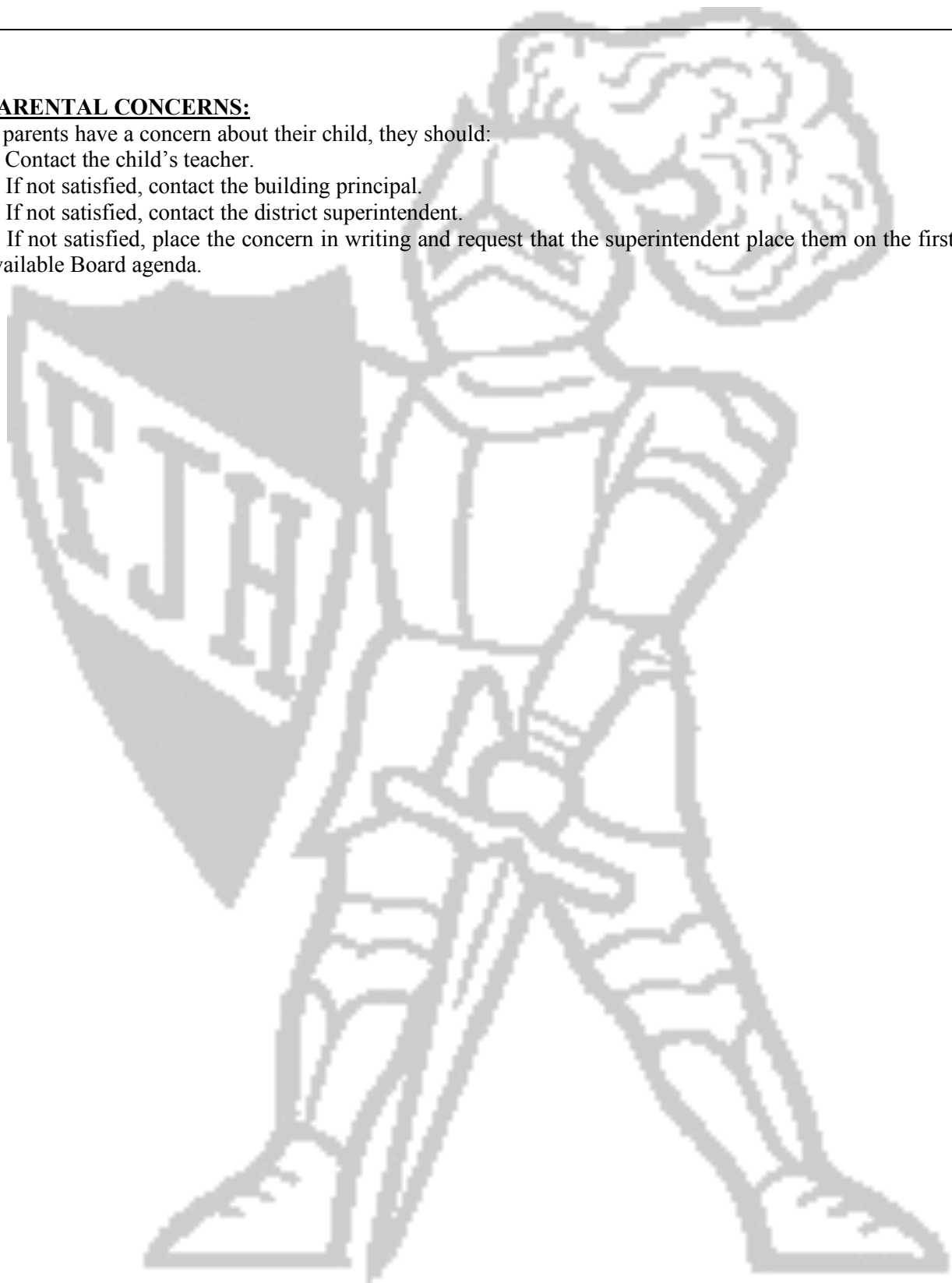
Teachers:

1. Challenge students to ensure that each child achieves at the highest level of his/her ability.
2. Communicate, in a professional manner, with parents when there are concerns or questions.
3. Provide help before or after school when work is not completed to expectations.
4. Hold students to high behavior and academic expectations.

PARENTAL CONCERNS:

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

1. Contact the child's teacher.
2. If not satisfied, contact the building principal.
3. If not satisfied, contact the district superintendent.
4. If not satisfied, place the concern in writing and request that the superintendent place them on the first available Board agenda.



II. GENERAL SCHOOL RULES AND POLICIES

Every organization operates according to certain rules and regulations. Frontenac Junior High School is no exception and the following guidelines are offered to help students become aware of the standard of conduct which is expected of students at Frontenac Junior High School. The pattern of behavior outlined below is by no means complete. The majority of students at this school have a self-imposed pattern of behavior which makes them valuable citizens. These students are therefore responsible for few, if any, written rules are given to guide them. For the betterment of themselves and the Raider reputation, all students at Frontenac Junior High School are encouraged to step up to this level of personal behavior. These rules and regulations apply while students are in attendance at school, in transit by school transportation, at school activities, or under the supervision of the school.

ACADEMIC FRAUD:

Students are expected avoid cheating and plagiarism. Students who are found to have used others' work, copied off of others, or plagiarized will suffer the academic penalties deemed appropriate by their instructor.

ACCESS TO JUNIOR HIGH SCHOOL BUILDING:

The doors open at 7:30 A.M. Students may enter the building after this time. Students must leave the building after school unless they are under the direct supervision of a faculty member. Students are not to reenter the building after that time except to participate in or attend a scheduled school activity.

ALCOHOL SCREENING TESTS

In an effort to be accurate in determining if students are under the influence of alcohol, breathalyzers may be used to screen students. Students and their guests will be screened by an alcohol breathalyzer at school dances. Any person failing the screening will be given the breathalyzer again to confirm the results. If the results are positive the principal/designee will follow the guidelines outlined in the drug/alcohol policy.

Every student attending school or school activities (home or away) that is determined by the administration to be under the influence of alcohol, shall be suspended from school as per the drug/alcohol policy. The parents will be notified to pick up the student to transport them home.

The principal or his designee will administer the test as per instructions of the manufacturer.

ASSEMBLIES:

Any school is judged particularly by the action of its students in an assembly. At Frontenac Junior High School there are basically three kinds of assemblies: educational assemblies, special assemblies and pep assemblies. Regardless of the type of assemblies or the nature of the program, students should give their complete attention from beginning to end.

ATTENDANCE POLICY:

Any student who misses regularly scheduled school day(s) without approval for such absences from the school administration will receive an unexcused absence.

Excused/Unexcused 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.

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.

Arrangements must be made with the teacher for any test or tests missed during this period of time to be taken either before school or after the normal school hours at the discretion of the teacher.

Students who are engaged in extracurricular activities must be in school as of **1:03 p.m.** on the day they are to take part in that activity or event. **EXCEPTION:** In case of illness in the family, a family emergency, a funeral, or documented doctor appointments, the student will be eligible to participate in the activity if that student notifies the principal in advance. This rule also includes practice.

On the day that a student is absent, the parent must call the junior high school office by **10:00 a.m.** and state the reason for the absence. Notes will be accepted only where there is no phone in the home. If the parent or guardian does not have a telephone, the student must bring a note stating the reason for the absence, signed by the parent or guardian, prior to reporting to class.

All absences must be cleared. Failure to do so will result in the absence being unexcused.

Missing school for reasons, such as, working, baby-sitting, working on the car, getting a hair cut, going to the beauty shop, trips, are not excused absences, even if students have parental consent. Students may be required to make up any unexcused absence.

In order to leave the school grounds during the day, the student must:

1. Get prior parental approval and approval of an administrator.
2. In case of an emergency, check out with permission of an administrator. Students may not leave the building without permission of the office. Absences in this instance will be unexcused.
3. Sign the check out sheet in the principal's office when leaving or arriving in the middle of the day.

BACKPACKS - PURSES:

All backpacks and purses are to be left in the student locker. They are not allowed in the classrooms.

BELL SCHEDULE:

Period 1	8:10	-	9:34
Period 2	9:43	-	11:06
Period 3	11:11	-	12:07
Lunch	12:07	-	12:32
Period 3	12:32	-	1:03
Period 4	1:06	-	2:27
Advisory	2:32	-	3:10

Early Release Schedule

Period 1	8:10	-	9:07
Period 2	9:16	-	10:13
Period 3	10:18	-	11:17
Period 4	11:22	-	12:21
Lunch	12:21	-	12:51

BULLYING:

The Board of Education prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event.

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

Harming a student or staff member, whether physically or mentally;

- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD ___ will not tolerate these actions by students or staff.

Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. See page 21 for discipline measures.

BUS DISCIPLINE POLICY:

The Frontenac School District provides bus transportation to Frontenac Schools for all students in the surrounding rural areas included in the school district. Designated pickup stations have been established, and students who wish to ride the bus must be at the appropriate station at the time the bus leaves. Because of time schedules, buses cannot wait for students at these stations beyond designated departure times. At the conclusion of the school day, buses are available to return students to specified areas near their homes and will leave the school from the bus loading area of the Frank Layden Building.

To continue to ride a bus to and from school, a student must conduct himself/herself properly at all times and abide by the rules established by school policies. The driver has complete authority over the conduct of students while they are on a school bus.

Pupils transported in a school bus will be under the authority of and be responsible directly to the driver of the bus.

Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reason for refusing transportation to any pupil.

The driver of any school bus will be held responsible for the order and conduct of pupils transported.

The driver of the school bus shall see that the approved rules as listed in the Policy Handbook will be posted in a prominent place in the bus.

The following guidelines are for use by the principal and the bus driver in the event that disciplinary misconduct occurs on a school bus.

First Offense - Bus driver fills out a bus conduct report that is given to the building principal. The principal will hold a conference with the student and explain bus regulations. The parents of the offender will be notified.

Second Offense - A second bus conduct report will be completed by the bus driver. Parents will be notified, and a two (2) day (minimum) suspension will be given. A longer suspension may be given if offense is severe.

Third Offense - A third bus conduct report will be filed, parents will be notified and the offender will be suspended from bus riding privileges for a minimum of a two (2) week period. Further reports may result in permanent suspension of the offender from the bus.

CHANGE OF ADDRESS:

Students who have changed their address, telephone number, etc., since enrollment are asked to notify the office and list the changes as soon as possible.

CLASSROOM DISCIPLINE POLICY:

Students who are sent from class for behavioral and class disruption reasons will be governed by the following procedures:

1. On the first offense, the student will have a conference with the principal or counselor. He will remain out of that class for the remainder of that class period. He/she will have a minimum of a thirty minute detention.
2. On the second offense, parents will be notified and the student will be assigned a minimum of one hour of detention.
3. On the third offense, the student will be suspended, either on short term suspension and sent home, placed in in-school suspension or Friday School, depending on the severity of the problem. Any student suspended will lose exemptions for that nine-week period. The severity of the problem will also govern the number of days of the suspension. At this time a parent conference may be held and a behavioral contract may be established.
4. On the fourth offense, steps will be taken for a long-term suspension, usually for the remainder of the present semester.

In all discipline cases, each case will be treated individually. Problems, such as malicious vandalism, verbal or physical abuse to staff members or students, use of alcohol or drugs on school property, etc., could result in immediate suspension from school. Any or all of these steps can be bypassed if deemed appropriate by the administration.

CONDUCT:

The following actions are examples of incidents that could result in disciplinary consequences.

- 1. Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion.
- 2. Assault and Battery**– Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
- 3. Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on

school property.

4. Bullying – Frontenac High School defines bullying as repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

5. Bus or Transportation Misconduct – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.

6. Dishonesty – Any act of lying, whether verbal or written, including forgery

7. Disrespectful or Disruptive Conduct or Speech – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

8. Drugs/Alcohol – Refer to *Drug/Alcohol Policy* section in this handbook.

9. Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

10. Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

11. False Alarms (see also, "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

12. Fighting (see also, "Assault and Battery") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

13. Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

14. Harassment, including Sexual Harassment - Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors, unwelcomed physical contact and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

15. Hazing – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

16. Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

17. Nuisance Items – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

18. Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

19. Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

20. Technology Misconduct – Refer to *USD 249 Acceptable Use Policy*.

21. Theft – Theft, attempted theft or knowing possession of stolen property.

22. Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

23. Tobacco – Smoking by students and/or possession or use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school sponsored, activities, programs, or events, and on school owned or operated property.

24. Truancy or Tardiness – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

25. Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

26. Vandalism – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

27. Weapons – Refer to *Weapons and Destructive Devices and Policy*

DRESS:

A student shares with his/her parents the responsibility to follow the student guidelines for dress at Frontenac Junior High School. Student dress should not be distracting or indecent to the extent that it interferes with the learning responsibilities of that or other students. Standards of grooming and dress may be prescribed for participation in extracurricular activities. It is the student's responsibility to follow the standards listed below. Any exceptions must be cleared in advance by the administration. Failure to follow the dress code will be considered a discipline offense.

Guidelines:

1. The body must be sufficiently covered to ensure modesty. Shirts must have necklines that are above that of a tank top, no matter the type of shirt. Shirts must be able to be tucked in and stay in. Appropriate product logos are allowed, but pictures, slogans or sayings on clothing cannot promote or encourage drug, alcohol, or tobacco use; sexual activity; violence; or illegal acts and must not include harassing, lewd, vulgar, or indecent messages. Any references to gangs, through word, color, or symbol, are not allowed.
2. All pants and shorts will be worn around the waist. Shorts must be long enough to ensure modesty. Shorts must be hemmed or rolled and not tight fitting. Leggings/yoga pants must be worn with a shirt long enough to ensure modesty (covering buttocks).
3. Students must wear shoes, sandals, or flip flops. Students cannot go barefoot.
4. Hats or any head covering are not to be worn.
5. Hair may be any natural color, and students may wear regular makeup.
JCDB Dress Code JCDB-2
6. Earrings are permitted, but all other forms of body piercing are not. There can be no visible tattoos.
7. Clothing or alterations of personal appearance that draws attention away from the learning process will not be allowed.
8. In certain areas of curricular and extracurricular activities, more specific dress standards may be established, i.e., physical education, athletic teams, cheerleaders, building and trades, woods lab, and school trips.

DRILLS – FIRE/TORNADO

Each teacher will post a fire and tornado drill procedure.

ELECTRONIC DEVICES:

Electronic devices such as video game devices, cell phones, and personal computers are classroom disruptions and prime targets for theft. Personal computers may be used with permission of the administration and/or staff. The administrators and staff reserve the right to confiscate any electronic device. Junior High students may use personal electronic devices before school, at lunch and after school. Students are reminded that school rules and policies apply to all electronic devices. USD 249 is not responsible for any lost, stolen, or damaged electronic devices.

EXTENDED SCHOOL DAY:

ESD is held after school or before school. This time is considered part of the school day. At the teacher's discretion, a student may be assigned ESD to make up work or to work on objectives not previously completed. Attendance at ESD sessions does not prevent a student from being assigned to Sixth Block Remediation.

EXTENDED SCHOOL YEAR

The Board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the Board. Students may be recommended for extended academic sessions including, but not limited to: Before or After School or Summer sessions. Regulations necessary to govern extended academic sessions shall be recommended by the Superintendent for Board approval. Truancy laws, suspension and expulsion policies and laws, and all appropriate portions of the student behavior code shall apply during extended academic sessions.

EXCESSIVE ABSENTEEISM:

It is the shared responsibility of the students and parents to see that students attend school regularly. The intent of this policy is to reduce excessive absenteeism at the Frontenac Junior High School.

Any student who accumulates more than fifty (50) attendance points in one semester may be required to obtain doctor's notes stating that the student may not be in school in order to clear future absences. Any absence(s) after the accumulation of fifty (50) attendance points without a valid doctor's note will be considered unexcused and the student will be required to make-up the absence(s) through the office. Failure to make-up the unexcused absence(s) may lead to the student being considered truant and reported to the County Attorney.

Exceptions to this policy are as follows:

1. School sponsored trips, events and activities will not be counted as days absent.
2. Absences for funerals of close family members will not be charged against the student's four days. Students will be allowed one day for a funeral unless other arrangements are made, in advance, with the office.
3. Unusual circumstances, which are not covered by the above rules, may be submitted to the principal in writing for his consideration for a ruling. If the parents and student are not in agreement with the principal's decision, they may appear in front of an appeal committee for a special ruling.
4. When large numbers of students are absent, a doctor's note may be required to excuse the absence. Students may be required to make up any unexcused absence.
5. Any student who has been determined, to be one of the following: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

FRIDAY SCHOOL:

Students who have violated school rules may be detained in the building on Friday after classes for a specific term of up to three hours under supervision. The student is responsible for bringing class assignments to Friday School so that he/she is kept busy for the time assigned. A student signs a contract when he/she is assigned to Friday School. If the contract is violated, the student may be suspended in or out of school for a time specified by the administration. Work or school related activities are not legitimate excuses for missing Friday School.

Students may be placed in Friday School for items, such as:

1. Truancy
2. Excessive tardies
3. Disrespect or harassment
4. Repeatedly breaking school rules
5. Profanity (includes gestures and writings)
6. Continually not doing work or missing ESD
7. Failure to comply with reasonable teacher requests.

HALL PASSES:

Students are not to be released from class without good reason. Whenever a student is released, he/she must obtain a hall pass from the teacher which will include destination and time released. The student must go directly to his destination and return to class without loitering in the halls. Students caught outside of the classroom without a hall pass could be subject to discipline.

HARASSMENT:

Students shall not harass or intimidate other students. This harassment could include, but is not limited to, inappropriate comments, teasing, gossiping, name calling, threats or physical intimidation (bullying) of another student. Harassment can be verbal, written or electronic. Harassment and/or discrimination based on an individual's sex, race, or disability is also expressly prohibited.

IN-SCHOOL SUSPENSION (ISS):

In-School Suspension may be used for more serious or repeated offenses. ISS students cannot participate in any outside activities during the school day. If the activity is after school and all work is turned in, then participation will be permitted--this includes practice.

INITIATION:

Initiation activities are not permitted at school. This practice can lead to physical injury and serves no educational purpose. Anyone found to be in violation of this prohibition may be subject to disciplinary action, up to and including suspension or expulsion.

LOCKERS: SEARCH AND SEIZURE--LOCKER POLICY:

Every student is provided locker facilities for storage of books, materials and personal items. Lockers, desks and other assigned areas are the property of U.S.D. #249 schools.

Lockers, desks and such other storage areas and the contents thereof shall be subjected to inspection and search by school officials at any time without prior notice if there is reasonable suspicion that such will produce evidence of violations of law or of school rules, or that lockers may contain property which school officials reasonably believe may be intended for use in a manner disruptive to the orderly operation of the school. Students shall have no expectation of privacy in school lockers, desks and other storage areas.

LONG-TERM SUSPENSION AND EXPULSION:

Long-term suspension means to exclude a student from school for a period of more than 10 days, but not more than 90 days. Expulsion means to remove a student from school for a period of more than 90 days, but not to exceed 186 days. The Frontenac Board of Education has a policy in conjunction with the KS. 72-8901 -- KS. 72-8906 to cover expulsions. All rules regarding attendance at activities while under expulsion are the same as for suspension.

LOST AND FOUND:

The "lost and found" is located in the school office.

MAKING UP WORK:

The student shall take the initiative in making up work because of absences. Immediately upon returning to school, he/she check with teachers to determine the work to be made up. Students will have a maximum of one week in which to make up work missed during their absence(s), and must adhere to the time schedule established by their teachers. The principal may make exceptions to this policy due to special situations such as extended medical absences.

The student that is not absent and fails to complete or hand in work will have a maximum of one week in which to make up the work and must adhere to the time schedule established by their teachers.

All work missed and not made up within the teachers' guidelines or within one week will be entered as a zero and used to calculate their final grade. Prearranged absences such as school activities, family trips, etc., do not exempt the student from this policy. The student must get the assignment from the teacher prior to the absence and have it completed when they return.

MEDICATION POLICY:

Prescription Medication

Written permission from the physician or dentist shall accompany prescription drugs to be supervised by

school personnel.

Over the Counter Medication

Parents must provide written permission for school personnel to administer over-the-counter medication such as Tylenol, Ibuprofen, Tums, cough drops, etc. to their children at school. For students in Pre-K-5th grades, parents must provide the medication in its original manufacturer's container. School personnel may provide over-the-counter medication to students in grades 6- 12 provided that it is administered in accordance with the manufacturer's label.

MESSAGES TO STUDENTS:

Messages to students create a disruption of the classroom atmosphere. Only **emergency** messages or messages from parents will be delivered. Parents are encouraged to request that messages be taken to their children only when necessary. Students are not allowed to leave class to accept phone calls.

OUT-OF-SCHOOL SUSPENSION (OSS):

To suspend means to temporarily exclude a pupil from attending school or any function of the school. A suspension will have a limit set at the time of imposition; it will be effective until a definite date or until certain specified conditions have been met by the pupil. Suspension from school is used only in extreme cases of misconduct, refusal to comply with school regulations, destruction of school property, truancy, repeated acts of minor misconduct, unauthorized walkouts, disruption of classes, defiance of teacher authority, fighting or actions endangering the welfare of others.

When suspension seems to be the only solution and the student is sent home before the end of the school day, every attempt will be made to notify his parents or guardians. Unless a proper understanding between parents or guardians and the school is reached over the phone, it will be necessary for parents or guardians to accompany a suspended student to school before the student will be readmitted.

When a student is under suspension, he or she cannot participate in, or attend, any school function or be present on the school's grounds. Violation of this policy can result in an extension of the suspension. Short-term suspension periods will be for a minimum of one day and a maximum of ten days.

POSTERS:

Only posters concerning school sponsored activities may be displayed. Other nonprofit and civic groups may be granted permission; however, permission must be obtained from the office. Approval by the principal is required before displaying a poster.

PROPERTY AND CLEANLINESS:

The students of Frontenac Junior High School are responsible for all books, supplies, apparatus and furniture supplied by the school. Students are to take good care of school property, including the use of

trash containers for beautification of the school grounds and halls. If any supplies are lost or damaged, the person responsible is expected to pay for its repair or replacement.

The appearance of a school building reflects the type of student body and faculty it houses. Students are encouraged to do their utmost in keeping our building and grounds free from litter. Trash receptacles are located on the grounds and in the halls. Please use these for all trash.

PUBLICATIONS:

Newspaper -- The Journalism Department publishes a newspaper page periodically. This paper helps to keep the students of Frontenac Junior High School informed of current happenings of the school.

Yearbook -- The F.J.H yearbook is published annually by the yearbook class. This publication serves as a permanent record of the events of each school year.

REPORT CARDS AND GRADING:

Student progress is indicated on reports to parents by letter grades (A-F) for all subjects each semester. The semester grade is a reflection of the semester as a whole.

Reports concerning their child's progress are available at request at the end of each nine week period. Parents may check their child's progress at any time on PowerSchool.

Teachers at Frontenac Junior High School are individually responsible for developing a fair and equitable system for evaluating student work. Letter grades are assigned for each course at the end of each semester.

SCHEDULE CHANGES:

Teaching assignments, class offerings and the master schedule are all developed in the spring. It is critical that students do a great deal of serious planning when they enroll in courses for the next year. After individual student schedules have been completed, changes will be made only if the request conforms to one of the following reasons:

1. Extenuating circumstances not anticipated at the time of enrollment;
2. The teacher's prognosis of continued difficulty because of lack of background or ability (lack of interest or effort does not apply); or
3. Administrative changes to balance class loads

Students who wish to change their schedule after spring enrollment is complete must schedule an appointment with the counselor in August before school starts. One or both parents may be asked to attend the meeting.

SCHOOL DANCES:

Junior high dances are only for seventh and eighth grade students. Students may not bring guests.

In order to ensure that these dances are enjoyed by our students, no one leaves the building during the dance unless they do not plan to return. No junior high students will be admitted to high school dances. No high school students are admitted to junior high dances.

Students will not be admitted to the dance if they are under the influence of drugs or alcohol. If this should occur the parents will be called and the student suspended from school as designated by policy.

SEARCH OF THE PERSON OR OF PROPERTY IN POSSESSION OF STUDENTS:

School officials may search students or personal property in their possession or under their control, including motor vehicles on school grounds, if there are reasonable grounds to suspect that the search will produce evidence of violations of law or school rules. General exploratory searches without individualized reasonable suspicion will not be conducted.

SIXTH BLOCK REMEDIATION:

At the 1st nine-week grade reporting period, any student who has earned a grade of F will be required to attend Sixth Block Remediation. This is an extension of the school day and will begin at the beginning of Advisory and be dismissed at 4:15 on Monday-Thursday until they have satisfied the requirements of the teacher.

The student will be required to attend each session of the Sixth Block Remediation until he/she has completed any incomplete or missing work and demonstrate mastery of the objectives contained in the previous nine-week period of the classes for which they received a grade of F.

After work assigned has been completed and mastery of class objectives demonstrated, to the satisfaction of the subject teacher, a grade, not to exceed a D-, will be assigned.

At the end of each semester students who are failing but have above fifty percent in the class will be given a limited amount of time to complete work in order to get credit.

STUDENT ADVISORY COUNCIL:

The Student Advisory Council is a representative organization that meets specific needs of students through service, free discussion and communication. The Council promotes student participation in the solution of problems that affect the student body. It serves to interrelate other school organizations and act as an interpretive assembly.

Each class will be represented on the Student Advisory Council. Students will apply for the advisory council and will be required to fill out the entire application to be considered. Students must also meet 2.0 GPA, have good attendance (a student could be removed from the group if they reach 50 attendance points or more in either semester), and be in good standing with office discipline (no In-School Suspensions and no Out-Of-School Suspensions). A committee of the junior high principal, the junior high counselor and a

junior high teacher will make the final decision on admitting a student to or dismissing a student from the advisory council.

TARDY POLICY:

1. Upon receiving a fourth total tardy during a semester, the student will be required to spend a one hour detention.
2. Every period thereafter will result in Friday School.
3. The fifth total tardy will cause the student to lose off-campus privileges for the next six week period.
4. Students will be required to come to the office for a class permit for first block. For the remainder of the day, the instructors will be required to keep a record of tardies.
5. The only tardies which are excused are those during which the student has had an appointment with a doctor or dentist. Tardies for reasons such as, the car would not start, sleeping in are not excused. Teachers may excuse tardies if the student has a pass from another teacher. This is up to the discretion of the instructor.
6. Any student who comes in after **thirty minutes** of the block has expired will be counted absent for that period. (For seminar this is **five minutes** instead of thirty.)

In conjunction with the noon lunch policy, students receiving three after lunch tardies during a semester will lose off-campus privileges for the remainder of the semester.

TEACHER AUTHORITY:

Each teacher has the responsibility and the authority to establish a classroom atmosphere which is conducive to learning. Whenever a student is creating a disturbance, the teacher should make every reasonable attempt to correct the student's behavior. If the student fails to respond to the teacher's directives, the student will be sent to the administrative office to confer with the administration. Failure to report to the office will result in suspension from school. If a student is asked to leave class, it is his/her responsibility to go directly to the principal's office. Students have a responsibility to follow the instructions of all teachers, even if they do not have a class with them.

TELEPHONE:

There is a telephone for students to use located in the office. Student calls are restricted to parents and guardians and can only be made with permission of the office. Cell phones are not to be seen or used except at appropriate times (see electronic devices). If they are brought into the building, they are to be turned off and left in the student's locker during class time and passing periods.

TEXTBOOKS:

The student is responsible for keeping his/her books in good condition and for returning them to the issuing teacher at the conclusion of the course or upon withdrawal from the class. A student who loses a book must pay the cost of the book before another is issued. Also, a student who damages a book must pay an amount sufficient for restoring the book to its original condition. If a book is stolen, the student to whom the book was issued is responsible. All books for which a student is responsible must be returned to the teacher or paid for before grade cards, transcripts, or diplomas will be released.

TRANSCRIPTS:

A transcript of all academic work attempted by the student will be kept in the office. Copies of transcripts for students who have not cleared all financial obligations with Frontenac Junior High School will not be sent. The original transcript is kept in the office at all times and is not accessible to any person without the consent of the student.

TRANSPORTATION ON OUT-OF-TOWN TRIPS POLICY:

All students must ride in transportation provided by USD # 249 School District to and from officially recognized out-of-town school activities or events. A parent or guardian may transport his or her child home from an out-of-town activity or event by:

- A. Being present at the activity or event to assume custody, AND
- B. Personally signing the student out with the coach or sponsor.

Parents may request emergency exceptions by contacting the building principal on or before the day of the activity or event.

TRUANCY POLICY:

1. An employee of the school will be designated to keep a record of attendance and to report truanancies. Students who are considered truant by the school will be reported to the County Attorney or, in the case of students under the age of 13, the Department for Children and Families.
2. The statute states that when a child is inexcusably absent for three consecutive school days, five or more school days in any semester, or seven or more in a year, then the child shall be considered to be not attending school as required by law. For purposes of truancy, an unexcused absence for one period is considered a significant part of the school day.
3. When a child meets the above-mentioned conditions then the designated person shall serve written notice to the parent or person acting as a parent (i.e., guardian). This notice shall state that continued failure of the child to attend school without a valid excuse will result in a report being made to the county attorney.
4. Extended School Day and Summer School are considered part of the school day and school year, and unexcused absences in this area will be counted toward truancy.

5. Nine tardies in a semester will qualify a student to be considered truant.

VISITORS:

Parent visitation to school is encouraged. Student visitors to the school are not encouraged, but permission may be granted if the visitor is approved by the principal at least one day in advance. All visitors must check in through the office and receive a visitors badge.

WEAPONS AND DESTRUCTIVE DEVICES POLICY:

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event.

As used in this policy, the term "weapon" and/or "destructive device" means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than .25 ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than .5 inch in diameter;
- Any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in that the handle of the knife, or any knife having a blade that opens or falls or is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; or
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Possession of a firearm or other weapon as outlined above shall result in expulsion from school for a period of one calendar year. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of any item being used as a weapon or destructive device or a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

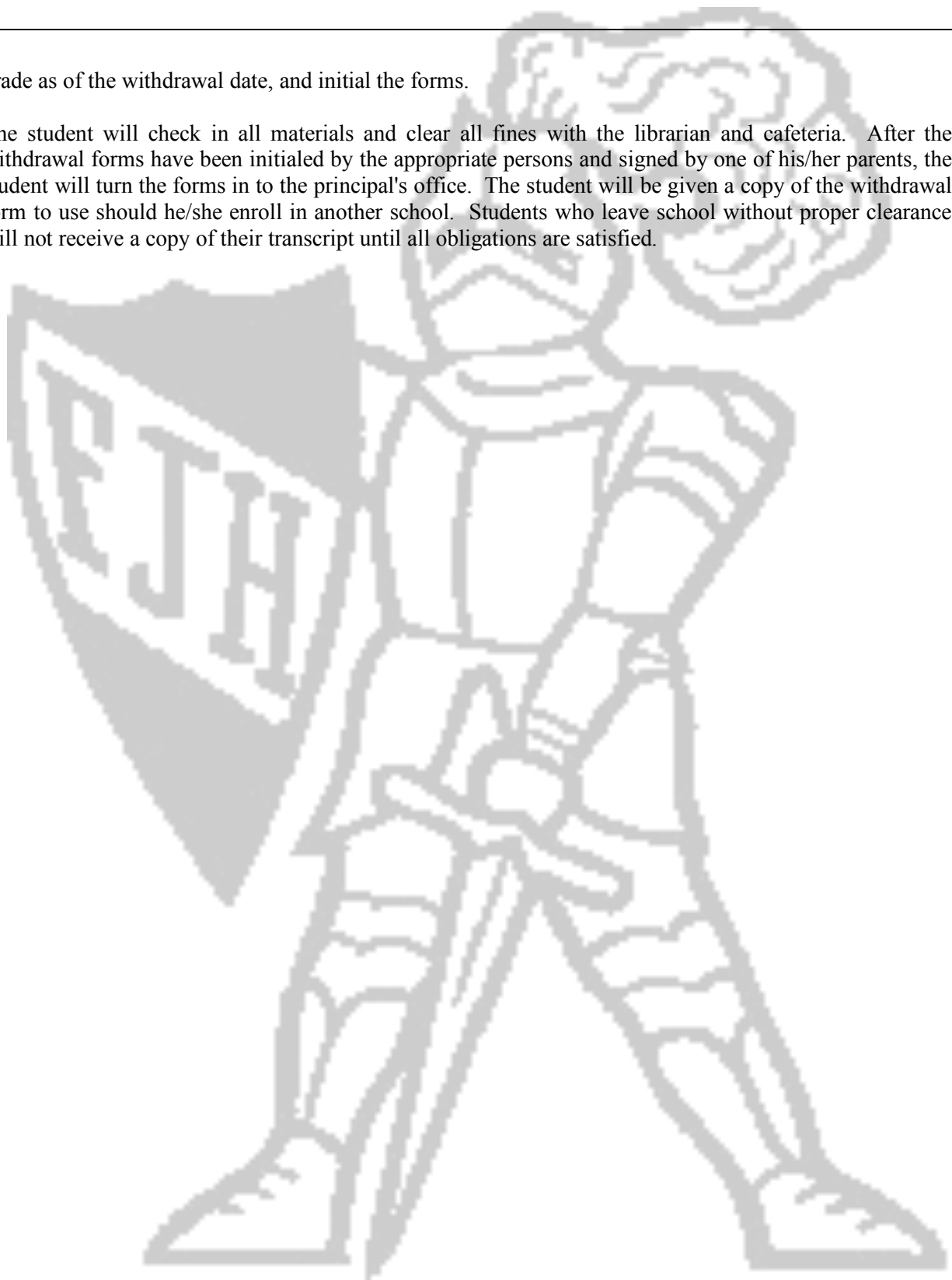
Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to DCF or the Commissioner of Juvenile Justice.

WITHDRAWAL FROM SCHOOL:

All student withdrawals will be initiated in the principal's office. The secretary will fill out appropriate withdrawal forms. The student will present the forms to each of his/her teachers. The teacher will secure textbooks and any other school equipment which has been checked out to the student, record the student's

grade as of the withdrawal date, and initial the forms.

The student will check in all materials and clear all fines with the librarian and cafeteria. After the withdrawal forms have been initialed by the appropriate persons and signed by one of his/her parents, the student will turn the forms in to the principal's office. The student will be given a copy of the withdrawal form to use should he/she enroll in another school. Students who leave school without proper clearance will not receive a copy of their transcript until all obligations are satisfied.



III. SPECIAL SCHOOL SERVICES

DRIVER'S EDUCATION:

Driver's Education is offered during each summer for students meeting the qualifications for the program. Students will be admitted under the following conditions:

1. The student must be fourteen years of age by June 1 and a graduate of the eighth grade.
2. The student must pass the eye examination.
3. The student must meet all deadlines for signing up and paying fees for the program.

Students enrolled in U.S.D. 249 will be given preference in enrollment. Students will be enrolled by grades, starting with the higher grades and working down to the eighth grade. Eighth graders will be enrolled by birth dates until all slots are filled. If any slots are left, students from other districts will be enrolled on a first come, first serve basis until the thirty-six slots are filled.

GUIDANCE AND COUNSELING:

The guidance office exists for the purpose of assisting students with their educational and vocational plans and helping with personal problems as they affect educational development. The guidance director informs students about scheduling courses, testing, transcripts, or any matter of concern to the student. The counselor will also work closely with the individual teachers or groups of teachers and with the administration.

Parents who have questions or concerns may call the guidance office for assistance and may make appointments with the counselor. Parents are requested to inform the guidance office of special problems a student may have.

The guidance department makes referrals to various local and state agencies which provide services for students with special or unusual problems.

LIBRARY:

The Frontenac Junior High School library offers a wide selection of reference and resource materials for students. Students' use of the library is encouraged on an individual basis and in class groups. Normal check out period for books is two weeks. Special arrangements may be made for use of reference books and periodicals. The library-media specialist will be responsible for all library materials and equipment. If books are not returned after two weeks, students could be assigned to Friday School. Students may recheck the same book four consecutive times for a total of ten weeks.

IV. CAFETERIA

CAFETERIA CHARGES:

Students will not be allowed to accumulate charges of more than six dollars (\$6) in the cafeteria.

SEMI-OPEN LUNCH POLICY:

Junior high students will be allowed to walk home for lunch, but not uptown. The student may also leave with their parents or guardian. Students may not walk to the home of another student.

OFFER vs. SERVE LUNCH PROGRAM:

The school offers the "offer vs. serve" program for lunch. This means that students have the opportunity to choose only those foods which they intend to eat in the school lunch program. This is designed to reduce food waste and give students the opportunity to select the foods which they want to eat.

Each day students will be offered the complete lunch, which will consist of: milk, bread, meat, fruit, and vegetable. The servings of fruit and vegetable may be a combination of a serving of fruit and a serving of vegetables or two servings of two different fruits, or two servings of two different vegetables.

The five food items comprise the school lunch pattern and provide approximately one-third of your daily nutritional needs. If students select at least three food items, the school is able to receive federal reimbursement to cover part of the cost of the meal. However, the price of the meal remains the same whether students select the minimum of three food items or all five.

Example: If the menu is: hamburger on bun, tossed salad, corn, oatmeal raisin cookie and milk; Students could take all five food items, or could select four items, or a combination of three items, such as, hamburger, bun, and milk; or hamburger, tossed salad, and milk; or hamburger, bun, and corn. The cookie does not count as a food item; it is considered an extra item.

Check the menu daily. Through careful selection of foods, students will be helping to conserve both food and money: two valuable resources.

Junior High school students will pay for their lunches before school in the school cafeteria. Junior High school students must pay before 10:00 a.m., as no money will be collected in the lunch line.

V. RAIDER CARD GUIDELINES (New)

The following criteria will be used for selecting students for a nine-weeks RAIDER CARD:

1. Each Raider Card will be for deserving students based on the previous nine-week period's records. Student earn a Raider Card based on the following criteria:
 - a) Any office detentions, suspensions, and discipline referrals during the nine-week period.
 - b) More than two unexcused absences per nine-week period.
 - c) More than three total tardies per nine-week period.
 - d) GPA of 3.0 and above
2. Students with a Raider Card will have the opportunity to be at the front of the lunch line one day per week (Monday – 8th Grade, Tuesday – 7th Grade, Thursday, - 6th Grade)
3. Raider Card holders will get into junior high games for free.
4. A student must hold a Raider Card to be eligible for nine-week incentive.

The Cardholder will be responsible for meeting requirements indicated below.

1. To participate in any privilege the cardholder will be responsible to present the card at the time of the event.
2. A cardholder who in any way abuses the use of the card will automatically lose the card and its privileges.
3. If a card is lost it will not be replaced during the quarter of issue.
4. Any error must be brought to the attention of the junior high office within one (1) week of the date cards are issued.
5. Continual and/or serious inappropriate behavior may result in a card holder losing his/her card privileges. This decision will be left to the discretion of the building principal.

VI. OUT-OF-DISTRICT STUDENT POLICY *(February 13, 2013)*

Section I – Admission of Pupils

OUT-OF-DISTRICT STUDENTS

The Board of Education may permit students who live in a neighboring school district to enroll in Frontenac USD 249. Consideration may be given to student enrollment, program capacity, and facility space in the determination of whether to allow out-of-district students to enroll. The District has also set standards of behavior and performance for out-of-district students. To help recruit and retain quality staff, employees who live outside the district may enroll their children in the district.

Transfers in Grades 1-12

Any student wishing to attend Frontenac Schools who lives in another district must apply with the building principal. The principal will review the **academic, attendance, and discipline** records of the students that have been established in prior schools attended and make a recommendation to the Board of Education to accept or deny the request. After reviewing the records and the conferences held with the parent or guardian and student, a decision will be made by the Board to accept or deny the request.

Continuing Enrollment

Out-of-District students are expected to:

- 1) Earn satisfactory grades (Minimum 2.0 GPA).
- 2) Maintain good attendance (less than 5% unexcused absence).
- 3) Sustain an acceptable discipline record, including:
 - a. No out-of-school suspensions or expulsions.
 - b. No repeated referrals for a disruption that impedes the learning of other students. This does not include referrals for poor or incomplete schoolwork or missing extended school day assignments.

Failure to meet these requirements shall result in a review of the student's status at the end of the school year. Principals shall review academic progress and recommend to the Board of Education that the student's non-resident status be continued or rescinded. Parents shall be informed of a change in their status by June 15.

Providing False Information

The actual residency of the parents or guardians of the student with whom the student actually resides determine legal residence. Knowingly providing false information regarding residence will be grounds for immediate dismissal.

THE POLICY OF ADMITTING AND RETAINING OUT-OF-DISTRICT STUDENTS:

The Board of Education may permit students who live in a neighboring school district to enroll in Frontenac USD 249. Consideration may be given to student enrollment, program capacity, and facility space in the determination of whether to allow out-of-district students to enroll. The District may also set standards of behavior and performance for out-of-district students. To help recruit and retain quality staff, employees who live outside the district may enroll their children in the district.

Transfers

The decision of accepting and retaining out-of-district students will be a joint administrative decision by the Superintendent and Building Administrator. Any student wishing to attend Frontenac Schools who lives in another district must write a letter of request to the Superintendent of Schools. The Superintendent and Building Principal will initially review each request. The Principal will review the records of the students that have been established in prior schools attended. Such items that will be subject to review include: academic achievement, attendance records, and disciplinary records. After reviewing the records and the conferences held with the parent or guardian and student, a decision will be made on whether or not to enroll the student. The Superintendent will inform the parents and the student of the decision in writing.

Continuing Enrollment

All out-of-district students will be retained on a probationary status. At the end of each school term the records of these students will be subject for review by the Building Principal. If, at that time, the records are not satisfactory, a decision to deny admission to the student will be made for the next school year. Prior to the start of the next school year the Superintendent will notify parents or guardians in writing. Out-of-district students who are suspended from school for disrespect, defiance, drugs, threats, or violence may be subject to dismissal at the end of the year.

VII. ATHLETICS, CHEER AND PEP CLUB

At Frontenac Junior High, we believe strongly in the link between academics and activities and encourage all students to seek out extracurricular opportunities. Athletics is one of those opportunities that can be extremely rewarding for students when they commit to the discipline and structure that occurs in the team-building process. With this in mind, please review the following information about our junior high athletic philosophy and athletic code of conduct.

INTERSCHOLASTIC ATHLETICS:

Frontenac Junior High School athletic teams compete in football, basketball, track, volleyball and wrestling. All interscholastic athletics are under the jurisdiction of the Kansas State High School Activities Association. We are a member of the CCCJL League.

Students who participate in athletic competition are representatives of Frontenac Junior High School. Any student who does not reflect acceptance of the responsibility will not be permitted to participate in athletics. These students must display exemplary conduct, not only on the field of athletic competition, but at all times.

Students who participate in athletics are expected to observe training rules and regulations as established by the head coach in that particular sport. The coaching staff of this school has full Board authority in enforcing these regulations. Flagrant violations of these regulations may result in the student's suspension from all athletic competitions that school year.

ATHLETIC CODE OF CONDUCT

FRONTENAC JUNIOR HIGH SCHOOL STUDENT-ATHLETES:

- Demonstrate exemplary behavior at all times—on the court, in classrooms, hallways, and the cafeteria.
- Demonstrate good sportsmanship and fair play in all competitive situations.
- Dress and act appropriately when representing the team, the school, and the city as a host to visiting teams or when traveling with the team to out-of-town games.
- Treat teammates, competitors, coaches, game officials, and spectators with respect and courtesy at all times.
- Place a high priority on academic achievement and understand that ongoing athletic participation is dependent upon meeting the qualifications set forth by KSHSAA.
- Understand that any suspension from school directly impacts your good standing on the team and may result in additional team consequences being administered at the discretion of the head coach.
- Attend all practices and games. When an absence is unavoidable, communicate with the coach in an efficient manner.
- Take extreme care of school-issued equipment and return it promptly at the end of the season in good condition.
- Do not possess, use or sell alcohol, drugs, tobacco or other controlled substances.
- Avoid all illegal activities that would bring discredit to the student-athlete, team, or school (i.e., theft, harassment/intimidation, fighting/battery, etc.).

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- Know and understand that all people are different and have varied skills and abilities. Student-athletes work to recognize the strengths of teammates and to encourage them in a way that builds up and develops the team into a more effective unit.
 - Strive to be positive leaders and role models in the school.
 - Make a priority commitment to the junior high team, above all other non-school sport activities, during the school team season. Teammates and coaches are counting on you to be reliable and committed to the school team.

Failure to uphold the ideals described in the Athletic Code of Conduct may result in sanctions on the participation of the student athlete, at the discretion of the head coach, athletic director, and principal. Student-athletes should understand the expectations for their behavior as described in the Athletic Code of Conduct and continually refer to it throughout their seasons of involvement.

RULE-52 CITIZENSHIP/SPORTSMANSHIP:

INTRODUCTION - The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist - they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY - Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of **SPORTSMANSHIP** and teamwork. They are an opportunity for coaches and school staff to teach and model **SPORTSMANSHIP**, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of **SPORTSMANSHIP** for our youth as respected representatives of society. **Sportsmanship is good citizenship in action!**

**ALL ACTIONS are to be FOR, NOT AGAINST;
BE POSITIVE, NOT NEGATIVE or DISRESPECTFUL!**

Section 1 - General Regulations (apply to grades 7-12)

Article 1: **SPORTSMANSHIP** is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all (participants, coaches, officials, staff and fans).
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance, regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Article 2: Enforcement Procedure:

- a. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein.

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- b. The Executive Board of the Kansas State High School Activities Association shall be responsible for the interpretation of these regulations, including "desirable and unacceptable behavior", and shall publish them in the Association's *Sportsmanship Manual*.

ATHLETIC PHILOSOPHY:

Junior high athletics are based on a philosophy of allowing students an opportunity to participate in a structured, competitive sport situation, whereby they can increase their level of skill development, team building, and sportsmanship. All students are encouraged to try out for a team and enjoy the many benefits gained through participation in competitive athletic activities—fitness, team-building, goal-setting, socialization, and the development of personal attributes of self-discipline, self-confidence, and individual skill development. Frontenac Junior High Athletics will introduce philosophies they will see when they participate in high school athletics. Games designated as “A” games are games that count for league standings and played with the intent of winning. “B” games are designated as games where student-athletes are given opportunities to display and build their skill development and are played with the intent of winning. Junior high student athletes’ playing time will be determined by the coaches with the best interest of the teams to be successful. Junior high student athletes are also encouraged to participate in summer conditioning and summer camps supervised by junior high coaches. Participation in these off-season activities will benefit all student athletes with opportunities to build their skills and become physically fit. It is the responsibility of the junior high athletic director to find and schedule as many A, B & C games as allowed by KSHSAA. Below is a breakdown of the participation opportunities for each sport at Frontenac Junior High School.

Football

- 8th grade players
- 7th grade players
- 7th and 8th A and B teams if participation is low

Girl’s Volleyball

- 8th A, B and C(if needed)
- 7th A, B and C(if needed)

Boy’s Basketball

- 8th A, B and C(if needed)
- 7th A, B and C(if needed)

Girl’s Basketball

- 8th A, B and C(if needed)
- 7th A, B and C(if needed)

Track

- 8th Grade Boys and Girls
- 7th Grade Boys and Girls

Wrestling

- 8th Grade Boys and Girls
- 7th Grade Boys and

Girls

THE RESPONSIBILITIES OF THE JUNIOR HIGH STUDENT-ATHLETE:

It is a privilege, not a right, to represent your school on the athletic field. Many students have worn the school colors of black and white with great honor. With this honor comes responsibility. Please know and understand the elements of the Athletic Code of Conduct as outlined below.

PEP CLUB:

The pep club is an organization created for the purpose of encouraging school spirit. Students in grades 6-8 may participate.

CHEERLEADER ELIGIBILITY REQUIREMENTS:

Requirements include completion of the following forms:

1. F.J.H. Cheerleader Contract
2. Parental Permission Form
3. Grade Verification Form

A candidate must comply with the eligibility requirements set forth by the Board of Education and the Kansas State High School Activities Association. In accordance, a candidate must be passing six subjects and be a student in good standing as determined by the principal. Prior to tryouts, candidates must give the sponsor verification of said requirements.

A candidate must have her parental permission form and grade sheet returned to the sponsor before she will be allowed to try out for cheerleader.

Candidates must attend a clinic held before and/or after school prior to tryouts. Each candidate will learn one cheer, one dance routine to music, and one chant.

Candidates will be selected from the incoming-sixth grade and seventh grade classes and must be a current FJH student.

A candidate will not be allowed to try out for cheerleader again if she has quit or been removed from any cheerleading squad during a previous year of responsibility. (Exceptions with sponsor and principal approval; e.g. if resignation was due to reasons beyond her control.)

Candidates must not have an excess of school absences as per the school's attendance policy. (Exceptions with administrative approval.)

Candidates must be willing to accept and meet the financial requirement for cheerleading expenses of approximately \$350.00 (uniforms, camp clothes, camp, shoes, socks, spankies and emblems).

Candidates shall wear shorts, an anchored top, socks, and soft-soled shoes during tryouts.

SELECTION OF CHEERLEADERS:

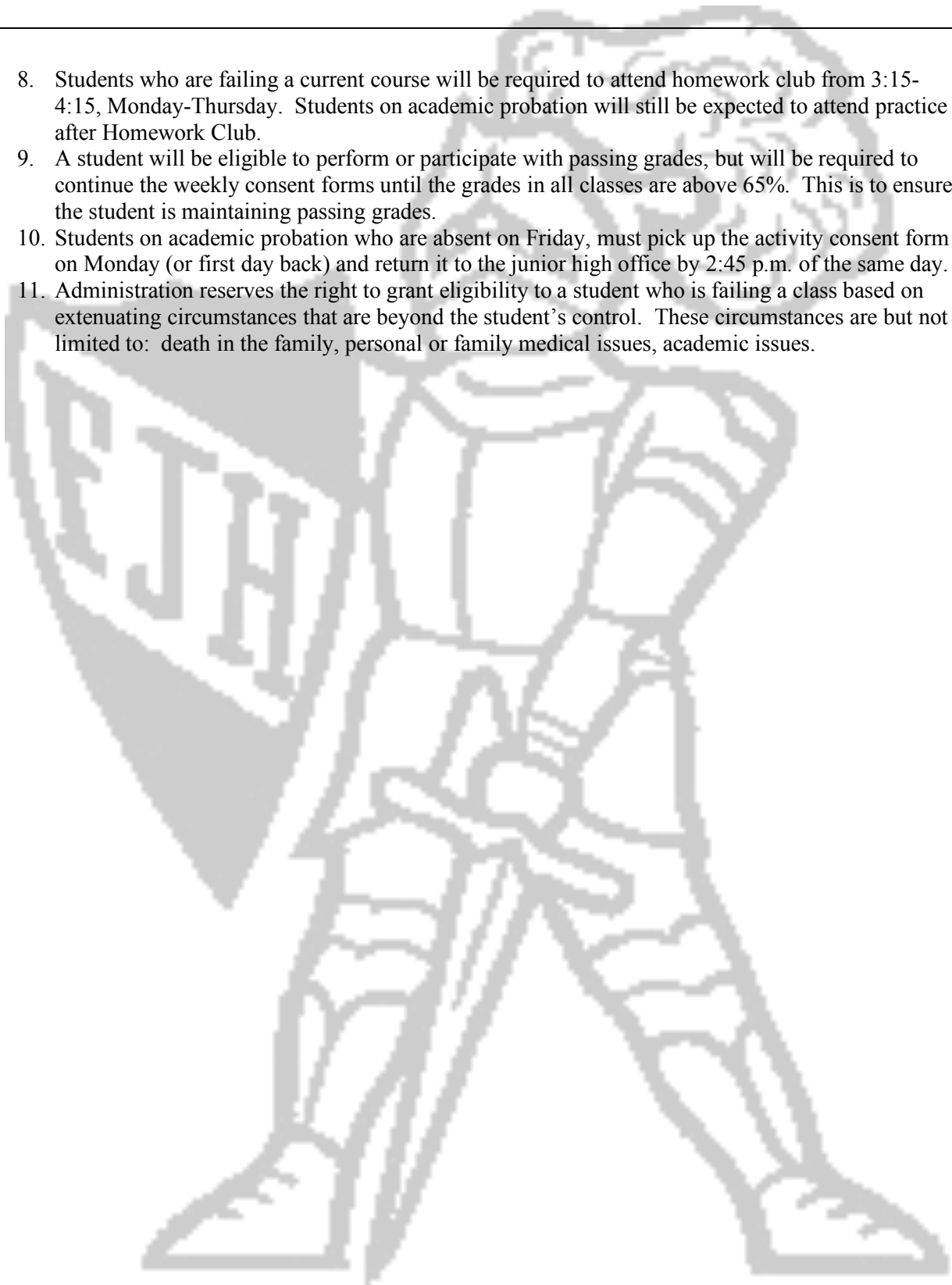
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1. Tryouts will be held each year after basketball season.
 2. Cheerleader candidates will meet all KSHSAA eligibility requirements.
 3. Judges will award points for each candidate on the cheer, jumps, tumbling, appearance, facial expression, spirit, chant and the dance routine.
 4. A panel of judges will evaluate and assign points to each candidate.
 5. Cheerleaders will be selected according to accumulated points. There will be two squads of cheerleaders consisting of 12 cheerleaders on each squad. One squad will cheer for football games and one squad will cheer for basketball games. Candidates may tryout for one or both squads. Basketball players are not eligible for the basketball squad. The top 6 incoming 7th graders and top 6 incoming 8th graders will become FJH cheerleaders for each squad.
 6. Seventy-five percent of the cheerleaders' selection will come from the judges on ability, knowledge of routine, cheer, chant, tumbling and jumps. Twenty-five percent of the selection will be based on the faculty questionnaire.
 7. Counting of points will be supervised by the sponsors and/or administration.

WEEKLY ACTIVITY POLICY:

The purpose of extra-curricular/co-curricular activities is to enhance the educational opportunities of all participating students. In conjunction with KSHSAA eligibility requirements, Frontenac Junior High and USD 249 believe students participating in school activities should be performing acceptable academic levels as a part of our overall program. With this in mind, all students participating in extra-curricular and co-curricular activities must meet the following standards:

1. Meet KSHSAA academic requirements per semester. FJH weekly policy is in addition to the KSHSAA requirements.
2. The office will run a failing grades report every three weeks. The first time a student appears on this failing list he/she will have one week to improve grades to a passing level to remain eligible. If for any reason a student appears on the failing list again, they will automatically be ineligible until all grades are at a passing level.
3. Students failing a course for the previous six weeks will be considered on academic probation and will be required to have all teachers fill out and sign a weekly activity consent form. Students will pick these forms up in the junior high office on Friday morning and are required to have the form completed and returned to the junior high office by 2:45 p.m. on the same day.
4. Parents/Guardians of the student will be notified by phone by the administration.
5. If a student is failing a course when the report is run he/she will be considered ineligible until the grade is 60% or above. A student's grades will be checked each week and as long as the grade is failing they will not be allowed to participate in any games or performances until the grade is passing.
6. Failure to return a completed consent form to the junior high office will result in a loss of eligibility for the following week of activities.
7. A "week" of activities will run from Friday to Thursday.

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8. Students who are failing a current course will be required to attend homework club from 3:15-4:15, Monday-Thursday. Students on academic probation will still be expected to attend practice after Homework Club.
 9. A student will be eligible to perform or participate with passing grades, but will be required to continue the weekly consent forms until the grades in all classes are above 65%. This is to ensure the student is maintaining passing grades.
 10. Students on academic probation who are absent on Friday, must pick up the activity consent form on Monday (or first day back) and return it to the junior high office by 2:45 p.m. of the same day.
 11. Administration reserves the right to grant eligibility to a student who is failing a class based on extenuating circumstances that are beyond the student's control. These circumstances are but not limited to: death in the family, personal or family medical issues, academic issues.



VIII. DRUG/ALCOHOL POLICY

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

First Violation:

The student will be prohibited from attendance and participation in extra-curricular activities up to sixty days from the date of verification. The student will be short-term suspended from school for up to ten days and could face long-term suspension or expulsion.

Second Violation:

The student will be prohibited from attendance and participation in extra-curricular activities for up to one year from the date of verification. The student will be short-term suspended from school for up to ten days and could face long-term suspension or expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

DISCIPLINE GUIDELINES FOR USE AND/OR POSSESSION OF TOBACCO/ELECTRONIC CIGARETTES:

Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property.

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

First Violation:

The student will be suspended from attendance or participation in extra-curricular activities for up to

thirty days. The student will be suspended either in or out of school, or assigned to Friday School for up to three days.

Second Violation:

The student will be suspended from attendance or participation in extra-curricular activities for up to sixty days. The student will be short-term suspended from school for a period of up to ten days and could face long-term suspension or expulsion.

Third Violation:

The student will be suspended from all school activities for up to one full year from the date of verification. The student will be short-term suspended from school for up to ten days and could face possible long term suspension or expulsion.

If a violation occurs at the end of the school year when there are not enough days to complete the suspension, the suspension will continue at the beginning of the next school year.

USD 249 STUDENT DRUG TESTING POLICY:

In an effort to protect the health and safety of its student athletes from illegal and/or performance-enhancing drugs and/or alcohol use and abuse and injuries resulting from the use of drugs and alcohol, the USD 249 board adopts the following policy for drug and alcohol testing of students participating in extracurricular activities.

Statement of Purpose and Intent

It is the desire of the board, administration, and staff that every student in the district refrains from using, possessing, or distributing illegal or performance-enhancing drugs and/or alcohol. The disciplinary actions triggered by this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of the district regarding possession and/or use of illegal drugs and alcohol and does not limit the district's authority to enforce the provisions of other relevant policies or take disciplinary actions authorized thereby.

Participation in school sponsored extracurricular activities at the district is a privilege. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to conduct themselves in accordance with a high standard of conduct, which requires avoiding the use or possession of illegal or performance-enhancing drugs and alcohol.

The purpose of this policy is to prevent illegal or performance-enhancing drug and alcohol use; to educate student participants regarding serious physical, mental, and emotional harm caused by drug and alcohol use; to prevent injury, illness, and harm that is a potential result of drug and alcohol use; and to strive within the district for an environment free of such use and abuse.

The sanctions of this policy solely limit the opportunity of any student found to be in violation of this policy to participate in extracurricular activities. There will be no academic sanction for violation of this policy.

The district has adopted this policy for use by all students participating in extracurricular activities in grades 7-12.

Definitions

“Extracurricular activities” means those school sponsored student activities that take place outside the regular course of study in school. Such activities include all district sponsored activities including, but not limited to, school dances and prom, interscholastic sports teams, cheerleading, and dance team activities.

“Drug Use Test” means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs, alcohol, or the metabolites thereof in a person’s urine or saliva.

“Illegal Drugs” means any substance which an individual may not legally sell, possess, use, distribute, or purchase under either Federal or Kansas Law. For the purposes of this policy, “illegal drugs” includes, but is not limited to, all scheduled drugs as defined by Kansas Law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

“Performance-Enhancing Drugs” includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “Performance-Enhancing Drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

“Positive” when referring to a drug test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. “Positive” when referring to an alcohol test administered under this policy means a breathalyzer test result that is considered to demonstrate the presence of alcohol in a student participant's system.

“Reasonable Suspicion” means a school employee's suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also be based on unusual increases in size, strength, weight, or other athletic abilities. All observations, sources, and personal information will be weighed by school employees on a case-by-case basis.

“KSHSAA” is the Kansas State High School Activities Association of which the district is a participating member.

Procedure

Each student in extracurricular activities shall receive copies of the Student Extracurricular Activities Drug/Alcohol Testing Consent Form, which shall be read, signed, and dated by the student, parent and/or guardian. Students must turn in a completed Student Extracurricular Activities Testing Consent Form to the school office before the student will be allowed to practice or participate in any extracurricular activities. Any student who does not turn in the required form within the aforementioned timeframe will not be eligible to participate in any extracurricular activities. Transfer students will be allowed to complete the aforementioned form at the time of enrollment and will be placed in the testing pool within one week of their enrollment date.

Students will be required to provide urine, saliva, or breath samples for the purpose of drug and/or alcohol testing as follows:

1. On a random selection basis, from a list of all students in the testing pool, names of 5-10 extracurricular participants will be drawn at random to provide a urine, saliva, and/or breath sample no more than once every thirty days during the school year. Names previously chosen will be placed back in the pool for the possibility of random selection at a later time.

2. At any time requested by the administration, based on reasonable suspicion that the student currently participating in extracurricular activities is under the influence of, using, distributing, selling, or in possession of illegal or performance-enhancing drugs and/or alcohol.

Any drug use test required by the district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the district, using scientifically

validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

Any breathalyzer machine utilized under authority of this policy shall be frequently recalibrated and will be administered either by a school employee trained in the machine's use or a law enforcement officer at the request of the district administration.

All aspects of the drug use-testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum extent possible. The test sample shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the sample must be collected in a restroom or other private facility behind a closed door. The principal shall designate a drug laboratory employee, a coach, or school employee of the same gender as the student to accompany the student to a restroom or other private facility for collection of the sample. The monitor shall not observe the student while any urine sample is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to ensure an accurate chain of custody. If at any time a student is found to be tampering with the sample, the monitor may stop the procedure and inform the principal, who will then determine if a saliva sample should be obtained as well.

If the initial drug test (taken by method other than by breathalyzer) is positive, the initial test result will then be subject to confirmation by a second and different test of the same sample. In order to keep the results of the initial testing confidential, the school district may also choose a certain number of samples for a conformation test. A specimen shall not be reported positive unless the second test run results in a positive reading for the presence of an illegal or performance-enhancing drug, alcohol, or the metabolites thereof.

If the test for any student has a positive result, the laboratory will contact the parents or guardians and solicit any information on medication that would create a positive test result. A medical review officer, provided by the testing company, will confirm the positive result and contact the principal with the results. Once a positive result is determined, the student will become ineligible to participate, travel, or compete in extracurricular activities for a duration specified as follows. To offer students healthy alternatives, students will be able and are expected to practice with the team during the period of ineligibility unless otherwise specified below.

Upon a positive test result, the principal will contact the student and the parent or guardian of the student within 2 school days and will schedule a conference. At the conference, the principal will solicit any explanation of the positive result.

If the student asserts that the positive test results are caused by something other than consumption of an illegal drug, performance-enhancing drug, or alcohol by the student, then the student will be given an opportunity to present evidence of such to the principal or the principal's designee. The district will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test result was produced by method other than consumption of an illegal drug, performance-enhancing drug, or alcohol. The principal will make the eligibility decision within five working days.

A decision to designate the student as ineligible under this policy may be appealed in writing to the district's superintendent within five days. The superintendent will make a written decision available to the student and the student's parent(s) or guardian within five working days. The ineligibility will remain in force throughout this appeal as well.

The decision of the superintendent may be appealed in writing to the Board of Education within five working days of receipt of the Superintendent's decision on the issue. The district's rules and

regulations will be followed in the case of an appeal to the Board of Education, although preliminary stages of the appeal shall not necessitate repeating to be in accordance with other policies for the purposes of appeal pursuant to this policy.

A student that has tested positive for illegal or performance-enhancing drugs will be required to undergo one or more additional drug use tests to confirm that the student is no longer using illegal drugs or performance-enhancing drugs before he/she may rejoin an activity. The district will rely on the opinion of the laboratory that performed or analyzed the additional drug use test in determining whether a positive result in the additional drug test was produced by illegal or performance-enhancing drugs used by the student that caused the first positive result or by more recent use.

All parents or guardians of students who test negative for illegal drugs of performance-enhancing drugs in the initial screening will be contacted by personnel of the district within five working days after testing.

Violation

Any student who tests positive in a drug/alcohol use test under this policy shall be subject to the following restrictions:

Any student that “self-reports” the use of drugs or alcohol prior to any testing, shall be suspended from participation in activities or travel for five (5) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between schools days in which a suspension is to be served. The principal will notify parents and appropriate sponsors of such suspension of eligibility.

For the first offense, the student shall be suspended from participation in all extracurricular activities, including all performances and competitions, for ten (10) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between schools days in which a suspension is to be served. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Local law enforcement shall be notified.

For the second offense, the student shall be suspended from participation in all extracurricular activities including all practices, meetings, performances, activities, and competitions for thirty (30) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between schools days in which a suspension is to be served. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to twenty (20) school days. Local law enforcement shall be notified.

For the third offense, the student shall be suspended from participation in all extracurricular activities including all meetings, practices, performances, and competitions for ninety (90) days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between schools days in which a suspension is to be served. Local law enforcement shall be notified.

Refusal to Submit to Drug Use Test

If an extracurricular participant refuses to submit to a drug or alcohol use test authorized under this policy, such refusal shall be considered a “positive” result for drugs or alcohol and subject to the appropriate suspension as stated herein.

Transfer Students

Any student transferring to USD 249 who wishes to participate in extracurricular and/or co-curricular activities must have a signed “Student Drug Testing Consent Form” on file with the principal’s office within five (5) school days of his/her initial enrollment. Additionally, any transfer

student who has failed a drug screening in a previous school district enters USD 249 with a similar record.

Disclaimer

The Frontenac USD 249 Student Drug Testing Policy does not supersede the student handbooks of Frontenac High School or Frontenac Junior High School with regard to students found to be in possession of, using, providing, or under the influence of illegal substances or alcohol while on school property or at a school activity (home or away). Therefore, a student who violates the policy, as set forth in the student handbooks should expect further consequences as deemed appropriate by the building principal.



IX. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 249. In accordance with FERPA, you are required to be notified of those rights which include:

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

The custodian may lawfully disclose students’ education records maintained in places other than a statewide longitudinal data system to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;

Note: A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

- Officials of other schools or school systems in which the student intends to enroll;

Note: The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

- Authorized persons to whom a student has applied for or from whom a student has received financial aid;

- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;

- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;

- Accrediting organizations;

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- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
 - Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
 - An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
 - In compliance with a lawfully issued subpoena or judicial order.
- Note: When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:
- the order or subpoena specifically forbids such disclosure; or
 - the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Unified School District No. _____ has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 249 policies for complying with FERPA. A copy may be obtained from: _____ (office or name of person and address)

Directory Information: For purposes of FERPA, Unified School District No. 249 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent unless otherwise provided in board policy IDAE. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., full-time or part-time), and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 249's elementary principal within 10 days of the beginning of the school year. If a refusal is not filed within that time frame, Unified School District No. 249 assumes you have no objection to the release of the directory information designated.

X. CIVIL RIGHTS GUIDELINES

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State school rules, laws, regulations and policies, the Frontenac Public Schools, USD #249 shall not discriminate on the basis of sex, race, color, national origin, or disability in the educational programs or activities which it operates.

It is the intent of Frontenac Public Schools, USD #249 to comply with the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the Frontenac Public Schools, USD #249. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Rick Simonic
Superintendent
208 S. Cayuga
Frontenac, KS
620-231-7551

Title IX Complaints can also be filed with the Office for Civil Rights.

Regional Office for Civil Rights
324 E. 11th
Kansas City, MO 64106

All students attending Frontenac Public Schools, USD #249 may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, age, disability, or sex.

Frontenac Unified School District #249, Crawford County, Frontenac, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

XI. Emergency Safety Interventions

GAAF **Emergency Safety Interventions** (See GAO, JRB, JQ, and KN)
GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an

exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or

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- Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention

techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written

request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally,

in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator.

In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: 2/8/16; 9/12/16
KASB Recommendation – 6/13; 12/13; 6/15

XIII. TECHNOLOGY POLICIES

ACCEPTABLE USE POLICY: The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.

IIBF Acceptable Use Guidelines IIBF-2

- Students shall not disable or attempt to disable Internet filtering software.
Prohibitions

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

Monitoring

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

IIBF Acceptable Use Guidelines IIBF-3

Internet Safety

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering

software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

iPad/Laptop Policy & Procedures

1. Bring Your Own Device

Due to technical support issues: Students may NOT bring their own iPads for use during the school day. Students must use a school device during the school day. Parents/students may choose to pay the technology fee for 24/7 access or may choose to checkout and check-in devices each day.

2. TYPE OF USER ACCOUNTS:

The COPPA Act of 1998 (Children’s Online Privacy Protection Act)

Restricts children under the age of 13 from having most types of online accounts, including email accounts and iTunes accounts. Due to the COPPA Act, iPads for students under age 13 must be set up differently than for those students age 13 & older.

2.1. “INSTITUTIONAL” account (used in grades K-4).

The iPads for these grades are set up by the school (institution). Students cannot add or delete apps.

2.2. “LAYERED” or “INSTITUTIONAL” account (used in grades 5-7).

Using Apple’s Apple ID for students program ID’s are created for the students under 13 by the school with parental permission. Allowing students to install and manage their own apps.

2.3. “PERSONAL” account (used in grades 8-12).

Students use their own Apple ID. In addition to the apps placed on the iPad/Laptop by the school, student can manage their own apps, music, videos, ...

3. OFF CAMPUS RIGHTS

3.1. TAKE HOME 24/7 ACCESS:

During the school year, students may use the iPad/Laptop off campus on a 24 hour/7 day basis if they pay an annual technology fee of \$50. This annual technology fee must be paid at enrollment along with the \$50 school enrollment fee before an iPad/Laptop is checked out to the student. The

administration reserves the right to adjust the technology fee for students transferring in/out of the district during the school year.

To be eligible for 24/7 off campus access, the student must complete all of the following:

- ✓ Have a parent and the student present at enrollment to pick up the iPad/Laptop
- ✓ Have a parent pay the \$50 technology fee
- ✓ Have both a parent and student sign the iPad/Laptop User Agreement

3.2. SCHOOL DAY ONLY ACCESS:

For the students whose parents choose NOT to pay the annual technology fee, an iPad/Laptops will be checked out on the first day of school and used throughout the school year. However, the iPad/Laptops must be checked in daily before leaving school. The iPad/Laptop will be stored and charged overnight. The student will pick up the iPad/Laptops the next morning from the designated storage area for use during the school day.

4. RECEIVING YOUR iPad/Laptop & CHECK-IN PROCEDURE

4.1.Receiving Your iPad/Laptop

4.1.1. iPads/Laptops will be distributed during enrollment as stated on the school calendar. Before an iPad/Laptop is issued to a student, both parent and student must sign an iPad/Laptop User Agreement.

4.2.Checking in Your iPad/Laptop at the End of the Year

4.1.2. iPads/Laptops will be returned during the final week of school so they can be checked for serviceability.

4.1.3. If a student leaves Frontenac schools for any reason during the year after being issued an iPad/Laptop, the iPad/Laptop will be returned at the time of checkout.

4.1.4. If a student fails to return the iPad/Laptop at the end of the school year or upon termination of enrollment in Frontenac Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad/Laptop. Failure to return the iPad/Laptop will result in a theft report being file with the Frontenac Police Department.

4.1.5. The student is expected to return the iPad/Laptop and accessories to the building principal in satisfactory condition. The student will be responsible for any damage to the iPad/Laptop and will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad/Laptop.

5. TAKING CARE OF YOUR iPad/LAPTOP:

12.1. General Precautions

5.1.1. The iPad/Laptop is school property that may be inspected by school officials at any time. All users will follow this policy and the Frontenac Technology User Agreement.

5.1.2. Only use a clean soft cloth to clean the screen. No cleansers of any type.

5.1.3. Cords and cables must be inserted carefully into the iPad/Laptop to prevent damage.

5.1.4. iPads/Laptops must remain free of any writing, drawing, stickers, or labels. The only exception: the Frontenac Technology Dept will engrave an identification logo on the iPad/Laptop and iPad cover.

5.1.5. Students are responsible for charging their iPad/Laptop overnight to ensure its usage throughout the next day.

5.2. Carrying iPads/Laptops

5.2.1. A protective case/cover for the iPad/Laptop is required to help protect the iPad/Laptop and provide a suitable means for carrying the device throughout the days. iPads should always be within the protective case when carried. Your iPad has been equipped with a protective case as described in Section 4 of this policy. Students are not allowed to bring their own cover unless it is for their personally owned BYOD that has been approved and registered through the Frontenac Technology Dept.

5.3. Screen Care

5.3.1. The iPad/Laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure or weight on the screen.

5.3.2. Do not put unnecessary pressure on the top of the iPad/Laptop.

5.3.3. Do not place anything near the iPad/Laptop that could put pressure on the screen.

5.3.4. Do not place anything in the carrying case that will press against the cover.

5.3.5. Clean the screen with a soft, dry cloth or anti-static cloth. Do not use cleansers.

5.3.6. Do not bump the iPad/Laptop against walls, lockers, car doors, floors, etc. as it may crack or break the screen.

6. USING YOUR IPAD/LAPTOP AT SCHOOL

iPads/Laptops are intended for use every day at school. In addition to teacher expectations for iPad/Laptop use, school messages, announcements, calendars, and schedules may be accessed using the iPad/Laptops. Students should bring their iPad/Laptop to all classes, unless specifically instructed not to do so by their teacher.

6.1. iPads/Laptops Left at Home

If students leave their iPad/Laptop at home, upon arrival at school, they should notify the office. Students will be asked to contact parents to bring the iPad/Laptop to school. If that is not possible, they will be issued a “loaner” iPad/Laptop but may be issued consequences for not having device. See Section 12 of this policy manual for a full explanation of the iPad/Laptop discipline system.

6.2. iPad/Laptop Undergoing Repair

Loaner iPads/Laptops may be issued to students whose device is being repaired.

6.3. Charging Your iPad's/Laptop's Battery

iPads/Laptops should be charged overnight to full capacity before they are brought to school each day.

6.4. Screensavers/Background Photos

Students will have the ability to customize their iPad's/Laptop's screen background. Appropriate media will be used. Students are allowed to use screen-locking passcodes. However, care should be exercised if using passcodes. If a student enters incorrect passcodes three times, they should stop and ask the technology department for assistance. The iPad/Laptop will be disabled if ten incorrect passcode attempts are entered and the iPad/Laptop will have to be restored to factory settings with loss of personal data.

6.5. Sound, Music, Games, or Programs

- 6.5.1. Frontenac Junior High reserves the right to prevent or eliminate all personal apps from a school device. If permission is given, students with a personal account, may add music, games, etc. using their personal Apple ID. Apple ID's can be set up without using credit card information. Using iTunes cards may be the simplest way to add money to your Apple ID account if students want to add music and personal apps to their account. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 6.5.2. Appropriate music is allowed on the iPad/Laptop. Ear buds/headphones may be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

6.6. Printing

- 6.6.1. Limited printing services will be available with the iPad/Laptop. Students are required to gain teacher approval before printing from their iPad/Laptop.
- 6.6.2. Students will be given information and instruction on printing with the iPad/Laptop at school.

6.7. Home Internet Access/Printing

- 6.7.1. Students are allowed to set up additional wireless networks on their iPads/Laptops. This will be necessary to use web-based services outside of the school setting.
- 6.7.2. For iPads printing at home will require a wireless printer with ePrint/AirPrint functionality. For laptops printing at home will require a wired or wireless printer to be installed on the laptop.

6.8. Personal Apps

- 6.8.1. Students 13 and older in grades 8-12 may install **appropriate** personal apps on their iPad/Laptop via their personal iTunes account. With parental consent, students under 13 in grades 5-7 may install appropriate personal apps on their iPad/Laptop using Apple ID's set up by their parents. Frontenac USD 249 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad/Laptop. This does not limit what can be downloaded to the students individual iTunes account or other personal device (iPhone, iPod,...). Frontenac Junior High reserves the right to limit any and all personal apps on the school device.
- 6.8.2. In the event storage space becomes an issue on individual iPads/Laptops, student music, videos, photos and apps will need to be deleted.

7. MANAGING YOUR FILES & SAVING YOUR WORK

7.1. Saving to the iPad/Laptop/Home Directory

- 7.1.1. Students should save work to the iPad/Laptop. It is recommended students regularly back up data. It is suggested the student save school-related data to the Cloud. Limited storage space will be available on the iPad—Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. The school does not or will not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image. For laptops it is recommended to use the Cloud to backup data

but also it might be necessary to use an external USB hard drive or flash drive to backup data if the amount of data needing backed up exceeds the amount of cloud storage Apple provides. Google Drive can also be used to backup data. Drive encryption on the laptops must not be enabled if laptops are brought in for service we will do our best to backup data before reinstalling the device but no guarantees can be made.

8. SOFTWARE ON IPADS/LAPTOPS

8.1. Originally Installed Software

- 8.1.1. The apps and operating system originally installed by USD # 249 must remain on the iPad/Laptop in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.
- 8.1.2. Periodic checks of iPads/Laptop will be made to ensure that students have not removed required apps or installed inappropriate material. Violations would be handled thru the disciplinary guidelines in the student handbook.

8.2. Additional Software

- 8.2.1. Student iPads/Laptops will be pre-loaded with apps like Pages, Keynote, iMovie. Additionally, if apps are requested by teachers or the District that cost they will be assigned to your account and available via the self-service app or may at times install automatically.

8.3. Inspection

- 8.3.1. iPads/Laptops owned by USD 249 – Since these devices are owned by USD 249, the contents of the iPad/Laptop may be inspected by school officials at any time. Students should not expect any right or expectation of privacy since the school owns these iPads/Laptops and the expectations for appropriate usage have been explained in this policy.
- 8.3.2. BYOD iPads/Laptops – Since these devices are owned by the student and/or parent/guardian, these iPads/Laptops will not be subject to random searches liked the school-owned iPads/Laptops. However, much like with student cellphones, the school reserves the right to search devices confiscated due to reasonable suspicion that school policies have been violated or a criminal offense has occurred. If a school policy has been violated or a criminal offense has been committed, the student should understand there is “no right or expectation of privacy “.

8.4. Software upgrades

- 8.4.1. Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads/Laptops, even if it is their own device, for periodic updates and syncing. Operating systems with Apple devices change. Students on “personal” accounts are responsible for keeping their own downloaded apps updated. If new major versions of the iOS or Mac OS operating system are released do NOT install it until instructed to.

8.5. Technology Support

- 8.5.1. Technology support for iPads/Laptops will be available during the normal business day at Frontenac Schools. Students needing iPad/Laptop assistance should first contact the principal’s office. Office personnel will then contact the tech office to see if help is

immediately available or to leave a help request with the tech office. Typically, the technology office is open from 7:45-4:00 each school day. After hours support will not be available.

9. ACCEPTABLE USE

The use of the Frontenac School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Frontenac School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Frontenac School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Frontenac School District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

9.1. Parent/Guardian Responsibilities

- 9.1.1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- 9.1.2. Students may have access to their device 24/7 if the technology fee is paid. As parents, you will need to establish ground rules for iPad/Laptop use outside of the school day. While using the iPad/Laptop at school, our Internet filter should provide a safe surfing environment. However, away from school when not connected the school's internet service, you need to understand that this iPad/Laptop will not be filtered.

9.2. School Responsibilities are to:

- 9.2.1. Provide Internet access to its students via the student wifi network.
- 9.2.2. Provide Internet filtering while the device is on the schools network.
- 9.2.3. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 9.2.4. Recommend students use the "cloud" for data storage of school related content.
- 9.2.5. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

9.3. Students are responsible for:

- 9.3.1. Using iPads/Laptops in a responsible and ethical manner.
- 9.3.2. Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 9.3.3. Only accessing the school Wi-Fi network while on school property – Absolutely no cellular hotspots.
- 9.3.4. Using all technology resources in an appropriate manner so as to not damage school equipment.

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- 9.3.5. Helping Frontenac School District protect our computer system/device by contacting an Administrator about any security problems they may encounter.
 - 9.3.6. Monitoring all activity on their account(s).
 - 9.3.7. Securing their iPad/Laptop after they are done working to protect their work and information.
 - 9.3.8. Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
 - 9.3.9. Returning their iPad/Laptop to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Frontenac for any other reason must return their individual school iPad/Laptop on the date of termination.

9.4. Student Activities Strictly Prohibited:

- 9.4.1. Illegal installation or transmission of copyrighted materials.
- 9.4.2. Any action that violates existing Board policy or public law.
- 9.4.3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 9.4.4. Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 9.4.5. Changing iPad/Laptop settings and profiles in an effort to circumvent the filtering and management system.
- 9.4.6. Downloading inappropriate apps.
- 9.4.7. Spamming-Sending inappropriate emails.
- 9.4.8. Sharing or gaining access to other student's files, data, or homework.
- 9.4.9. Sharing Apple ID accounts with other students
- 9.4.10. Sharing usernames and passwords with other students
- 9.4.11. Vandalism to your iPad/Laptop or another student's iPad/Laptop.
- 9.4.12. Recording a teacher or staff member without their permission

9.5. iPad/Laptop Care:

- 9.5.1. Students will be held responsible for maintaining their individual iPads/Laptops, and keeping them in good working order.
- 9.5.2. iPad/Laptop batteries must be fully charged and ready for school every day.
- 9.5.3. iPads/Laptops that are stolen must be reported immediately to the principal's office and technology department.

9.6. Legal Propriety:

- 9.6.1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Apps obtained by individual students should not be shared with other students.
- 9.6.2. Plagiarism is a violation of the Frontenac Schools Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

9.7. Student Discipline:

- 9.7.1. If a student violates any part of the above policy, board policy, or school handbook policy, he/she may be subject to the following disciplinary steps:

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- 9.7.2. Loss of privilege to take the iPad/Laptop off campus.
 - 9.7.3. Loss of privilege of using the iPad/Laptop during the school day.
 - 9.7.4. Disciplinary/Legal action as deemed appropriate.

10. PROTECTING & STORING YOUR IPAD/LAPTOP

10.1. iPad/Laptop Identification:

- 10.1.1. Both the student iPad/Laptop and its school-provided cover will be labeled by the technology department.

10.2. Storing Your iPad/Laptop:

- 10.2.1. When students are not using their iPads/Laptops, they should be stored in their backpack.
- 10.2.2. Nothing should be placed on top of the iPad/Laptop. Students are encouraged to take their iPads/Laptops home every day after school, regardless of whether or not they are needed. iPads/Laptops should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad/Laptop overnight, they may check it in for storage at the technology dept.

10.3. iPads/Laptops Left in Unsupervised Areas:

- 10.3.1. Under no circumstances should iPads/Laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad/Laptop left in these areas is in danger of being stolen. If an iPad/Laptop is found in an unsupervised area, it will be taken to the office. If a device is left unsupervised the student responsible for the device could have disciplinary consequences.

11. REPAIRING OR REPLACING YOUR IPAD/LAPTOP/COST OF REPAIRS

The Frontenac School District recognizes that with the implementation of the iPad/Laptop initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

11.1. Accidental Damage

- 11.1.1. Students will be responsible for caring for their iPad/Laptop and school issued accessories. They will be expected to return them at the end of the year in good working condition.
- 11.1.2. Students will be responsible up to 30% of the cost of repairs to or replacement of an iPad/Laptop that has been damaged accidentally.
- 11.1.3. Students will be responsible for 30% of replacement cost of school issued accessories (keyboards, charging cables, cases) that have been damaged accidentally.

11.2. Personal Home or Homeowners coverage

- 11.2.1. Students or parents may wish to carry their own personal insurance to protect the iPad/Laptop in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad/Laptop computer.

11.3. Intentional Damage

- 11.3.1. Students will be responsible for the entire cost of repairs to or replacement of the iPad/Laptop, keyboard, charging cable, etc. that are stolen, lost, or intentionally damaged as determined by school administration.

11.4. Lost iPad/Laptop and/or Accessories

- 11.4.1. If a student loses his/her iPad/Laptop, they should immediately contact the principal. Additionally, the student could be required to immediately file a police report with the Frontenac Police Department. Students/parents will be responsible for the entire replacement cost to replace a lost iPad/Laptop.
- 11.4.2. Lost accessory items such as chargers and cables will be charged the actual replacement cost.

11.5. Warranty Repairs

- 11.5.1. The iPad/Laptop comes with a one-year factory warranty to replace/repair defective devices. However, damage devices due to accident or intentional abuse are not covered under the factory warranty. In the event of accidental or intentional damage, the student and parent will be responsible as outlined elsewhere in the policy under accidental or intentional damage.

11.6. Vandalism and Theft

- 11.6.1. In cases of theft, vandalism and other criminal acts, a police report WILL be filed by the student, parent/guardian or the school with the Frontenac Police Department.

12.2. Students will receive a consequence ranging from a warning to ISS for the following minor offenses:

- Running down the halls in possession of an iPad/Laptop (even if the iPad/Laptop is in a backpack , bag, purse, ...)
- Setting the iPad/Laptop on the floor at school
- Carrying the iPad/Laptop around with the screen showing (keep cover over the screen)
- Using earbuds without teacher permission (HS students may use during lunch period)
- Leaving the iPad/Laptop unattended
- Using the iPad/Laptop when standing (unless directed to do so by the teacher)
- Accidentally knocking or sliding an iPad/Laptop off the desk (if intentional, school discipline also applies)
- Using the iPad/Laptop during the school day for non-school related use
- Bringing the iPad/Laptop to school without adequate charge (applies only to users with 24/7 access)
- Not bringing the iPad/Laptop to school (a loaner will provided by the tech office if one is available)
- Not putting away the iPad/Laptop when directed by a staff member

12.3. Students will receive consequences ranging from detention – OSS for the following major offenses:

- Breaking an iPad/Laptop
- Taking/Hiding another student's iPad/Laptop
- Using another student's iPad/Laptop (without being directed to by a teacher)
- Participating in any inappropriate or illegal activity with the iPad/Laptop (school discipline may apply)

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- Sharing Apple ID's, usernames, passwords
 - Sharing files, data, and homework (without being directed to by a teacher)
 - Inappropriate use of the camera.

12.4. Administrative Authority:

12.4.1. The above lists are a guideline, not all inclusive. Administration reserves the right to deviate from this policy when necessary depending on the severity and details of the individual situation. The principal can assign discipline for any use that is deemed inappropriate and not covered above.

12.5. Losing iPad Privileges:

- 12.5.1. If at any point the student reaches 3 iPad/Laptop related consequences, the student will lose the privilege an iPad/Laptop for two school days.
- 12.5.2. If at any point the student reaches 6 iPad/Laptop related consequences, the student will lose the privilege an iPad/Laptop for six school days.
- 12.5.3. If at any point the student reaches 9 iPad/Laptop related consequences, the student will lose all iPad/Laptop privileges.
- 12.5.4. If a student breaks, loses, or has their iPad/Laptop stolen, the student must pay the appropriate fees listed in Section 11 of this policy before they regain 24/7 access privileges if applicable.

1. SCHOOL RIGHTS:

1. USD 249's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 249. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
2. The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 249 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 249 technology.
3. Frontenac Schools reserves the right to define inappropriate use of technology.