

Grinnell Public Schools

Student Handbook

2017-2018



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P. O. Box 68, Grinnell, KS 67738

Grinnell Grade
785-824-3296

Middle School
785-824-3277
Fax: 785-824-3215

Powerschool Website: <http://usd291.powerschool.com/public>

School Website: usd291.com

Bus Radio Supervisor 824-3296

An alert system will be used for:
school closings, early dismissal and time of return for away events.
A parent/guardian consent has to be given to the office for your phone
number to be listed in the notification system.



Welcome

The Board of Education and Faculty of Grinnell Public Schools wish to extend a cordial welcome to all students. If at any time you should want to visit the main office, please feel free to do so. Your cooperation in classroom experiences and during extra-curricular activities will be appreciated by all.

The purpose of this handbook is to inform the students and patrons of the scholastic offerings, policies, requirements, and customs of our school. By a careful study of this handbook, new students will be able to familiarize themselves with the teachers, the curriculum, the activities, the policies, and practices of the school. Please take this information booklet home with you so that your parents may also know and understand our policies and procedures.

Mission Statement

The success of USD #291 is based on the active participation of children, parents, teachers, administrators, and community members.

We will provide the education needed to survive and succeed socially and academically in an ever-changing world.

Exit Outcomes

The student exit outcomes for USD 291 reflects the current philosophy of the district with regard our mission statement, goal statement, and the outcomes addressed by the Quality Performance Accreditation process. Upon graduation from USD 291:

- All students will demonstrate mastery in the basic academic skills.
- All students will demonstrate maximum competency in effective communication.
- All students will demonstrate the ability to apply learning and problem-solving skills to new situations.
- All students will become productive members of society by demonstrating their ability to work effectively in groups and independently in a responsible fashion.
- All students will demonstrate the good physical and emotional well-being necessary to live a healthy and productive life.
- All students will demonstrate the achievement of desirable social skills necessary to be responsible and compassionate for all members of society.
- All students will demonstrate the ability to use creative thinking skills.
- All students will demonstrate a literacy and application of technology.
- All students will demonstrate competencies to be life-long learners.
- All students will demonstrate an appreciation of the humanities and fine arts through individual creation and expression.

GENERAL INFORMATION

School Attendance

The education your child receives will be enhanced by attending school on a regular basis. If and when your child cannot attend, please follow these guidelines:

- Parents are asked to call the school on the day of the absence by 8:30 a.m., Grinnell Grade School (824-3296), Grinnell Middle (824-3277).
- If a student is absent from school for any reason the parent must call the office or send a written note with their child.
- Any student not in attendance for half of the school day will not be permitted to participate in extra-curricular activities or practice that day, evening or on Saturday if the absence was on Friday, unless the absence is justifiable in the opinion of the principal and/or activities director. Contact must be made with the administrative staff prior to the activity and to the absence when possible.

On days when practices are held before the start of school, attendance the rest of that day will establish eligibility for the next day of practice or activities. There will be three (3) exceptions to this policy:

1. Attendance at a funeral. Advanced notice to coach/sponsor and the central office and will require a note from parent/guardian.
2. Medical appointments. Advanced notice to coach/sponsor and the central office, verification (i.e. appointment card) from the medical office is required when you return or before you leave and will require a note from parent/guardian.
3. Driver's license testing. Advanced notice to coach/sponsor and the central office will require a note from parent/guardian.

Special situations other than what are listed will be handled on a case by case basis by the administration listed above.

- When a student has been absent, he/she is responsible to make arrangements with teachers to make up work missed this may include make-up time before or after school. The make-up time required is the number of days absent plus one day. (Example: if a student is absent on Monday the work will need to be made up by Wednesday at 4:00).
- Students who are not making up work when absent will be referred to the principal's office. The teacher and principal will meet with the student and parents if necessary in order to obtain the missing work.
- Dental/medical appointments, death in the immediate family and assisting at a funeral will be recognized as an excused absence and will not count against perfect attendance provided the student does not miss more than one-half day.
- Students absent for any part of a day or half day will be counted as such.

Whenever a child is required by law to attend school and such child is inexcusably absent therefrom on either three consecutive days or five days or more in any semester, such child shall be considered to be not attending school as required by K.S.A. 72-1111 and amendments thereto. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

A significant part of a school day is defined as the first 90 minutes of the school day; any student who leaves the building after arrival at school without the permission of the building principal will be considered truant.

When school is called off or delayed because of bad weather an Alert system will be used.

Truancy

Truancy violations will result in detention. The days a student is suspended or expelled shall not be counted as unexcused absences in allowing make up work, since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion.

Absences Due To School Activity

The student is not counted absent on his/her record, but students are expected to complete all class assignments if possible prior to leaving for the activity. Parent notification forms for proposed field trips or excursions will be sent home with students for some activities. The original form sent home will need to be returned by the student. It is assumed that Grinnell students present at any school sponsored activity, either at home or away, will conduct themselves as ladies and gentlemen. When school transportation is provided, students will automatically be expected to go and return in the school provided vehicles. In special cases, the principal or sponsor may give permission for a student to ride with his or her own parents if the parent signs them out with the sponsor.

Non-Participant

A student who does not participate in a school activity and leaves school to attend an activity, will be counted absent from school. Students shall follow policy relating to absence.

Request For Absences In Advance

Absences necessary for non-school related reasons must be arranged for in advance by bringing a written excuse from his/her parent or guardian to the office. The student will obtain permission from the office and arrange for all make-up work from each teacher.

Tardies

If a student is tardy to the next class, said student must secure an excuse from his/her existing teacher.

If a student is tardy to school, said student must obtain a slip from the main office prior to entering class.

Most tardies can be avoided if the student plans their time wisely. We realize that there are times when students may be unavoidably late, however, repeated tardies to school and/or class can become disruptive and detract from the learning process.

Each time a student acquires a second tardy in any class per semester the teacher will send a referral to the office giving the dates and length of tardiness. The following disciplinary steps will be taken upon receipt of the referral:

- 1st Referral - Spend 30 minutes in detention after school and notify parents.
- 2nd Referral - Same as above
- 3rd Referral - The building administrator will visit with the parents and assign appropriate discipline.

Permission To Leave School

No student shall leave the building during the school day without authorization from the main office. A note or phone call from the parent or guardian will be required. Failure to follow the proper procedure will result in disciplinary action. In regards to lunch period, please refer to the closed lunch policy.

Arrival Of Students

School commences at 8:15 a.m. for grades preschool through eight. The building will be opened at 8:00 a.m. and each student will proceed to their designated area. It is strongly urged that students not arrive at school prior to 8:05 a.m. unless for an educational purpose and/or if you are a bus student. Students will not be allowed in the classroom until that time.

Students who arrive on the bus or from town prior to classes commencing will go to the commons area. If the student desires to study or do homework, the student may work in the library. The teachers will also be available in their classrooms to assist the students in class work.

Fees And Charges

A detailed list of all items for which a charge is to be collected:

iPad (5 th -8 th)	\$10.00
Book Fees (P-8)	\$35.00
Technology Fee (Kg-8).....	\$12.00
Instrumental Rental (5-8)	\$35.00
Lunch Ticket \$50.00 5-8, \$45.00 K-4	
Breakfast \$1.25 each 5-8, \$1.20 each Ps-4	

Students approved for free lunches total fees will be reduced by \$10.00 with the completion of a Consent Disclosure Form.

Students approved for reduced lunches total fees will be reduced by \$5.00 with the completion of a Consent Disclosure Form.

School Building Use

No student or student group is to be in the building at any time unless under the direct supervision of a faculty member. Students are expected to leave the building promptly at the end of the school day unless kept for some reason by a faculty member. Be proud of your school building and equipment. Let us make every effort to keep the building neat and to keep the equipment in good condition. The privilege of attending school in well-kept facilities carries with it the responsibility to keep its appearance and usefulness as you found it. The custodians have spent much time in getting the building ready for your use. Please help them keep the building clean, litter free, and attractive.

School Property

The school board will seek restitution according to law for loss and damage sustained by the district because of malicious mischief, vandalism, burglary, and other wrongful acts by adults or juveniles.

Report Cards

Report cards will be issued at the end of each nine weeks. Report cards may be picked up in the office or they will be mailed.

Grading System

A+	100	C+	79-77
A	99-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60

First Time Enrollment

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-8 shall provide a certified transcript or similar pupil records.

Withdrawals And Transfers

Students who transfer from our school during the year are asked to notify their teacher and principal as soon as it is known that they are leaving. In this way the student can check in his textbooks and library books and his transfer sheet will be ready to take to his/her new school.

Promotion And Retention

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

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

Reasons For Grades

- To inform the student of work that has been done.
- To inform the parents of the work that their child is doing.
- To establish a need for improvement and communication between teacher, student and parents.
- To serve as a permanent record for future use.

Causes For Failure

- Lack of satisfactory work accomplished in the classroom and physical or social immaturity.
- Prolonged absenteeism.
- An attitude which is not conducive to a good learning environment. Tardiness, truancy and unfavorable discipline can be considered as an attitude, which is not conducive to learning.

Homework

Homework, as a part of the educational process, will be assigned with consideration of the maturity level of the pupil, the organization of the school and other activities in which the pupil might be involved. Homework should be used to help reinforce skills and concepts taught in class.

- The pupil will be taught to employ effective study skills to achieve success in homework.
- School personnel will not use homework as a punishment.
- Homework will not be assigned the day prior to school holidays (Thanksgiving, Christmas, Spring Break and Easter) unless approved by the parents, principal and teacher.
- Homework will provide practice and reinforcement for activities, material and skills previously taught.

Grading Procedures For Late Papers

(K-8) Assignments will be due at the beginning of the class period unless the teacher states otherwise. Late assignments will be accepted with a 50% grade reduction if handed in the next day. A student will receive a zero for assignments not meeting the above criteria. For example, if an English assignment is due Tuesday at the beginning of the hour and a student hands in the assignment at the end of the English class on Tuesday, he/she will receive a 50% grade reduction. If the student does not hand in the assignment at or before the beginning of that hour on Wednesday, he/she will receive a zero.

The student must complete the assignment even though he/she received a zero. The reason for this is the value in learning. If the student does not complete the assignment, then the student has missed the sequence of learning to the next level.

STUDENT BEHAVIOR AND CONDUCT

Behavior

For any organization to operate smoothly there must be cooperation of all members. The actions of a few cannot be allowed to infringe on the rights of others. Students are expected to act as young adults and follow the rules and regulations of the school. When a teacher feels that a student is not responding to classroom discipline and teacher corrective actions, the student is to be brought to the office. If a student fails to respond to discipline and continues to be a problem, the student will be subject to suspension from school for up to five (5) days. When it appears that a student's behavior is not acceptable and he/she does not respond to corrective actions, there will be contact with the home to enlist their support and help.

In some instances a student's behavior may be deemed unacceptable so that suspension is felt necessary. Behaviors which may fall in this category include, but are not limited to the following: breaking of school rules repeatedly; fighting; open defiance; possession, consumption or sale of alcoholic beverages, narcotics, drugs or tobacco products; stealing; truancy; vandalism; obscenity; profanity; snowball throwing; failure to comply with reasonable requests; conduct which substantially invades the rights of others and other acts that disrupt the educational process. These apply to student's behavior on school grounds or at school events. A student who is suspended may not attend any school function during the suspension.

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. The use of any object to cause harm to others or threaten others in the school setting or during school related activities may be cause for suspension or expulsion as determined by the

school administrator. Such objects include, but are not limited to, the following: knives, clubs, utensils, tools, books, equipment and other such objects.

Students may be suspended from class or school by an administrator. Students may be expelled from class or school by the school board upon recommendation of the principal. Possession of a weapon and/or destructive device shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Conduct

Good common sense coupled with cooperation will help dictate appropriate behavior necessary to have a satisfactory experience. The students are expected to conduct themselves in a manner which will not interfere with the rights of others. Each student is responsible for his/her own behavior and should feel free to contact staff to discuss any inappropriate behavior of other students.

- Students are expected to arrive in class on time prepared to engage in active learning with the appropriate homework assignments and materials including iPads, textbooks, paper, pencil or pen, gym clothes, and/or project materials. Students are expected to remain in class until the end of the hour.
- Cheating will not be tolerated. Students are expected to do their own work as appropriate. Parents are to limit their work with the students to help and not to complete the work for the students. Any cheating will result in a zero on the assignment, but the student should still turn in the work.
- Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.
- Students are expected to follow directions given by any staff member.
- Students are expected to demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers as well as respect for school property and equipment.
- Students are expected to refrain from using inappropriate language, including profanity and excessive noise, and any conduct or activity deemed inappropriate by the administration at school and all school events.
- Students are expected to dress appropriately in a manner which does not detract from the education process. A student will not wear or bring any item that is construed as a weapon.
- No caps or hats will be worn in the building during the school day nor in the buildings at home school events. A group of students when representing a team or group for Grinnell Schools at away indoor events are not allowed to wear caps or hats.
- Facial jewelry is prohibited other than in the ears.
- Public display of affection will not be tolerated.

Digital Cameras

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, "camera" shall be defined to include film

cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

Students are not allowed to bring digital cameras (including camera phones, PDA cameras, etc.) into any locker room or bathroom at school or at any school event. Such electronic cameras will be immediately confiscated by the office. The administration may search the camera's digital contents for any suspected abuse.

Detention

Students will spend detention in a productive manner. If detention is assigned, the student will notify his/her parents of this action. The parents or guardians will be responsible for transporting their child home. If transportation cannot be arranged, detention will be served the next day.

Tobacco Products and Alcohol Consumption

Students may not use any type of tobacco product, nicotine delivery device or alcoholic beverage in school or while at a school function of U.S.D. 291.

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

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

The consumption and/or possession of any alcoholic beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity.

Any student who consumes alcoholic beverage before entering any school grounds or attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of JJD and state law.

District personnel may refer students to any medical, treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs.

Alcohol is prohibited on all school premises at all times. Enforcement of this policy and the Kansas Statutes 41-719 & 41-721 will be implemented.

Drug Policy

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

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, or use illicit drugs, controlled substances or alcoholic beverages at school, on or in school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and will be subject to the following sanctions.

- A punishment up to and including short term suspension or long term suspension
- Suspension from all student activities for a period of time determined by the administration.
- Suspension from all student activities for a period of not less than one semester or four months.
- A student placed on long term suspension under this policy may be re-admitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (A list of acceptable programs are on file with the board clerk.)
- A punishment up to and including expulsion from school for the remainder of the school year;
- Suspension from participation and attendance at all school activities for the year.

- A student who is expelled from school under the terms of this policy may be re-admitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

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

Medications

It is school policy that if any medication is to be taken during school hours, a permission slip signed by the parent and by the physician must be obtained for prescription drugs. A parent/guardian must fill out a medication form for over the counter medications that need to be administered during the school year. The permission slips are available at the office. At any time if a dosage or medication is changed new permission forms will be required from parent, and physician. All medication brought to school must be in the original container, with the student's name and dosage marked on the container. The amount of medicine in the container should not exceed the amount necessary for one day. Medication should be left in the office with the building secretary, and not left with the student. If older students have medication that they are allowed to self administer, such as an inhaler, there is a form to be completed by the physician and parent as well. Medication administration will be overseen by the administration, and by the school nurse.

Exclusion from School for Non-immunized Students

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak or a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella and chicken pox.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risks to child.

Nondiscrimination

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

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

Sexual Harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual

harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to

investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Racial and Disability Harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

Playground Guidelines

(GGS) Students have the responsibility

- To refrain from throwing rocks, sticks, snowballs or anything else not used regularly on the playground in playing games.
- To stay on the playground.
- To walk on the sidewalks, to refrain from running or sliding on the sidewalks.
- To keep one's hands and feet to oneself.
- To sit down when using the swings.
- When swinging on the swings, to swing straight and to wait until stopped before getting out of the swing.
- To swing only one person at a time in any one swing.
- To protect all concerned no one but the adults on duty may push those swinging.
- To stay away from those who are swinging on the swings.
- To use jump ropes only for jumping.
- To not play tag or any other organized games on the monkey bars.
- To have only one person at a time going across the monkey bars.
- To take good care of the playground equipment. If a student finds any equipment broken, the student is to report it to a teacher or the principal.
- To leave all dogs alone on the school grounds. Students are to report to a teacher or the principal if any stray dogs come on the school grounds at any time.
- To have your shoes on at all times while on the playground.
- To stay visible to the teacher on duty at all times
- To ask permission to get playground equipment that has gone off the playground.
- To ask permission to leave the playground to come back into the school building.

Gym Guidelines

(GGS) Students are responsible for the following

- All students who arrive before 8:15 will report to their assigned area.
- Students are not allowed in classrooms or hallways without special permission from the teacher at recess, lunchtime, inside recess, or before school.
- Students are to be polite to one another at all times.
- If bad or offensive language or behavior is used, the supervisor may make an office referral.

Gum Chewing and Sunflower Seeds

Gum chewing can create quite a clean up problem for custodians. The mishandling of gum and wrappers causes concern in a building where every effort is made to keep it neat and clean. Gum chewing is proper only if it is chewed properly and put in the proper receptacle after chewing. Each teacher will have his/her own policy concerning gum chewing, and each student will be expected to follow the policy of the instructor involved. However, if discarded gum or gum wrappers are found in the buildings not in the proper receptacle, it could result in the withdrawal of this privilege. Sunflower seeds are not to be eaten in the building.

Dress Guidelines

The Board of Education believes there is a strong relationship between dress and attitude. The students are asked to dress in neat and clean clothing. We also believe that parents are an important part in assisting in proper dress attire. If a student's appearance is judged to have disruptive influence in a class activity, the administration has the authority to take corrective and remedial measures.

Students will dress up for all activities that they are involved in, unless excused by the sponsor and building principal. Dress for boys will be dress pants, dress shirt or sweater, and dress shoes. Girls shall wear either dresses, Capri pants, dress pants, dress shirt, and dress shoes. Capri

pants cannot be of denim fabric. Skirts must be long enough to meet the end of student's fingertips. No type of jeans, colored jeans, or shorts will be allowed by boys or girls. They may not wear shorts or other apparel that appear to be shorts.

Students will refrain from wearing tank tops (strap less than the student's 3 finger width) or short tops, and any apparel, buttons, pins, or jewelry with lewd sayings or graphic designs, double meanings, alcoholic beverages or tobacco product designs on them. Tank tops or short tops that are worn underneath a larger shirt, for a layered look, top shirt must be buttoned up. Tops that expose the midriff will not be allowed.

Students may wear shorts year round. Shorts must be long enough to meet the end of student's fingertips. Shorts must meet existing dress guidelines no cut off shorts or bike shorts. Graduation - students will wear dress clothes.

Bicycle Use

Students who ride bikes to school should park them in an orderly manner. The bikes are not to block the entrance to the building.

Assemblies

Assemblies are a privilege. All conduct during assemblies should be appropriate to the type of program being presented. Pep assemblies are for the purpose of promoting spirit and interest in the athletic events of our school. All other assemblies are for the education and enjoyment of everyone.

School Vehicle Guidelines

- The driver, or sponsor, is in charge of the pupils in the vehicle. Pupils must obey them promptly and cheerfully.
- The driver may assign a seat to each student, and each student must be provided a seat. Students in less than desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the vehicle is not in motion.
- Pupils must be on time. The vehicle cannot wait for those who are tardy. Pupils must walk on far left side of road facing traffic when going to bus stop.
- Pupils must never stand in the roadway while waiting for a vehicle. All pupils must wait for the vehicle off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
- Unnecessary conversation with driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his/her hands.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Pupils must not throw paper or other rubbish on the floor of the vehicle. Help keep the vehicle clean and sanitary at all times.
- Pupils must not at any time extend arms or head out of vehicle windows.
- Pupils must not try to get on or off the vehicle or move about within the vehicle while it is in motion.
- When leaving the vehicle, pupils must observe directions of driver. If you cross the road, do so in front of the vehicle after making sure highway is clear. Good manners and good behavior is expected of you while you are in the vehicle.
- The student not riding the bus is responsible for informing the bus driver of that fact.
- Individual radios, tapes, etc. will not be allowed to be played on the bus, unless permission is given from the bus driver or sponsor.
- No alcoholic beverage will be allowed in school vehicles. No smoking will be allowed in school vehicles.
- Consumption of food or drinks will not be allowed on the bus unless bus driver approval.
- Adults riding in school vehicles must abide by the same rules as students.

- Students riding a different bus, the parent must call in and notify the building secretary that their child is not riding the bus, changing buses, or riding as a guest on a bus.
- Any damage to a school vehicle is to be reported at once to the driver.

STUDENTS RIDING A BUS DURING A STORMY SEASON ARE ADVISED TO LISTEN TO THEIR HOME RADIO FOR STORM WARNINGS AND NOT ATTEMPT TO REACH SCHOOL WHEN SO FOREWARNED (AS TO UNSAFE CONDITIONS SUCH AS HEAVY SNOW OR FLOODS). ALERT NOW WILL BE USED TO INFORM PARENTS OF SCHOOL CLOSINGS OR EARLY DISMISSAL TIME.

Penalty: for violating these rules pupils will be reported to school office. As a result the student may be denied the privilege of riding the bus.

Activity Bus/School Vehicle

Having students stop after an event for refreshments is acceptable as long as time of day, weather, mechanical bus concerns, sponsors feelings, other events taking place in Grinnell and consideration of parents are taken into account prior to arriving at a decision.

Procedure to follow:

- Students will have to ask permission from their activity sponsor and the administrator before they will be allowed to take cell phones on an activity bus or vehicle.
- The bus driver has the authority to override stopping for refreshments after an event due to mechanical concern of the bus and/or weather.
- The superintendent or acting administrator at the event may override any decision made to stop or not to stop.

SCHOOL ACTIVITIES

Interscholastic Activities

The Board of Education encourages the development of well-rounded program administered by their policies, by rules approved by the Kansas State High School Activity Association and constant with budget limitations or other restrictions of the district.

- The first consideration in any program should be the welfare of the participants. No contest or practice is important enough to jeopardize the physical welfare of the participant.
- The second consideration should be the mental and emotional welfare of the participants and with consideration of habits of behavior that might develop from their training. Participation in any event should develop into good sportsmanship.
- The third consideration, there is to be a definite attempt toward a maintenance of friendly relations between schools and communities. The attitude of coaches or sponsors is of utmost importance in this respect. It is impossible to maintain sportsmanship among students if coaches or sponsors give vent, in action or word to their feelings during the excitement of a contest in an unsportsmanlike manner.
- Fourth, competition and manner of team play should develop a spirit of sacrifice and training when not in play.

Parental Approval and Concussion Form

A parental approval and concussion form shall be on file before a student will be allowed to participate in activities. This form shall be in addition to the KSHSAA physical form and shall serve the purpose of providing proof that the parents understand the eligibility requirements, concussion rules, insurance status, and the rules and regulations of extra-curricular activities in USD 291 & 292.

Student Participant Role

The role of the student participant is second in importance only to the coach/sponsor. Participants are admired and respected by students of all levels as well as adult spectators. They

have significant influence over the actions and behavior of spectators of all ages. Students are expected to act in a positive manner reflective of USD 291 & 292. In addition students are expected to take proper care of equipment that is checked out to them and may be held liable for damages to equipment that is in their possession. School issued uniforms and related equipment are to be worn/used on the day of the respective activities only.

Required Responsibilities

Participants will perform the following responsibilities:

1. Accept and understand the seriousness of your responsibility and the privilege of representing the school and community.
2. Learn the rules thoroughly and discuss them with parents, fans and fellow students.
3. Cooperate with the coach/sponsor and always exercise good sportsmanship by living the rules and role as stated.
4. Only the captain may communicate with the officials on the clarification of rules. It is his/her responsibility to communicate what was said back to his/her teammates and/or coach/sponsor.
5. Always respect the official's judgment and interpretation of the rules. Never argue or make non-verbal gestures which indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates.
6. Congratulate opponents in a sincere manner following either victory or defeat. This is a true measure of character.
7. Exercise self-control at all times, accepting all decisions and unusual occurrences.
8. Treat opponents with the respect that is accorded a guest or friend. Many lasting relationships may be developed from competitive situations.
9. Shake hands with opponents prior to the contest and wish them luck.

Rules And Regulations

On game/activity days students participating in activities are not allowed to wear jeans or shorts before or after contests. In addition students may be required to meet additional dress guidelines as set forth by individual coaches or sponsors.

Students of USD 291 & 292 must abide by the following school eligibility rules in order to participate in any extra-curricular activity.

1. Must be passing in all classes in which they are enrolled in order to be eligible to miss classes for extra-curricular activities. (Incompletes are considered not passing.)
2. No student may participate in an activity or practice unless the student has been in school for half of the school day, unless arrangements have been made in advance with the Principal. Doctor appointments require a note from the doctor's office to be considered an excused absence.
3. It is important that all students realize that deliberate misbehavior, destruction of school property, unexcused absences, and such will cause them to lose their good standing in school and, as a result, their eligibility to participate in interscholastic activities.

Substance Abuse Policy

USD #291 & 292 recognize that the use of mood-altering chemicals (alcohol, tobacco, and other non-prescribed controlled drugs) can lead to a significant health problem. Their usage can have negative effects on a person's behavior, learning, development, and relations with other individuals. It is the aim of this policy to eliminate the negative effects of mood-altering chemicals by doing the following:

1. Educate the students on the dangers of using mood-altering chemicals.
 2. Identify students that may be having problems as a result of using mood-altering chemicals and refer them to professional help.
 3. Discourage the students from using mood-altering chemicals.
 4. Keep the students participating in the activities of the school.
- In order to accomplish these goals, the following rule has been established.

Rule

During the school year and activity season, the student shall not consume a product containing alcohol or use any form of tobacco product. Students shall not have in their possession, use, buy, sell or give away any other controlled substance defined by law as a drug.

Possession and/or use of an illegal substance on school property will also be referred to the student handbook for consequences.

REPORT OF VIOLATIONS:

Violations may be reported in the following ways:

1. **Self admission by the student.** The student will receive the appropriate penalty.
2. **Violation witnessed by a member of the school faculty or administration, or by any law enforcement officer.** The student will receive the appropriated penalty.
3. **Violation reported by a concerned individual.** The report will be investigated by the school administration and, if confirmed, the student will receive the appropriate penalty.

PENALTIES (student is expected to attend practices during the following)

First Violation: Self Admission

1. The student will have a conference with the parents/guardian and an administrator.
2. The student will receive counseling on substance abuse from the school counselor.
3. The student will correctly complete educational materials assigned by the school administration.
4. The student will successfully complete any extra assignments given by the activity sponsor.
5. The student will be ineligible for participation in school activities for 1 week and until items 1-4 are complete.

First Violation: Other than Self Admission

1. Items 1-4 for first violation of self admission.
2. The student will be ineligible for participation in school activities for a period of 2 weeks.

Second Violation

1. Items 1-4 for first violation of self admission.
2. The student will be ineligible for participation in school activities for a period of four weeks and 10 hours of uncompensated public service has been completed. The public service must be approved by the school administration.

Third Violation

1. The student will be ineligible for participation in all school activities for the remainder of the school year.

ALL VIOLATIONS

The student may not attend any school activities (home or away) until items 1-4 of first violation self-admission are completed.

NOTES

For the purpose of this policy, one week consists of seven consecutive days that must include five school days when classes are held.

Periods of ineligibility will begin with the first activity that the student would be a participant in after the violation has been confirmed by an administrator.

Periods of ineligibility will not prohibit the student from participating in practices for an activity.

Violations will accumulate throughout the school year and can carry over to a new school year.

Grade Eligibility

Students at the end of each week who are failing or have an incomplete in one subject will be ineligible for one week. If grade is not brought up to passing, an additional week will be added. An ineligible student may not leave during the school day for an activity without prior approval from the principal or attend any one day activities not sanctioned by KSHSAA unless for educational purpose or grade. A student that is ineligible will not be allowed to attend an over-night trip sponsored by the school.

Students at the end of each week who have a D or an F in one or more subjects will attend Seminar class at the end of each day until their grade in each subject is a C or above. The classroom teacher, coach and seminar teacher will work together to provide this instructional time for the student.

There will be an ineligibility list issued each week. Grades will be turned in by 1:00 on Friday, students will be ineligible starting Monday. The student and parent will be notified by mail sent on Friday.

Weekly grade eligibility pertains only to those students involved in activities. Students receiving honors and other recognition do not fall under this provision.

Transportation To and From Activity

Students accompanying an athletic/activity team/group shall be expected to leave and return with the team/group on out-of-town trips.

Only the head coach/sponsor of that activity may excuse a student from returning with the team/group. A student may be permitted to ride home with their parent(s) provided the coach/sponsor does not have a policy requiring students to return on the bus. Sign out will not occur until after the coach/sponsor has met with his/her team following the contest. If a student is to be released to anyone other than their parent following an activity, approval is required prior to leaving for that activity. Approval of the building administrator is required.

3. Under no circumstances shall a coach/sponsor allow a student participant to ride home with a student spectator who has driven to the activity.

Insurance

It is the policy of USD 291 & 292 that each student participant should maintain their own insurance to cover an injury while participating in the activities programs offered. However, if the cost of the injury reaches \$10,000, everything over that up to \$25,000, is covered by the KSHSAA Catastrophic Insurance that each member school has access to. This insurance is designed to cover the portion of expenses above \$10,000 and does not cover the average and usual costs incurred by most students while participating in the activities programs.

KSHSAA

USD 291 & 292 are members of the KSHSAA and as such abide by the following set of rules governing student eligibility and any other rules and regulations set forth by KSHSAA.

1. They are bona fide undergraduate students in good standing with regular attendance.
2. Their conduct and standards of sportsmanship are satisfactory and do not bring discredit to themselves or their school.
3. They are not 19 years of age on or before September 1 of the school year in which they compete.
4. They have not completed 8 semesters of high school attendance or 4 semesters of junior high (includes total attendance, beginning with the ninth grade for high school and 7th grade for junior high). The last two semesters of possible eligibility must be consecutive.
5. They have not had 8 semesters of competition nor more than 4 seasons in one sport in grades 9-12, or 4 semesters of competition nor more than 2 seasons in one sport in grades 7-8.
6. They are currently passing in 5 subjects of unit weight or the equivalent.

7. They have passed in 5 subjects of unit weight or the equivalent during their last semester in attendance.
8. They do not engage in outside competition in the same sport during a season in which they are representing their school. Consult the Activity Director before allowing them to participate individually or on a team in any game, training session, contest or try-out conducted by an outside organization.
9. They have not participated in training sessions or try-outs held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.
10. They have passed an adequate physical examination given by a physician and have the written consent of their parents or legal guardian.
11. They have met the requirements of the Transfer Rule if they are transfer students. Contact the Activity Director concerning this rule.
12. They are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. They have not competed under a false name or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur Rule.

Student in Good Standing

A student in good standing is eligible to participate in Kansas State High School Activities Association Activities, Kansas State Department of Education Activities, Western Kansas Liberty League Activities, Freedom League Activities and any other activities where the student will represent his/her respective school. The "Student in Good Standing Status" may be revoked by the building principal should the actions of the student violate school policy. A student's conduct outside of school activities, which brings discredit to the student or the school, may also be cause for revocation of good standing status. Rule 14 Article 2 Kansas State High School Activities Association states: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal. (Levels of good standing guidelines are listed in the Thunderhawk Extra-Curricular Manual)

Rule 52

Citizenship/Sportsmanship

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 KSHSAA 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 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!

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.

Enforcement Procedure:

- a. It is encouraged and recommended by the KSHSAA that local boards of education adopt these regulations and reinforce them as indicated herein.
- b. The Executive Board of the KSHSAA shall be responsible for interpretation of these regulations, including "desirable and unacceptable behavior" and shall publish them in the Association's Citizenship/Sportsmanship Manual.

One parent or guardian of each athlete will have to view a sportsmanship film at school before their child can participate in sports. Coaches and administration will set the date and time of this meeting. If a parent or guardian cannot attend the meeting in which the film is shown, they will need to set up a time with the athletic director to view it at school.

When officials or administrators determine fan(s) behavior becomes unacceptable, they will be requested and required to leave the facility. If this type of behavior, by the same patron(s), persists at future activities the individual(s) will be banned from attendance at further athletic events.

STUDENT ORGANIZATIONS

Specialized Activities

The school district encourages students to broaden their knowledge and citizenship by pursuing specialized activities outside the regular classroom environment.

Time Of Meeting And Advisor

Every school club shall be sponsored by a faculty advisor. All meeting times and places of the club must have the advance approval. The sponsor or designated representative shall be present at all meetings. The sponsor will call an immediate adjournment to any meeting that is not properly conducted. All class and organization meetings will be conducted according to the rules of parliamentary procedure.

Holding Office

No student may hold more than one presidency at one time. The president must meet the Board of Education eligibility requirements. A grade point average of 2.0 or better in all subjects during the grading period immediately preceding (averaging of grades shall be as provided for Board Policy IHD); Current enrollment as a full time student.

Kansas State High School Activities Association

All student activities and organizations will be governed by the constitution and by-laws of the KSHSAA Constitution, the rules of the activity, and policies of the Board of Education.

Finance

All class and organization funds must be deposited in the school's activity fund.

All expenditures must be approved by the sponsor and principal.

All solicitation of funds or moneymaking project must be approved according to the policies of the Board of Education.

Activity Fund Purchases

Purchase orders and vouchers will be used for any purchase and will be secured ahead of time from the principal's office. If a purchase is a legitimate necessity, it should be ordered through the proper authority. Otherwise, the individual may be expected to pay for such purchase. All fund raising must have prior approval of the principal.

Organizations
Grinnell Middle School - Stuco

Bullying

The board is committed to providing a positive and productive learning and working environment. The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:
Harming a student or staff member, whether physically or mentally;
Damaging a student's or staff member's property;
Placing a student or staff member in reasonable fear of harm; or
Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

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

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 291 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student. Similarly, a "staff member" means any person employed by the district.

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

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

OTHER POINTS OF INFORMATION

Library Use

You are urged to use library materials as widely as possible, to treat property as if it were your own and to share library privileges with others by returning materials when you are finished

with them. Remember to check out all materials taken from the library in your name. This is a necessity if the librarian is to know where the materials can be located at all times. If you have misplaced or lost material checked out to you, report the loss to the librarian immediately so an effort can be made to locate it. You are responsible for anything checked out in your name; therefore, any loss or damaged materials will be reimbursed to the school district at the cost of replacement.

You are expected to observe the everyday habits of courtesy for others that make the library a pleasant place in which to read and study. Students must have a written pass from the classroom teacher in order to use the library. All students are encouraged to spend any free classroom time using the library.

The library will be open from 8:00 a.m. until twenty minutes after last period. If any student needs to work in the library earlier or later in the day, approval must be received from the librarian.

Locks And Lockers

All lockers are the property of USD 291 and may be subject to a search at anytime the administration deems necessary. No items will be placed on the outside of the locker without permission from the building administrator. It is highly suggested that students use a padlock of some type on any locker they keep anything of value in. Students who use a lock will give the office the combination or extra key to their lock.

Telephone and Fax Use

Students will not be allowed to use office phones unless it is an emergency. Except in cases of emergency, students will not be called to the phone during class hours. The office will be glad to relay messages to a student if necessary. The fax machine is to be used for school use. Those using it for personal use will be charged a fee approved by the administration.

Cell Phone Use

A new cell phone policy will be piloted during the first semester of the 2017-2018 School Year. The program will be assessed at the end of the semester to determine if this program is a viable long term option for Grinnell Middle Schools.

All students will be allowed to use their cell phones during non-instructional school time (lunch and between classes). Students may use their cell phones during class time for instructional purposes with the Teacher's permission. Phones must be silent and out of sight during instructional time.

Purpose:

Grinnell Middle School uses instructional technology as one way to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. We will review "cyber safety" rules with the students frequently throughout the course of the school year and will offer reminders and reinforcement about safe cell phone behaviors. Additional training on "Digital Citizenship" will also be included. The use of a cell phone is not a right, but a privilege. When abused, privileges will be withdrawn.

Guidelines:

Violating the established policy will result in the following:

- * First offense- The phone is taken away until the end of the day.
- * Second offense- The phone must be picked up by a parent or guardian.
- * Third offense- Either the student is suspended for one day or the phone is taken away for five days. (Parents choice)

* Any further infractions will result in the student not having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

Students who are in possession of cell phones must adhere to the Student Handbook and the Acceptable Use Policy. Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. This includes students who are in the hallways or in the restrooms during instructional time. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects. Headphones may be used with teacher permission.

Students may use social media, but may not post pictures, take video, or use FaceTime. There will be NO camera use in the locker rooms or restrooms.

Students may not use cell phones to "bully" or to post derogatory statements about students, faculty or staff via text messages or Social Media.

Students who need to leave early for appointments or illness must check out through the office.

Students cannot just call/text home and leave.

A student who has had their cell phone confiscated may not use another student's cell phone.

Grinnell Grade School Technology Acceptable Use Policy

I promise to follow school rules while I am using district technology.

I promise never to use any electronic device to harass, frighten or bully others at school, on school district property, or while at school sponsored activities or events.

I will not view, send or display inappropriate messages or pictures. I promise to tell an adult if I read or see something on the computer that is not appropriate.

I promise to use all technology carefully and not damage, change or tamper with the hardware, software, settings, or the network. I will not download programs, music, games, etc. from the internet, flash drive or CD.

I will only print when my teacher says I may.

I promise to use the school computer or iPad and the school's internet for schoolwork only. I will use the programs and websites that my teacher has approved.

I promise to use only my passwords, and to share them only with my teacher or parents.

I promise to follow internet safety rules. I will not use chat rooms or give personal information to anyone on the internet. If I receive an inappropriate message I will notify an adult immediately.

I promise to respect copyright laws and cite my sources.

I promise to use only my own files and folders on the server. I understand my files and electronic devices are not private. My teacher, principal or any district technology staff may see them at any time.

I understand that if I break any of my promises, I might not be able to use the computers or the network.

USD 291 provides communication technologies to its students for educational purposes only.

Some material accessible via the internet may contain items that are illegal, defamatory, offensive, or of no educational value in a school setting. USD 291 has internet filtering software.

If the guidelines set forth in the acceptable use policy are violated, the student may lose access to communication technologies. We require students and parents or guardians to read, accept and sign these rules for acceptable behavior with respect to communication technologies.

The school district will not be responsible for any student's mistakes or negligence, costs incurred by the student, or the accuracy or quality of information received.

Access to communication technologies is given as a privilege, not a right. Students must act in a considerate and responsible manner to keep this privilege.

Grinnell Middle School Internet Acceptable Use Policy

Acceptable Use:

- Must be in support of education and research consistent with district policy
- Must be consistent with the rules appropriate to any network being used/accessed
- Unauthorized use of copyrighted material is prohibited
- Threatening or obscene material is prohibited
- Distribution of material protected by trade secret is prohibited
- Use for commercial activities is not acceptable
- Product advertisement or political lobbying is prohibited

Privileges

- Access to the Internet is not a right, but a privilege
- Unacceptable usage will result in cancellation of account
- Training will be provided for each individual applying for an account

Netiquette

- Be polite
- Do not use vulgar or obscene language
- Use caution when revealing your address or phone number (or those of others)
- Electronic mail is not guaranteed to be private
- Do not intentionally disrupt the network for others
- Abide by generally accepted rules of network etiquette

Security

- If you do identify a security problem, notify a system administrator immediately
- Do not show or identify a security problem to others
- Do not reveal your account password or allow another person to use your account
- Do not use another individual's account
- Attempts to log on as another user will result in cancellation of privileges
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- User must notify the district system administrator of any change in account information
- User may be occasionally required to update registration, password, and account information in order to continue Internet access.

Vandalism/Harassment

- Vandalism and/or harassment will result in the cancellation of the offending user's account
- Vandalism is defined as any malicious attempt to harm or destroy data of another user the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

Penalties

- Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of network privileges and any other District Disciplinary options, including criminal prosecution.
- School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

The Grinnell School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Grinnell School District will not be responsible for any damages a user may suffer including loss of data. The district will not be responsible for the accuracy or quality of information obtained through this Internet connection.

Students and parents will receive an Internet Acceptable Use Policy to read and sign before the student is allowed to have access on the Internet.

The Internet is a privilege, not a right, and the privilege can be revoked if the Internet is not used within the guidelines that appear on the Internet Policy.

E-mail Guidelines

Students shall have no expectation of privacy when using district e-mail , computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

- Unless directly instructed by a staff member of the school, no student shall use his/her e-mail to send notes, documents and/or other electronic information to a fellow student at Grinnell Schools.
- Unless directly instructed by a staff member of the school or given the permission of a staff member of the school, no student shall print a hard copy of either incoming or outgoing e-mail.
- The use of e-mail is designed to supplement and enhance the communication skills of the students. The use of e-mail is to be used only for educational intent or as a classroom activity under the immediate supervision of a classroom teacher. Students are explicitly prohibited from using e-mail for personal an/or casual use.

Note 1: Activity period use of e-mail is not permitted under any circumstance.

Note 2: It is not the intent of USD 291 to provide "personal" e-mail services for Grinnell students. "Personal" services are those obtained by an individual for his/her own personal and private use and should occur at home outside of the normal school day.

Access to Electronic Media: Acceptable Use Policy

The Board supports reasonable access to various information formats for students, employees and the community and believes it is essential for users to use this privilege in an appropriate and responsible manner.

Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological Resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor's access to materials harmful to them.
- Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

Permission/Agreement Form

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Employee Use

Employees shall use electronic mail primarily for purposes directly related to work-related activities. Each employee is responsible for the security of his/her own password.

Community Use

On recommendation of the Superintendent, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Administrative Audits

The administration reserves the right to monitor use of all electronic communications devices, files and accounts. Staff and students and members of the public granted permission to use district equipment shall have no expectation of privacy while using district equipment on or off school premises.

Visitors

The Board of Education encourages its patrons and parents to visit the district facilities. Patron visits shall be scheduled with the teachers and the building principal.

Any person who visits a school building and/or grounds of the district shall first make his presence known to the appropriate building principal or designated representative before proceeding to contact any other person in the building or on the grounds. Student visitors will follow school policy and will attend the same classes of the student that requested the visitation.

Violation of this rule may lead to removal from the building and denial of further access to the building.

Lost And Found

A place for lost and found articles is located in the office. Any student who finds an article should bring it to the office immediately so that the owner may claim it.

Fire Drills And Tornado Drills

Fire drills and tornado drills will be held in compliance with the State Law. Teachers will be informed of procedure prior to the start of school and directions for drill will be posted conspicuously in each room.

Fire Drill

<u>Room</u>	<u>Procedure</u>
Band	Exit west door in hallway
Science	Exit west door in hallway
Concessions Area	Exit west door in hallway
Computer Lab	Downstairs out southeast door
Resource Room	Exit northeast door
Library	Exit downstairs out northeast door
Conference Room	Exit southwest door
Upstairs Classroom	Exit downstairs out southeast door
Downstairs Classroom	Exit southeast door
Art Room	Exit northeast door
Gym	Exit northeast door in gym
Shop Bldg.	Exit east door

Students and teachers in the north classrooms in the brick building in back of the old gym area will exit out the east or west doors. Students and teachers in the south classroom will exit out the south door.

(GGS) All students and teachers in classrooms west of the lunchroom will exit through the west door.

All students and teachers in classrooms east of the lunchroom, and including the lunchroom, will exit through the east door.

The music room will exit through the south door of the music room.

Rules To Follow

- All windows and doors shut in your room.
- Lights should be shut off.
- First student to the door should hold the door open.
- Students in the rooms on the south should leave along the south wall.
- The people in the rooms on the north will stay along the north wall.
- The students should leave the room in a single file.
- The warning of a fire drill will be one long sound of the bells.
- Teachers must carry their grade books and/or class roster.

Tornado Drill

(GMS) Students in the old and new building areas will move to the church basement. Students in the shop and middle school brick building – boys will move into the middle school boys' restroom and girls into the girls' restroom.

(GGS) All boys will go into the boys' restroom. All girls will go into the girls' restroom.

Students are to maintain order during the tornado drill. Windows and doors should be left open. Students must take a book to cover their heads and remain in kneeling position until the bell stops ringing. Teachers will remain in the area of their students at all times. The warning for a tornado drill will be several short rings of the bell. Teachers must carry their grade books.

Severe Weather

Alert Now will notify parents by phone or email. Information concerning cancellation of school will also be broadcast on the following radio or television stations:

Radio: KXXX 790 AM, KQLS 100.3 FM, KGCR 107.7 FM

TV: KLBY Channel 4, KLOE Channel 10, KSNK Channel 8.

Accident And Illness

Accident and illness may occur in the classroom and on school grounds. All school personnel will be prepared to follow the necessary first aid procedures.

Any school employee who discovers an accident involving a student on school property shall, in a timely manner, report the accident to the building principal or designated representative and follow the rules approved by the board.

Animals And Plants

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and building principal for educational purposes. Animals may not be transported on school bus.

Water Bottles

Students bringing water bottles to school need to be in a clear container. No containers of a pop, juice or coffee will be brought into school during the school day. Exceptions as deemed appropriate by building administrator.

Lunch Program

The school district will provide each student with the opportunity to participate in the school lunch program. An effective lunch program requires cooperation from students and parents.

- Students will remain at the school through the lunch period, unless they have a note on file in the office from their parents stating that they may go home during noon.
- Lunch will be eaten in the designated area according to schedule established by the building principal.
- Lunch may be purchased at the lunch program, or lunch may be brought from home. Lunches need to be paid for in advance. Students whose lunches that are not paid after five days into a new lunch ticket will need to bring a sack lunch.
- Milk may be purchased to supplement lunches brought from home. Anyone not paying for a meal, but would like to drink milk must pay for their milk.
- Any emergency exception from the above regulations will be made only in specific instances in the same manner in which a student may be excused from a class.
- Students may not use their cars during lunch period.
- Food may not be taken from the lunchroom.
- Students are not allowed to go home with other students to eat lunch.
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Breakfast Program

Grinnell Schools offers the breakfast program to PS-8th grade at the Grinnell Grade School. Students in grades Ps-1 will also have the option to purchase a carton of milk during a milk break time scheduled by the classroom teacher.

Free And Reduced Breakfast & Lunch

The necessary forms, rules, and regulations governing this program will be provided by the superintendent or the appropriate building principal to any student and his parents to determine their eligibility to receive free or reduced lunches.

Sack Lunch Policy (K-8)

1. Students need to bring a NUTRITIOUS sack lunch to school.
 - a. Parents need to ensure that the food groups are properly represented.
 - b. At no time are carbonated beverages (soda pop) allowed. Fruit juices and sports drinks are acceptable as long as they are not carbonated.
 - c. Limit the amount of sweets and chips to one per meal.
2. Parents are responsible to ensure that lunches are put in proper containers and for marking each individual container with the child's name.
 - a. A microwave oven is available to warm up a child's lunch up to 2 minutes per child. Students should let their teacher know in the morning if their food will require warming in the microwave.
 - b. Please do not send frozen dinners or other items requiring more than 2 minutes so that all children may be fed in a timely manner.
3. Due to limited storage space, parents must use a cooler and ice or other device to keep the food cold.
4. Milk and chocolate milk are available for your student(s). The student's meal account will be charged for this.
5. Each student is responsible for the cleanup of his/her items. Coolers must be returned home each day.