

**FRONTENAC HIGH SCHOOL  
STUDENT HANDBOOK**

**2018-2019  
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 High School, a building principal is employed and given the authority and responsibility for administering curricular and extracurricular activities. The principal 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 high school students of Frontenac.

**PRINCIPAL'S MESSAGE:**

Frontenac High School upholds the expectations of the school district and the community that every child in the Frontenac community should have the benefits of an exemplary education. In our building we are dependent on the conduct, character, and achievements of our students.

We have outstanding educators and staff who are committed to student success and the advancement of the building's vision. The administration encourages and expects excellence from students and staff. Frontenac High School recognizes the importance of a strong connection between the community and its schools. We strive to develop and maintain the community's allegiance to and ownership in the school.

Our school is committed to providing a diverse and balanced curriculum that stimulates intellectual curiosity and growth. Our curriculum includes a core set of basic skills, as well as, courses in fine arts, vocational fields of study, and other enrichment opportunities. Finally, Frontenac High School ensures that we will provide a safe and orderly, yet inviting, climate that encourages learning and protects instructional time.

Have a great year,

Mike Copple, FHS Principal

**FOREWORD:**

It is the mission of Frontenac High School 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.

**EXPECTATIONS:**

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

**Students:**

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

**Parents:**

- Ensure students attend school, are on time, and that physical needs have been met that allow the student to be successful.
- Notify the school when the student is absent.
- Communicate with appropriate staff when there are questions or concerns.
- Check student planners and PowerSchool for assignments and work completed.
- Attend parent/teacher conferences.
- Parents should not send text messages or messages via social media to their child during class.

**PARENTAL CONCERNS:**

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

1. First, 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.

**SCHOLASTIC INFORMATION - ACCREDITATION:**

Frontenac High School is fully accredited by the Kansas State Department of Education. The school's program of studies and the qualifications of its faculty are examined annually by the State Department of Education.

## **GRADUATION REQUIREMENTS:**

Requirements for graduation from Frontenac High School are twenty-eight units of credit.

A student must fulfill the Frontenac Board of Education requirements to be eligible for a diploma from Frontenac High School. Students who need no more than one unit for graduation will be permitted to participate in the graduation exercises if proper provisions are made with the high school principal for the completion of the one unit.

The following courses are required for graduation at Frontenac High School:

- English 4 units
- Mathematics 3 units
- Physical Education 1 unit
- Science 3 units (Biology I, Earth Science, and Phys. Science or Chemistry)
- Social Science 3 units (Am. History-1 unit, World Hist. -1 unit, Government-1 unit)
- Career & Life Planning 1/2 unit
- Fine Art 1 unit
- Speech .5 unit (for incoming freshmen in fall 2018 - class of 2022)

### **Qualified Admissions Standards (4 year colleges, State of Kansas)**

1. Students graduating from an accredited Kansas high school, under the age of 21, MUST:
  - Complete the pre-college or Kansas Scholars Curriculum with at least a 2.0 GPA; AND
2. Achieve ONE of the following:
  - ACT score of 21 or higher; OR
  - SAT score of 980 or higher; OR
  - Graduate in the top one-third of their class; AND
3. Achieve 2.0 GPA or higher on any college credit taken in high school.

### **Qualified Admissions Pre-college Curriculum**

- **Social Science** – 3 approved units
- **Electives** -3 approved units
- **English** – 4 approved units of English, one unit taken each year of high school, ½ unit may be Speech
- **Natural Science** – 3 Approved units from the following, one unit must be Chemistry or Physics.
- **Math**
  - 3 approved units for the following
    - Algebra I
    - Geometry
    - Algebra II
    - Any course with Algebra II as a prerequisite
  - AND students must meet the ACT college readiness math benchmark of 22
- OR
  - 4 approved units, with one unit taken in the graduating year. Three units selected from the following:
    - Algebra I
    - Geometry
    - Algebra II
    - Any course with Algebra II as a prerequisite
  - The fourth unit may be prescribed by the school district and must be designed to prepare students for college

**HONORS CURRICULUM:**

Frontenac High School will recognize honor graduates who have cumulative GPA of 3.80 or above, must be enrolled in a Math, Science, English, and Social Studies course during senior year of school, and who have completed the Scholars Curriculum as set forth by the Kansas Board of Regents.

**COMPUTING GRADE POINT AVERAGE AND CLASS RANK:**

Grade point average and rank in class for seniors will be computed as follows:

- Grade point average will be calculated on a 4.0 basis.
- For the purpose of graduation recognition, seniors will have their rank and grade point average computed at the end of the first semester of their final year. Final class ranking will be determined after graduation.

**CLASS LOAD REQUIREMENTS:**

A student must be enrolled in eight subjects in high school. Students must pass six (6) classes of full unit weight to be eligible for extra-curricular activities. Student aide, office aide, and peer tutor do not count toward the six credits.

**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:

- Extenuating circumstances not anticipated at the time of enrollment;
- The teacher's prognosis of continued difficulty because of lack of background or ability (Lack of interest or effort does not apply); or
- 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.

**STUDENT CLASSIFICATION:**

To be classified a sophomore, a student must earn six (6) units during his ninth grade year. Before a student will be classified a junior, a total of twelve (12) units must be earned. Senior classification requires a student to have completed a total of twenty (20) units. Students who are attending high school for a fifth year because of extenuating circumstances will be classified as special students.

**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 accumulated from classroom work and from the comprehensive tests. The semester grade is a reflection of the semester as a whole. Grade cards will normally be distributed the week following the end of each marking period.

Parents will receive reports concerning their child's progress at the end of each nine-week period. Parents may check their child's progress at any time on PowerSchool. If you do not have your child's PowerSchool access information you may contact the school to receive the log-in information.

Teachers at Frontenac 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.

### **DUAL CREDIT POLICY:**

Juniors and seniors at Frontenac High School may receive dual credit for classes pre-approved by the administration that are offered by a college or university. A three to five hour college class will be the equivalent of .5 credit at the high school. No high school credit will be given for classes less than three hours. Dual credit will only be granted for courses that are taught during the school day. Dual credit will not be permitted for night and summer classes. Students may take those for college credit. Students must meet the following criteria to enroll in a college course:

- The student must be enrolled in a curriculum that would ensure they would be approved for Kansas Qualified Admissions and/or adequately prepared for the specific training program.
- The student will maintain regular attendance and punctuality, avoid discipline problems, and make grades commensurate with his/her ability.
- Students must have a 3.0 grade point average in the subject area, meet requirements for vocational courses, or permission from the principal before they can enroll in the course.
- Students must meet College Readiness Benchmark scores on the ACT in the subject area to enroll in College Algebra and College English.
- All tuition costs will be paid by the student.
- The student must meet the criteria of behavior established for these courses. The final decision for enrollment in these courses rests with the administration.
- Final approval for granting or denying dual credit for courses will rest with the administration. Students will be informed in advance if a course qualifies for dual credit.
- All grades in these classes count toward class rank and the student's G.P.A. If a student drops a college course during the semester, the grade will be figured as an "F" in the student's G.P.A.

### **COLLEGE CLASSES:**

Frontenac High School does offer college courses for college credit only. The criteria to enroll in a college course for college credit only is the same as the dual-credit policy.

### **STUDENT INCENTIVE PROGRAM:**

Students meeting the following criteria may be exempt from Friday seminar (exemption is determined on a weekly basis):

- No grades lower than 70% in all classes. Grade report will be run Wednesday morning prior to the Friday exemption. Students who do not meet the criteria at that time (Wednesday) will not be exempt.
- No absences or tardies that week.
- No unexcused absences.
- No office referrals that result in a detention that week. All detentions must be served during the assigned time. Students are not exempt if they have an overdue detention.
- Students receiving an ISS, or OSS will not be exempt for the remainder of the semester.
- Any student who has been determined to be one of the following: (1) has a physical or mental impairment that substantially limits one or more major life activities; or (2) has a record of such an impairment; or (3) be regarded as having such an impairment will be eligible for Friday seminar exemption.

### **Semester Rewards - Students must have:**

- 70% or above in all classes.
- No major discipline referrals on tier 3, 4, or 5.
- All detention must be served.
- No unexcused absences.
- Fewer than 4 total tardies in all classes.

### **COMPREHENSIVE EXAMINATIONS:**

Comprehensive examinations will be given to all students at least once each semester. These tests will allow teachers to assess student progress while giving the student the experience of taking a comprehensive exam. The exams will count for up to 20% of the student's final grade.

### **WITHDRAWAL FROM SCHOOL:**

All student withdrawals will be initiated in the office. The parent or guardian of the student withdrawing will need to contact the school counselor of their student's intention of withdrawing from school. The counselor will provide the necessary material to begin the withdrawal process. 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, the student will turn the forms into the office. Students that have completed the necessary withdrawal procedure will have their records sent to the new school they will be attending. Students who leave school without proper clearance will not receive a copy of their transcript until all obligations are satisfied.

### **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 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.

## **MISCELLANEOUS INFORMATION**

### **ATTENDANCE POLICY:**

On the day that a student is absent, the parent must call the high school office by 10:00 a.m. and state the reason for the absence. All absences must be cleared. Failure to do so will result in the absence being unexcused. The principal will determine if an absence is excused or unexcused.

### **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;
- Participation in competition not sponsored by the school or a family vacation, when prearranged.
- Absences prearranged by parents and approved by the principal;
- For students who are seniors or juniors in high school, up to two days may be used prior to May 1st of the student's senior year for college visitation if coordinated with the school counselor; and
- 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.

**All absences** that are not school related will result in attendance points and counted toward absence totals.

Students who are engaged in extracurricular activities must be in school as of **1:06 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.

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

- Get prior parental approval and approval of an administrator.
- 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.
- Sign the check-out sheet in the HS office when leaving or arriving in the middle of the day.

**TRUANCY POLICY:**

- An employee of the school will be designated to keep a record of attendance and to report trancies. Students who are considered truant by the school will be reported to the County Attorney.
- 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.
- 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.
- Extended School Days are considered part of the school day and school year, and unexcused absences in this area will be counted toward truancy.

**TARDY POLICY:**

- Students will be required to come to the office for a class permit for first block when tardy.
- The only tardies which are excused are those during which the student has had an appointment with a doctor or dentist.
- Any student who comes in after **fifteen minutes** of the block has expired will be counted absent for that period. (For seminar this is **five minutes** instead of fifteen.)

**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 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 could not be in school in order to clear future absences. Unexcused absences receive 2 pts. per class period, excused absences receive 1 pt. per class period, and 3 tardies =1 pt. 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.

Fifty (50) attendance points is equivalent to 5 days of unexcused absences for a semester.

**MAKEUP WORK:**

- The student shall take the initiative in making up work because of absences. Immediately upon returning to school, he/she shall check with their teachers to determine the work to be made up.
- The student that is absent and fails to complete or hand in work must adhere to the time schedule established by their teachers for that work.
- All work missed and not made up within the teacher's guidelines will be entered as a zero and used to calculate their final grade. Pre-arranged absences such as school activities, family trips, college visits, etc., do not exempt students from handing in work at the assigned deadline. The student must get the assignment from the teacher prior to the absence and have it completed when they return. Students who are at a school activity are considered to be in class and bound by teacher deadlines.

**WEEKLY ELIGIBILITY POLICY:**

The eligibility policy is to be used in an effort to raise standards and keep more students on a positive path towards graduation.

**Basic policy:**

- Grades are checked every week. Grades are checked via Power School on Wednesday morning. The student has until the following Wednesday to raise his or her grades to a passing cumulative semester grade. On the second Wednesday, the students will be notified that he/she is ineligible for one week (until the following Wednesday.) These are cumulative semester grades.
- Students must be passing 8 classes. Students not passing 8 classes will be on probation for a period of one week. After the week of probation if student is still not passing 8 classes, they will be ineligible to participate in or attend any or all extracurricular activities until all grades are passing. This would include athletics, field trips (that are not for a grade), any school sponsored function and any extracurricular activity (dances, prom, senior trip, etc.) that happens after the school day. If an athlete is ineligible the coach may have him or her sit on the bench in street clothes for home events. Ineligible students will not travel with the team. If a student must attend an activity because it is a class requirement, the teacher may have them attend the activity. If the student is still not passing 8 classes at the end of the week, he or she will remain on the ineligible list until eligibility is reached. Eligibility is determined on Wednesday and is in effect until the following Wednesday. Students with failing grades will lose exempt status for the weeks they are on academic probation.
- If the student believes that a correctable error has been made, they may talk to the teacher. The teacher may change the grade if an error has been made, thus taking the student off the list and making the student eligible. If a student has completed all work available to raise their grade the teacher may notify administration that the student has not had an opportunity to raise their grade during the preceding week. High school administration will then decide if the student is eligible.
- Students should not expect work to be graded the day it is turned into the teacher.

**ASSIGNMENT TO ACADEMIC ASSISTANCE:****Intervention 1:**

At the instructor's discretion, the student will be assigned to come to the instructor's seminar to complete missing or incomplete work, even if the student is exempt. The amount of credit given for the assigned work is up to the individual instructor.

**Intervention 2:**

If additional time is required, the student will be assigned to Extended School Day/Academic Assistance either before or after school. This time will be used when the student has a large amount of work to do or is behind in several classes. The amount of credit given for the assigned work is up to the individual instructor.

**Intervention 3:**

If a student fails a required course for the semester he/she will be assigned to credit recovery. The student will be considered for assignment to the Basic Skills class the next semester.

Assignment to seminar or ESD for courses required for graduation will take precedence over elective courses.

**BUILDING SECURITY:**

Everyone shares the responsibility of making sure our buildings and grounds are safe. Students can assist in this effort. Safety reminders include:

- Do not block open doors
- Do not allow anyone to the school except through the office.
- All guests must sign in at the office.
- Report any safety concerns to a staff member.

Frontenac High School Discipline Matrix																																											
Level 1	Level 2	Level 3	Level 4	Level 5																																							
<ul style="list-style-type: none"> <li>● Public Display of Affection</li> <li>● Inappropriate Language</li> <li>● Clothing Violation</li> <li>● Cell Phone</li> <li>● Electronic Device</li> <li>● Cafeteria Violation</li> <li>● Food/Drink Violation</li> <li>● Automobile Violation (*)</li> <li>● Minor Misconduct</li> <li>● Horseplay</li> <li>● Hall Pass Violation</li> <li>● Nuisance Items (#)</li> <li>● <b>Tardy 4-7 (Detention)</b></li> </ul>	<ul style="list-style-type: none"> <li>● Cheating* (daily work)</li> <li>● Discourteous Behavior</li> <li>● Refusal to Work</li> <li>● Profanity-non-directed</li> <li>● Noncompliance</li> <li>● Out of Assigned Area</li> <li>● Leaving Class/Building without Permission</li> <li>● Horseplay-(Extenuating Circumstances)</li> <li>● Dishonesty</li> <li>● Personal Space Violation</li> <li>● Violation of Lunch Policy</li> <li>● <b>Tardy 8-9 (1 day ISS)</b></li> </ul>	<ul style="list-style-type: none"> <li>● Disruptive Conduct</li> <li>● Noncompliance of reasonable request</li> <li>● Profanity—Directed</li> <li>● Racist Remark</li> <li>● Unexcused Absence School, or Detention</li> <li>● Leaving Campus without Permission</li> <li>● Disrespect to Visitors</li> <li>● Plagiarism*</li> <li>● Inappropriate Behavior at school activities</li> <li>● Recording Violation(minor)</li> <li>● <b>Tardy 10-11 (2 days ISS)</b></li> </ul>	<ul style="list-style-type: none"> <li>● Disorderly Conduct</li> <li>● Profanity Towards Staff</li> <li>● Tobacco/Vape Violation</li> <li>● Endangering the Safety or Welfare of Self/Others</li> <li>● Intimidation, Bullying, Harassment, Threats</li> <li>● Sexual Misconduct</li> <li>● Vandalism *</li> <li>● Fighting (physical)</li> <li>● Verbal Assault</li> <li>● Insubordination</li> <li>● Truancy</li> <li>● <b>Tardy 12 +</b></li> </ul>	<ul style="list-style-type: none"> <li>● Sexual Explicit or Violent Material</li> <li>● Battery/Assault</li> <li>● Sexual Harassment</li> <li>● Illegal Activity</li> <li>● Theft</li> <li>● Weapons Possession (Gun, bow, or knife over 4")</li> <li>● (Possession or Use)</li> <li>● Controlled Substance (Possession or Use)</li> <li>● Drugs /Alcohol (Possession or Use)</li> <li>● Drug Paraphernalia</li> <li>● Recording Violation (Major)</li> </ul>																																							
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2 <sup>nd</sup> Violation	2 <sup>nd</sup> Violation	2 <sup>nd</sup> Violation	<b>Technology Misconduct</b> <table border="1"> <thead> <tr> <th>Problematic</th> <th>Serious</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td>● Not Charged or in Case</td> <td>● Profile Removal</td> <td>● Jail Break</td> </tr> <tr> <td>● General Misuse</td> <td>● Firewall Issues</td> <td>● Intentional Damage</td> </tr> <tr> <td>● Games /Off Task</td> <td>● Posting Password</td> <td>● Inappropriate Content</td> </tr> <tr> <td>● Left/Forgotten</td> <td>● Inappropriate Content</td> <td>● Pornography</td> </tr> <tr> <td>● Letting Others Use</td> <td>● Private Browsing</td> <td></td> </tr> <tr> <td>● Cleared History</td> <td>● Purposely Disabled</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td><b>1<sup>st</sup> Violations</b></td> <td><b>1<sup>st</sup> Violations</b></td> <td><b>1<sup>st</sup> Violations</b></td> </tr> <tr> <td>● Warning</td> <td>● Warning</td> <td>● Limited 30 Days</td> </tr> <tr> <td>● Detention 1-5 Days</td> <td>● Detention 1-5 Days</td> <td>● 3-5 Days ISS</td> </tr> <tr> <td></td> <td>● Limited 15-30 Days</td> <td></td> </tr> <tr> <td></td> <td>● 1-3 Days ISS</td> <td></td> </tr> </tbody> </table>		Problematic	Serious	Severe	● Not Charged or in Case	● Profile Removal	● Jail Break	● General Misuse	● Firewall Issues	● Intentional Damage	● Games /Off Task	● Posting Password	● Inappropriate Content	● Left/Forgotten	● Inappropriate Content	● Pornography	● Letting Others Use	● Private Browsing		● Cleared History	● Purposely Disabled					<b>1<sup>st</sup> Violations</b>	<b>1<sup>st</sup> Violations</b>	<b>1<sup>st</sup> Violations</b>	● Warning	● Warning	● Limited 30 Days	● Detention 1-5 Days	● Detention 1-5 Days	● 3-5 Days ISS		● Limited 15-30 Days			● 1-3 Days ISS	
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Severe and Serious violations are assigned a combination of the consequences listed. Problematic violations may be assigned consequences in a graduated manner. Repeat violations will be assigned consequences and may also be considered a non-compliance and/or insubordinate issue.																																											

Conduct not included or an action involving a combination of offenses may result in consequences that extend beyond this matrix as determined by the school administration. Conversely, extraordinary circumstances where the minimum consequences are judged, by the superintendent or designee, to be manifestly unfair or not in the interest of the district may result in a reduction of the consequences listed, as allowed by law.

**ACCESS TO HIGH SCHOOL BUILDING:**

Student may enter the school building at 7:30 A.M.. Students should time their arrival to coincide with this time. Students must leave the building by 3:30 P.M. unless they are under the direct supervision of a faculty member. Students are not to re-enter the building after that time except to participate in or attend a scheduled school activity. After signing out, a student must leave campus.

**BACKPACKS - PURSES:**

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

**BELL SCHEDULE:**

**Regular Days:**

Period 1	8:10 - 9:35
Period 2	9:44 -11:06
Period 3	11:11 - 12:35
Lunch	12:35 - 1:06
Period 4	1:06 - 2:30
Seminar	2:35 -3:10

**Early Release Days:**

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
Buses Load	12:51

**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. Parents may change their address in PowerSchool.

**LOST AND FOUND:**

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

**MESSAGES TO STUDENTS:**

Messages to students create a disruption to 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 will not be allowed to leave class to accept phone calls. Parents should not send text messages to their child during class.

**POSTERS:**

Only posters concerning school sponsored activities may be displayed. Displaying a poster must have approval of the principal.

**SCHOOL DANCES:**

While our dances are primarily for our high school students, we realize that there are a few students who wish to bring dates not affiliated with our school. Therefore, these dates must be registered in the office no later than 12:00 noon on the day of the dance. Students must complete the outside date form available at the office. Failure to register out-of-school guests will result in that person not being admitted to the dance. The registration list will be at the entrance to the dance.

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 must be eligible and in good standing to attend dances and prom. All detention must be completed before attending a dance at FHS.

No outside drinks or food can be brought into the dance. Please leave all purses or bags in your vehicle. 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 under policy.

**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.

**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 or 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.

**TREATMENT OF PROPERTY AND CLEANLINESS:**

The students of FHS 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 for it 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.

**VISITORS:**

Parent visitation to school is encouraged. All visitors must be approved and sign in at the office.

**SPECIAL 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:

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

Students enrolled in USD 249 will be given preference in enrollment. Students will be enrolled by grades, starting with the higher grades first 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 career plans and helping with personal problems as they affect educational development. The guidance director visits with 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 to visit 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 operate to provide services for students with special or unusual problems.

**LIBRARY:**

The Frontenac 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.

**SEMI-OPEN LUNCH POLICY:**

Frontenac High School will follow a semi-open lunch policy. Students may not get in or leave in a vehicle during lunch with anyone besides their parents or guardians. Students must walk to lunch.—Students who are not in good standing, or violating the lunch policy, as determined by the administration, may lose the privilege to leave campus at lunch. If a student were to lose off campus privileges, this includes being able to go home for lunch.

**CAFETERIA CHARGES:**

Students will not be allowed to have charges of more than ten dollars (\$10) in the cafeteria.

**CLASS FUNDRAISERS:**

Students are expected to participate in fundraising activities as designated by the principal or class sponsors. The class sponsors, at the start of each school year, will determine requirements for participation in these fundraisers. All students should plan on participating in fundraisers to be eligible to participate in prom and the senior trip.

**PUBLICATIONS:**

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

**STUDENT COUNCIL:**

The Student 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.

Four officers are chosen in the spring. They are: President, Vice-President, Secretary and Treasurer. Three representatives from each high school class are then chosen. Qualifications for officers and representatives are outlined in the constitution.

Student Council is responsible for determining homecoming week activities.

**SCHOOL SPIRIT:**

School spirit is the combined responsibility of the student body, cheerleaders, staff and community. Any student in good standing may ride the bus transporting cheerleaders to out of town games. All students are encouraged

to sit in the student section and support the Raiders.

**SELECTION OF ROYALTY:**

The king and queen candidates will be four senior boys and four senior girls. The names of the students will be placed on a ballot and voted on to nominate four candidates. Members of the student body will nominate the king and queen candidates. After four girls and four boys are nominated, a vote by the student body will determine the king and queen. All ties will be broken by a coin flip.

**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;  
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.
- 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*.

**INTERSCHOLASTIC ATHLETICS/ACTIVITIES:**

Frontenac High School athletic teams compete in football, boys' and girls' cross country, boys' and girls' basketball, wrestling, boys' and girls' track, baseball, girls' softball, girls' volleyball, and boys' and girls' golf. All interscholastic athletics are under the jurisdiction of the Kansas State High School Activities Association. We are

a member of the CNC League.

Students who participate in athletic competition are representatives of Frontenac 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 being suspended from all athletic competition for that school year.

**ATHLETIC EXPECTATIONS OF STUDENTS:**

- Be on time.
- Come prepared to work (practice).
- Respect the facilities
- Respect and take care of school issued equipment.
- Show and address coaches and support people with respect.
- Treat officials, game personnel, administration and fans with respect.
- Be and remain a student in good standing.
- Discuss any circumstances with the coach that could cause you to miss or be late prior to those practices or competitions.
- Talk to the coach if you have any questions regarding performance or playing time.

**ACADEMIC FRAUD:**

Students are expected to show high standards in dealing with 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.

**HARASSMENT:**

Students shall not harass or intimidate other students. This harassment includes, but is not limited to, inappropriate comments, teasing, gossiping, name calling, threats, **sexual harassment** or physical intimidation (bullying) of another student. This harassment can be verbal, written or electronic.

**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.

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.

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 249 will not tolerate these actions by students or staff.

As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

**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.

**RULES AND REGULATIONS:**

Every organization operates according to certain rules and regulations. Frontenac 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 FHS. The pattern of behavior outlined below is by no means complete, because the majority of students at this school have a self-imposed pattern of behavior which makes them valuable citizens. These students are responsible for giving few, if any, written rules to guide them. For the betterment of themselves and the Raider reputation, all students at FHS 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.

**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 could 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 from them.

**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) and be on track to graduate.
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 school work 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.

**STUDENT TRANSFER FROM NON-ACCREDITED SCHOOLS:**

The principal will place students transferring from non-accredited schools. The principal will make initial placement after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performances on tests administered to determine grade level placement.

**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 USD #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.

**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. Materials, book bags, coats, etc. found on school property may be subject to search.

**USE OF TRAINED DOGS TO SEARCH:**

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

**PARKING:**

Students will be assigned a parking permit and park in the areas assigned to them. Parking in restricted areas will be considered a discipline offense.

**SCHOOL MEDICATION ADMINISTRATION 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. 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.

**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:

- Being present at the activity or event to assume custody, AND
- 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.

### **DRESS:**

A student shares with his/her parents the responsibility to follow the student guidelines for dress at Frontenac 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. Students are not to wear hats or other head coverings. Standards of grooming and dress may be prescribed for participation in extracurricular activities. Any exceptions must be cleared in advance by the administration. Failure to follow the dress code will be considered a discipline offense.

The body must be sufficiently covered to ensure modesty. Clothing or alterations of personal appearance that draws attention away from the learning process will not be allowed and will result in an office referral.

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.

### **CELL PHONES AND ELECTRONIC DEVICES:**

Students are allowed to bring their cell phones to school. Students can use their cell phone before and after school, during passing periods, and at lunch. **Students are not to use cell phones in the classrooms, unless they have permission from their teacher to have it for academic reasons.** Students who bring a cell phone to class without permission from the teacher will have their cell phone taken away by the teacher if seen or heard. The student's cell phone will be sent to the high school office, where consequences will be provided by the office. Cell phones can be a distraction to the learning process and are not needed to learn unless given permission by their teacher. See electronic devices section of this handbook for more information on policies related to cell phones.

While on school property or while attending school-sponsored or school-related activities, students shall not use personal telecommunication devices, including but not limited to, cellular phones, laptops, tablets, and mp3 players, in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.

Students in possession of electronic devices and other related electronic devices shall observe the following conditions:

1. Electronic devices shall be turned on and operated only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.
2. Students shall not send, share, view or possess pictures, text messages, e-mails, or other material depicting sexually explicit conduct, in electronic or any other form, on a cell phone or other electronic device, while the student is on school grounds at school sponsored events, or on school buses or vehicles provided by the district.

Students who violate this policy will be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate or, with reasonable suspicion, search the device, which shall only be returned to the student's parent/guardian. Content or images that violate state or federal laws will be referred to law enforcement.

By bringing a cell phone and other electronic device to school or school sponsored events, the student and parent's consent to reasonable search in accordance with the limitations imposed by school policy. A search of the device will only occur when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused.

Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

**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 SRS or the Commissioner of Juvenile Justice.

**DISCIPLINE POLICY:**

**In-School Suspension (ISS):**

In-School Suspension-may be used for the some types of 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.

Students assigned to ISS will report to the office in the morning before class begins. They should bring all materials needed for the day. Phones will be turned into the principal or counselor. Students will remain in the assigned area for lunch. Students are not to have an outside meal delivered to the school. They may purchase a meal in the cafeteria or bring one from home. Students are to spend the day working on assignments provided by their instructors.

**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, 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 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.

Students may make up all work assigned during the ISS/OSS. Students will need to follow guidelines in teacher's syllabus regarding make-up work.

**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 long-term suspensions and expulsions. All rules regarding attendance at activities while under expulsion are the same as for suspension.

**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**

Smoking and the use of tobacco or electronic cigarettes, by students on at school, on or in school property, and at school sponsored activities, programs, or events shall be prohibited. If a student is found in possession of tobacco or electronic cigarettes, it constitutes a violation of this policy.

**First Violation:**

- The student will be suspended from attendance or participation in extra-curricular activities for up to thirty days. The student will be short-term suspended either in or out of school or assigned to ISS 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.

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

### **RANDOM DRUG TESTING:**

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. Students must turn in their completed form by the first Friday of the school year. 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. If a student opts out, they have opted out for the entire school year.

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

On a random selection basis, from a list of all students in the testing pool, names of 16 participants will be drawn at random to provide a urine sample 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.

1. 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.
2. 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 confirmation 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 school 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 school 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 school 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 school 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.

**CHEERLEADER ELIGIBILITY REQUIREMENTS:**

Requirements include completion of the following forms before tryouts:

- FHS Cheerleader Contract/Parental Permission Forms
- Grade Verification Form
- Three Teacher Evaluation Forms

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.

Candidates shall attend a clinic held before and/or after school prior to tryouts and be on time with no absences. Each candidate will learn one cheer, one dance routine to music, and one chant, and any other requirements as outlined in the cheer contract.

Candidates will be selected from the incoming senior, junior, sophomore and freshman classes.

A candidate will not be allowed to try out for cheerleader again if she is removed from the squad or has quit 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 requirements for cheerleading expenses of approximately \$550.00 (uniforms, camp, shoes, and emblems).

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

**Selection Of Cheerleaders:**

- Tryouts shall be held each year after basketball season.
- Cheerleader candidates will meet all KSHSAA eligibility requirements.
- Judges will evaluate and award points for each candidate on the cheer, jumps, appearance, facial expression, spirit, chant and the dance routine.
- Cheerleaders shall be selected according to accumulated points. Up to twelve football and up to ten basketball candidates and up to two yell leaders with the highest accumulated points will become FHS cheerleaders. The thirteenth highest football and ninth highest basketball candidate will become alternate, who will serve at the discretion of the sponsor.
- Seventy-five percent of the cheerleaders' selection will come from the judges' evaluations. Twenty-five percent of the selection will be from teacher evaluation forms.
- Cheerleaders will need to receive at least a minimum score of 65% or higher to be eligible.
- Counting of points shall be supervised by the sponsors and/or administration.
- Cheerleaders will be required to follow all guidelines as outlined in the Cheer Contract.

**DANCE TEAM ELIGIBILITY REQUIREMENTS:**

Requirements include completion of the following forms before tryouts:

- FHS Dance Team Contract/Parental Permission Forms
- Grade Verification Form
- Three Teacher Evaluation Forms

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.

Candidates shall attend a clinic held before and/or after school prior to tryouts and be on time with no absences. Each candidate will learn and perform one dance routine, demonstrate the splits, and any other requirements as outlined in the dance contract.

Candidates will be selected from the incoming senior, junior, sophomore and freshman classes. A candidate will not be allowed to try out for dance team again if she is removed from the squad or has quit any dance 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 requirements for dance expenses of approximately \$475.00 (tennis shoes, jazz shoes, spankies, uniform cleaning, warm-ups personal items, camp fees).

**Selection Of Dance Team:**

- Tryouts shall be held each year after basketball season.
- Dance Team candidates will meet all KSHSAA eligibility requirements.
- Judges will evaluate and award points for each candidate on the dance routine, appearance, facial expressions, spirit.
- Dance Team shall be selected according to accumulated points. Up to eight dancers, grades 9-12 will make up the Dance Team.
- Seventy-five percent of the selection will come from the judges' evaluations. Twenty-five percent of the selection will be from teacher evaluation forms.
- Dance Team will need to receive at least a minimum score of 65% or higher to be eligible.
- Counting of points shall be supervised by the sponsors and/or administration.
- Dance Team members will be required to follow all guidelines as outlined in the Dance Team contract.

**A Cheer or Dance team member who quits or is dismissed from the team will not be able to try out for any FHS Spirit Squad the following year.**

### **NATIONAL HONOR SOCIETY REQUIREMENTS:**

- Section1.** Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.
- Section2.** Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Honorary members are selected at the discretion of the Faculty Council. Graduate and honorary members have no voice or vote in chapter affairs.
- Section3.** Eligibility:
- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
  - b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Frontenac High School.
  - c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale beginning with the freshman class of 2015.
  - d. Upon meeting the grade level, enrollment, and GPA standards at the completion of their sophomore year, candidates shall then be considered based on their service (thirty hours outside of school minimum), leadership, and character and notified about eligibility during the summer after completion of their sophomore year.

### **Article V: Selection Of Members:**

- Section 1.** The selection of members to this chapter shall be based on receiving a score of 160 or higher out of 200 possible points to be eligible for admission.
- Section 2.** The selection of active members shall be held once a year during the first semester of the school year.
- Section 3.** Prior to the final selection, the following shall occur:
- a. Students' academic records shall be reviewed to determine scholastic eligibility.
  - b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate's form for further consideration.
  - c. The Faculty Advisor will screen all candidate forms for completion of the service and leadership sections as well as that the candidates have all the necessary signatures on the candidate forms.
  - d. Student candidates may opt-out of being a candidate. To opt-out the student must check the box and they must sign, along with their parent or guardian, showing that they do not want to be evaluated for selection.
  - e. Incomplete forms (Sections left blank or signatures missing) screened by the Faculty Advisor will be given back to the candidates to update any missing information. The candidate will have 48 hours to re-submit their candidate forms to the Faculty Advisor.
  - f. Any incomplete candidate forms submitted for evaluation after the screening process and a re-submission will be accepted but the student will no longer be eligible for candidacy.
  - g. The faculty shall be requested to evaluate candidates in the areas of leadership and character determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
  - h. The Faculty Council will evaluate the area of service on the candidate forms using the official evaluation form provided by the chapter adviser.
  - i. The Faculty Council, along with the Faculty Adviser, shall review the candidate forms, faculty evaluations and other relevant information to verify those who fully meet these selection criteria for membership.
- Section 4.** Candidates become members when inducted at a special ceremony.

**Section 5.** An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

**Section 6.** An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

**USD # 249 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.

Please see district website for district policies regarding acceptable use of electronic devices.  
[http://www.frontenac249.org/wp-content/uploads/2017/02/frontenac\\_ipad\\_laptop\\_policy\\_n\\_procedures\\_boe\\_approved\\_11-10-14.pdf](http://www.frontenac249.org/wp-content/uploads/2017/02/frontenac_ipad_laptop_policy_n_procedures_boe_approved_11-10-14.pdf)

Information regarding FHS 1:1 device program can be found on the school website, under Parents and Community tab.. Information on cost, misuse, damage, payment, etc. are contained in this document.

*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.

**School Rights:**

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.

- 1.
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.
4. Frontenac Schools reserves the right to define inappropriate use of technology.

**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;
  - 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.

**Military Recruiting Information:**

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

**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 handicap 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 Simoncic, Superintendent/Coordinator  
208 S. Cayuga  
Frontenac, KS 66763  
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, handicap, or sex.

Frontenac USD #249, Crawford County, Frontenac, KS, 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.

**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
- 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 30<sup>th</sup> 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