

Girard Middle School



2017-18 Student Handbook

TABLE OF CONTENTS

List of Personnel, Mission Statement, Outcomes, Goals	3
Welcome Note, Section 504, Visitors, Phone Calls, School Day, School Cancellation	4
Attendance Policy, Tardy, Excessive Absences, Truancy	5
Music Department Policy, Health Office, Guidance Counselor, Emergency Drills, 8 th gr Recognition, Media Center, Electronic Devices	6
Discipline Policy, Demerit Policy, Illegal Substances, Zero Tolerance on Weapons, Field Trip Policy	7
Assertive Discipline Program for Minor Offenses, Discipline Grid for Severe Offenses	8
Dress Code, Cafeteria Information.....	9
Bus Policy, Activity Transportation, Testing Program, Enrollment Procedure, Parent/Teacher Conferences, Honor Roll.....	10
Grading Scale, Schedule of Progress Reports/Grade Cards, KSHSAA Eligibility, Athletic Programs.....	11
Drug Testing statement, iPad statement, Positive Reinforcement Program	12
USD 248 Student Drug Testing Program Policy.....	13
USD 248 iPad Policies and Procedures	20
USD 248 Policy #IIBGA Children’s Internet Protection Plan (CIPA).....	33
USD 248 Policy #GAAF Emergency Safety Interventions Policy (ESI).....	35
USD 248 Anti-Bullying Program.....	38
USD 248 Policy #JCDBB Weapons Policy.....	43
USD 248 Policy #JBC Enrollment of Transfer Students.....	44
USD 248 Policy #JBE Truancy Policy.....	44
USD 248 Policy #GAAD Child Abuse Reporting & Investigation Policy.....	45

GIRARD MIDDLE SCHOOL PERSONNEL

BOARD OF EDUCATION

Roger Breneman, Dale Coomes, David Goble, Lori Johnson, Beth Murphy, Dale Shireman, Tony Stonerock

ADMINISTRATION

Blaise Bauer (Superintendent), Brannon Kidd (M.S. Principal)

FACULTY

Willey Abati	Band & Choir
Terry Adamson	English
Rob Adolph	Science
Wyndee Ameson	Math
Brandon Callaway	Vo Ag
Nate Clevenger	Math
Joe Curran	Vo Ag
Anna Drenick	English
Lori Ferguson	Inclusion Program
Brad Herlocker	Social Studies
Emily Herlocker	Family & Consumer Sciences
Janet Jackman	Math
Karen Kelso	Counselor
Lisa Mahnken	Inclusion Program
Jerry O’Rand	Reading
Heather Peak	English
Kim Pitts	Science
BJ Pruitt	Social Studies
Heidi Tucker	Reading
Angela Webster	Foreign Language
Rod Wescott	Physical Education

SUPPORT STAFF

Alex Childers (Principal’s Secretary), Christine Call (Nurse), Rick Duling (Technology Coordinator), Nolan O’Toole (Technology Asst)

MAINTENANCE STAFF

Kelly Crim, Troy Combs, Phil Perrin, Alan Williams, Randy Winterbower,

GIRARD MIDDLE SCHOOL : Mission Statement

Girard Middle School is committed to providing all students with:

- a warm and positive atmosphere
- mutual respect, responsibility, and positive self-worth
- a variety of learning experiences which meet the challenges of tomorrow

GIRARD MIDDLE SCHOOL : Exit Outcomes

Upon completion of eighth grade, a student will:

- 1) Have a strong general education
- 2) Learn to live cooperatively while demonstrating individuality and creativity
- 3) Have a sense of self-discipline, responsibility, and self-worth
- 4) Have developed and will maintain sound physical and mental health

GIRARD MIDDLE SCHOOL : School Improvement Plan Goals

- 1) All students will improve their problem solving skills.
- 2) All students will improve their reading comprehension skills.

WELCOME BY PRINCIPAL

Welcome to the 2017-18 school year! My name is Brannon Kidd and I am so excited to introduce myself as the new principal at Girard Middle School. I am honored to be a part of Girard School District, which is known for its dedication to excellence, but more importantly to students. Over the past 20 years, I have worked as a teacher, coach, and administrator both in Texas and Kansas, but I consider my most important job to be that of an advocate for a well-rounded educational experience for all students.

Effective and consistent communication is a priority of mine for all stakeholders to be well informed, this is very important to be an effective, positive school. For the 2017-2018 school year we will still be using the student planners. The planner provides a great tool for our students, faculty and for parents to have at their convenience a copy of handbook for all expectations, copy of the 2017-2018 district calendar, and a great source for all parties to keep track of academic progress and discipline.

As well as the handbook parents and students alike can obtain the handbook from our school website. Parents can always monitor their child's grades through "Power School" and help the student keep up with their assignments through "canvas". With the emphasis on improving school/home communication, we believe your child will have a more successful education experience.

TROJANS – ONE OF US IS NOT AS STRONG AS ALL OF US!

It is going to be a great year!
Brannon Kidd
G.M.S. Principal

EMPLOYEE AUTHORITY

In helping maintain proper order, any school employee has full authority over all students in the building or on the grounds. This includes all school employees : administration, faculty, bus drivers, maintenance, food service, etc.

SECTION 504 REHABILITATION ACT OF 1973

The Section 504 coordinator for USD 248 is Blaise Bauer, Superintendent of Schools. His responsibility is to coordinate the LEA's efforts to comply with and carry out the requirements of Section 504 to insure nondiscrimination on the basis of handicap in its educational programs and activities. A copy of the student and parental rights under this law is available in the coordinator's office or by contacting the building principal.

VISITORS

Parents are welcome to visit the school at any time. They are courteously requested to check in through the principal's office concerning the location of either a student or teacher. Parents wanting to visit with any teacher should contact the office to determine the best time to visit with the teacher. A time can be set before school, after school, or during the teacher's planning period. Students from other schools are not permitted to visit classes on regular school days.

TELEPHONE CALLS

Students will not be called to the phone during school hours except in emergency situations. The office will deliver telephone messages to students. The office will keep a log of all students making calls from the office telephone. Students are allowed to carry cellphones but must keep them turned off while on school property.

THE SCHOOL DAY AT G.M.S.

The school building will be open each day at 7:30 a.m. From the time students arrive at school to 8:00 a.m., students should eat breakfast or report to the middle school gym. Upon arrival at school, students must remain on school grounds.

The school day ends at 3:00 p.m. except on Wednesdays. All students should be out of the building by 3:15 p.m. each day unless they are serving detention or working with a faculty member. On Wednesdays, students in grades K-12 are dismissed at 2:00 and expected to be out of the building by 2:15 unless they have been assigned to mandatory tutoring.

DISMISSAL OF SCHOOL BECAUSE OF WEATHER

Please do not call the school for information on whether school is open or not. Local TV and radio stations will start announcing the decision around 6:30 am.

In the event weather becomes a problem during the school day, please have arrangements made for your children. The school may have to dismiss school early to run the buses.

ATTENDANCE POLICY

EXCUSED MEDICAL VERIFIED: Verified by note from a medical professional (doctor, dentist, etc.) Also, absences due to medical emergency or death of family or friends are classified in this category. Note must be given to the office within 48 hours of the absence.

EXCUSED PARENT VERIFIED: Verified by note or phone call from the parent. Includes illness, family trip, personal reasons, etc. Note or phone call must happen within 48 hours of the absence. By sending a note or calling the school, the parent is asking school administration to “excuse” the absence. The school administration will decide whether to classify an absence as “excused”. A maximum of 9 absences per semester or 18 absences for the school year may be classified as parent verified absences.

UNEXCUSED: Includes: (1) absences with no communication from the parents within two school days of the absence; (2) absences that are not excused by school administration.

**** Please remember that Kansas school law gives the school district full authority to make decisions regarding the classification of absences.**

**** Parents are responsible for verifying all student absences by phone on the day of the absence OR through a written note presented to the office by 8:00am on the day they return to school. Unverified absences are classified as UNEXCUSED.**

NOTES ON ATTENDANCE

- **PARENT VERIFICATION OF STUDENT ABSENCE:** Please call the middle school office (724-4114) by 10:00 a.m. if your child is unable to attend school that day. It is the responsibility of the student and his/her family to verify an absence. The student will be expected to bring a note to the secretary when they return to school if phone contact was not made with the office. If the absence is not verified as outlined above, the absence will be classified as UNEXCUSED.
- **ASSIGNMENTS/TESTS MISSED DURING ABSENCE:** It is the student’s responsibility to get with their teachers upon return from an absence to make sure they know exactly what assignments they missed while absent. While the teachers are required to post their lessons online, our recommendation is for the student to always double-check with the teacher on exactly what they missed during their absence. If the student was present when the assignments were given, the work is due upon return to school. Students who are absent on a test day will take the test on the day they return to class if the test had been previously announced.
- **UNVERIFIED ABSENCE:** The student will be disciplined according to the discipline grid if an absence is not verified by the parent as outlined above.
- **OUT-OF-SCHOOL SUSPENSION DAYS:** Not included in attendance totals. Students serving an out-of-school suspension may make up missed work for full credit but it is their responsibility to approach teachers for their missed work.

ARRIVING TO SCHOOL LATE / LEAVING SCHOOL EARLY

- Students who arrive to school anytime after 8:00 must report in at the office regardless of when they finally arrive at school. Always check in if you are late!
- Students who need to leave school early must bring a note from home. They should give the note to the office secretary in the morning. The secretary will write the dismissal time in the student’s planner. Always check out through the office before you leave!

TARDY :

A student is TARDY if they are not inside the classroom when the period starts according to the bell schedule listed in this handbook. A student is TARDY if they are 1-10 minutes late getting to class. If the student reports more than 10 minutes late to class, it will be recorded as an absence. Tardies are marked in the teacher’s Teacher Assistant Pro app and result in one discipline point. The teacher also records the tardy in PowerSchool’s attendance section. Three tardies in a class over the school year result in one unexcused absence that may lead to a truancy referral.

EXCESSIVE PARENT VERIFIED ABSENCES :

Once a student reaches 9 parent verified absences in a class per semester OR 18 parent verified absences in a class for the school year, all subsequent absences will be classified as UNEXCUSED unless excused by a doctor’s note or by our school nurse.

TRUANCY

A student is considered to be truant if (1) he/she is under 16 years of age and is not enrolled in a public or private school or (2) he/she is inexcusably absent for either three consecutive days, a total of five or more days in the semester, or a total of seven or more days in the school year. According to state law, the school must report truant students through a letter to the county attorney.

STUDENTS UNDER COURT SUPERVISION FOR TRUANCY :

If a student is under court authority for informal or formal supervision, the court and school administration will only excuse absences verified by a doctor’s note or by the school nurse. All other absences will be classified as UNEXCUSED. The school is required to send weekly attendance reports for all students under informal or formal supervision.

MUSIC DEPARTMENT PERFORMANCE POLICY

Our music department policy on student participation at concerts/performance is:

- Students not able to attend should contact their teacher or the office in advance of the performance. The absence will be classified excused or unexcused by the teacher. Failure to contact the school in advance will result in an unexcused absence unless an emergency situation exists.
- Unexcused absence from performance: Dropping of nine-weeks grade by at least one letter grade.
- Excused absence from performance: Student will have three choices:
 - 1) Write music report of one thousand words.
 - 2) Perform the musical selection(s) missed for the teacher after school the next week.
 - 3) Choose dropping of grade by at least one letter grade.

NURSING SERVICES

Our school nurse is located in the Special Services area. If you must take medication of any kind while you are at school, the medication must be stored in the Nurse's Office. You should drop off the medication in the morning before school begins. The nurse will dispense the medication at the appropriate times. If you are feeling ill, you may ask your teacher for a pass to see the nurse. The nurse will examine you and determine if you should be dismissed. Students who do not meet the criteria for dismissal from school will return to class or ask the principal for permission to call parents to see if the parents will approve you going home.

COUNSELING SERVICES

Mrs. Kelso is here to help you with any of your concerns and problems. If you are having academic, behavioral, or social issues that are affecting you at school, you should come to the office and tell the secretary you need to schedule a time with the counselor.

FIRE, STORM, AND TORNADO ALERT INSTRUCTIONS

There will be fire and storm drills to prepare students. The faculty has been in-serviced in this area and should have a crisis plan posted in their rooms. Teachers will make their classes aware of the exits to be used and the destination depending on the type of crisis. Students should walk as quickly as possible but stay orderly and calm.

MEDIA CENTER SERVICES

The school media center will be open each day from 8:00a.m. to 3:30p.m. Students are taken to the media center every two weeks in their reading class. Students may ask their home room teacher for permission to go check out a book during seminar.

IMMUNIZATION REQUIREMENTS

Kansas law requires students to be immunized against Diphtheria, Whooping cough, Tetanus, Polio, Mumps, Rubella, and Rubella Measles. All students have ninety (90) days in which to complete immunization requirements. Students new to the district must present immunization records before they can enroll. Please contact our school nurse, Christine Call, if you have any questions.

ELECTRONIC DEVICE POLICY

Students are **NOT** allowed to use electronic devices (cellphones, MP3 players, ITouch, iPad, Kindle, etc.) on school property during the school day. The only exception is if the student has registered their own iPad through our technology department to use as a BYOD device in our 1:1 initiative. Students are allowed to carry communication devices but must have them TURNED OFF while they are on school property. School day is defined as the time they arrive on school property in the morning until the time they leave school property at the end of the school day. School property is defined as anywhere on school grounds owned by the district. EXCEPTIONS: Students may use electronic devices on the school bus or at evening activities if they use headphones and the usage does not create a distraction. Students should understand that there is "no right or expectation of privacy" if a communication device is confiscated by school officials.

DISCIPLINE POLICY

A consistent and fair discipline policy is necessary to facilitate learning. One of our goals in the middle school is to teach students to act responsibly and display appropriate behavior at all times. We as a school feel very strongly that when you are responsible for teaching and training approximately 250 adolescents, you must communicate clearly to the student body what is expected of them behaviorally. Also, we believe that students should be aware of the consequences they will receive if they choose to behave inappropriately.

DISCIPLINARY METHODS UTILIZED IN THE MIDDLE SCHOOL

- 1) **FRIDAY SCHOOL** : Starts at 3:05pm and ends at 4:30pm. Supervised by a teacher or principal. There is no talking during detention. The student is expected to read silently or work on homework during detention. Failure to attend and complete Friday school will result in a three-day suspension from school AND rescheduling of the Friday school.
- 2) **IN-SCHOOL SUSPENSION**: Disciplinary measure used for more severe offenses. Assigned by principal. Student is isolated from other students. Student is working on class assignments. Seldom used & needs approval by superintendent.
- 3) **OUT-OF-SCHOOL SUSPENSION (OSS)**: Disciplinary measure used for more severe offenses. Assigned by principal. Student not allowed on school property or at school events during suspension. Students are allowed to make up work that is assigned during the suspension but it is their responsibility to get with teachers to gather missed work. Informal due process required. 1-10 day suspensions.
- 4) **LONG-TERM SUSPENSION / EXPULSION**: Suspension of up to 186 school days. Formal due process is required.

COMMUNICATION ON DISCIPLINARY INCIDENTS

- All disciplinary referrals contain three copies : (1) Office (2) Student (3) Parents
- Parents will be given at least one-day advance notice on assigned detentions to make transportation arrangements.
- Parents wanting to reschedule a Friday school must call the principal in advance unless an emergency occurs.
- Please call anytime you have a question. Always remember that for your child to be successful at school, the student, parents, and school must work together!

DEMERIT SYSTEM

A point or demerit system is in effect in our middle school. This system discourages habitual disruption of the learning environment by setting a limit on student misbehavior. If a student reaches twenty-five (25) demerits for the year, long-term suspension will be recommended by the principal. We feel that 25 demerits is a very liberal amount and that any student reaching that point total is a deterrent to other students' learning.

Demerits will be awarded based on the consequence assigned:

1 demerit = Friday school 3:05-4:30

3 demerits = In-School Suspension

5 demerits = Out-of-school suspension

ALCOHOLIC BEVERAGES, DRUGS, TOBACCO, CONTROLLED SUBSTANCES

Students should not knowingly possess, use, sell, transmit or be under the influence of these substances:

- On school property at any time (before school, during school day, after school hours).
- At school activities, functions, or events regardless of the location of the activity (at Girard or another location).

Students that violate this policy will be disciplined as outlined in the Discipline Code. Additionally, depending on the severity of the individual situation, law authorities may be notified.

ZERO TOLERANCE POLICY ON WEAPONS

If any student is heard or admits to threatening to harm another person by the use of a weapon, that student will be:

- Reported to the law authorities.
- Suspended for a period varying from 5 to 186 school days depending on the severity of the incident.

FIELD TRIPS

Attending field trips is considered a privilege. Students who have been suspended from school more than one time or accumulated 18 or more demerits may not be allowed to go on field trips. Students who have created a major disturbance on a field trip will not be allowed to attend any other trips during their middle school years.

SCHOOL LOCKERS

The hallway and athletic lockers are school property. Students have no right to privacy since they belong to the school. Administration reserves the right to search any student's locker based on reasonable suspicion that a violation of a school rule or criminal violation is being committed.

ASSERTIVE DISCIPLINE PROGRAM for MINOR INFRACTIONS

CONDUCT LEVELS & CONSEQUENCES: Middle school teachers will use the discipline log pages at the front of the student planner to document and communicate minor infractions. This assertive discipline strike system is based on the nine-week or “quarter” time period. Students are NOT allowed to write/draw on these disciplinary log pages. Any student caught erasing or modifying a strike or mark assigned by a staff member will be suspended and not allowed to use the strike system for the remainder of the school year.

A strike will be assigned in the larger boxes for minor violations (ex: tardy to school or class, excessive talking, interrupting class, ...) A “material mark” will be assigned in the smaller boxes for not coming prepared to class (ex: missing homework or homework not at least 2/3 completed)

Severe incidents will be referred immediately to the principal and not applied to the strike system (EX: fighting, bullying, disrespect, ...)

LEVEL ONE: If a student reaches 5 strikes in a quarter, the student will be assigned one detention of 1.5 hours

LEVEL TWO: If a student reaches 10 strikes in a quarter, the student will be assigned two detentions of 1.5 hours

LEVEL THREE: If a student reaches 15 strikes in a quarter, the student will be assigned three detentions of 1.5 hours

Once a student has reached 15 strikes in a quarter, he/she will no longer be issued a strike for minor violations. On the 16th offense and all subsequent offenses in that quarter, the student is referred to the principal and will be disciplined as determined by the principal

Remember that strikes “start over” at the beginning of the new quarter.

DOCUMENTING the INCIDENT and AWARDED a DISCIPLINARY POINT: If the student commits a minor violation that the staff member believes merits a “strike”, the staff member will jot down the date, teacher initials, and a brief description of the offense. Please be descriptive. Instead of writing “disruptive”, jot down “excessive talking”, “out of seat repeatedly”, ... so the parent knows exactly what the student did to earn the strike. When you are assigned the last strike on any of the three levels, use the intercom to notify the office that you are sending the student down with his planner for “excessive strikes”. Additionally, after giving one strike in a class period, if you have another incident with the same student in the same period, the student should be sent immediately to the office for discipline.

DISCIPLINE GRID for SEVERE INFRACTIONS

Following is the discipline grid that will be used as a guideline for serious infractions. It is only a guide; the administration reserves the right to deviate from this policy when necessary depending on the severity and details of the individual situation.

BEHAVIOR	1st Time	2nd Time	Subsequent
Disrespect / Defiance	DET	OSS	OSS
Bullying / Teasing	DET	FRI or OSS	OSS
Improper Language	DET	FRI or OSS	OSS
Assertive Discipline / Strike System	1-DET on 5 th strike	2-DET on 10 th strike	3-DET on 15 th strike
Substitute/Student Teacher Problem	DET	2-DET	OSS
Failure to Attend Sat School	OSS(3) + reschedule FRI	OSS(5) + reschedule FRI	OSS
Skipping / Cutting Class	FRI – 1.5 hrs or time missed	OSS	OSS
Leave w/o Permit	DET – 1.5 hrs or time missed	OSS	OSS
Unverified Absence	DET	DET	DET
Loitering before/after/during school	DET	DET	OSS
Fighting	OSS	OSS	OSS
Sexual Harassment	OSS	OSS	OSS
Threat or Profane Assault	OSS	OSS	OSS
Drugs/Alcohol/Drug Testing Issue	OSS	OSS	OSS
Tobacco	OSS	OSS	OSS
Stealing	DET + Restitution	OSS + Restitution	OSS
Vandalism	DET + Restitution	OSS + Restitution	OSS
Weapons	OSS	Long-Term	
Firearms / Explosives	Expulsion		
Electronic Device / Cell Violation	Warning by Principal	DET	2-DET
Gaming/Messaging/Camera violation	Strike + 5 day restriction	DET + 15 day restriction	2-DET + 30 day restriction
Forgot to turn in 8:00-3:00 iPad	Strike + 5 day restriction	DET + 15 day restriction	2-DET + 30 day restriction
No iPad / Dead Battery on iPad	Strike	Strike	Strike

USD 248 DRESS CODE (grades 6-12):

The Board of Education and the Dress Code Committee believe that parents and students should be responsible for the dress and grooming of students. We believe that such dress and grooming should be conducive to the safety of all students, good physical hygiene of all students, and best learning situation that can be offered in the schools. This statement is applicable to school attendance only and is not to be interpreted as affecting the authority of the school or sponsor to establish special requirements of dress or appearance for participation in voluntary activities such as extracurricular music, clubs, or athletics. No style of dress will be tolerated which is disruptive of the educational process. The administration and faculty have full authority to determine the appropriateness of student clothing.

Acceptable Dress:

- Slacks, jeans, shorts, dresses, skirts if in good repair
- Biker shorts when worn under another garment
- Cutoffs with neat frayed edges (all edges are same length; no holes, no slits on side)
- Skirts and shorts at appropriate length and style that are not distracting (As a general guide, shorts/skirts should come to mid-thigh)
- Tank tops : Boys-must wear undershirt, Girls-must have at least 2" shoulder strap (no spaghetti or thin straps)
- Pierced ears
- Colored Hair if it is a dyed, natural solid hair color.

Not Acceptable Dress:

- Halter tops, shorts shirts exposing the midriff, see-throughs are all not acceptable
- Biker shorts worn alone are not acceptable
- Plunging necklines are not acceptable
- Tank tops: Boys must wear undershirt, girls must have at least a 2" shoulder strap (no spaghetti straps)
- Clothes that might be considered obscene or promoting alcohol, tobacco, or drugs are not acceptable
- Hats and/or items worn on or about the head are not acceptable anytime before or during the school day
- Visible piercing, other than on the ears, is not acceptable
- Any attire considered to be "extreme" by administration or faculty is not acceptable
- Hair of multiple colors or unnatural in color is not acceptable. The administration has sole responsibility to determine the appropriateness of "highlighting".
- Jeans with holes or ragged cuts that show skin or are slashed/ragged in private areas

Boys' Hair Length:

- Hair not to touch the collar of a crew neck t-shirts, cover the eyebrows, or extend below the earlobes.
- Pony tails, rat tails, or any other style that would circumvent the policy are not permitted.
- Boys must be clean shaven.
- On each incident: Warning by principal, two days to conform, strike, two days to conform, detention, suspension.

Violation of the dress code will result in :

- 1) A conference with the principal on the first offense. Student must conform to the dress code.
- 2) Second offense – Parent contacted by the principal and conformity to the dress code.
- 3) Third offense – DETENTION
- 4) Subsequent violations –suspension.

Dress Code Appeal Procedure :

- Students may appeal to the Student Council if they feel they have been unjustly criticized.
- Further appeal may be made to the Dress Code Committee and finally to the Board of Education.

CAFETERIA INFORMATION

- Our middle school has a closed lunch period, which means all students must remain at school for your noon meal. You may buy school lunches or bring a sack lunch from home. All food will be eaten in the cafeteria.
- Breakfast is served from 7:30-7:55 each day in the cafeteria.
- A free and/or reduced rate program is available for eligible students based on family income. Application forms for these federal programs are available in the school lunch director's office. All financial information is kept confidential.
- Money can be deposited in the student's account before school or at any time during the day.

BUS TRANSPORTATION POLICY

1. The school furnishes transportation for those students who live outside the boundaries established by the Board of Education.
2. The driver is in charge of all students and the bus. Students will obey the driver promptly and at all times, or will forfeit the privilege of riding the bus.
3. Drivers will check attendance daily and report passenger changes as they occur.
4. Students must be on time. The bus will not wait beyond its regular schedule for those who are late getting to their stop.
5. Students are not permitted to leave the bus until they arrive at their usual destination, except upon written instructions from the principal or parents. If a pupil is riding home with another student, the note must be presented to the principal who will make the decision on approving the request. The student will then present the approved note to the driver.
6. All bus routes are carefully laid out and approximate time schedules established. They are approved by the Board of Education and the State Department of Education. No deviations are to be made from these routes and schedules.

BUS SAFETY REGULATIONS

1. Loud talking and laughing or unnecessary confusion can divert the driver's attention and may result in a serious accident. Riders must talk quietly at all times while riding the bus. Riders should not talk at all while the bus is at intersections or railroad crossings.
2. Riders must never tamper with the bus or any of its equipment, especially the emergency door exit.
3. Any damage done by students riding the school bus, such as a cut cushion, broken window, etc. will have to be paid for by the pupil and his family.
4. Riders must always keep their arms and head inside the bus when the windows are open.
5. Books, packages, coats, and all other objects must be kept out of the aisles.
6. Eating or drinking is not permitted on the bus during regular morning and evening routes unless warranted by medical situations.
7. The driver shall have the authority to assign a seat to each passenger. Students should stay seated.
8. Students must not try to get on or off the bus, or move about the bus, while it is in motion.
9. Extracurricular trips: If time is scheduled for a food stop, no food or drinks should be brought onto the bus. Some extracurricular trips will necessitate allowing drinks on the bus. The sponsor should assure that the students take care of the trash. No glass containers. Sponsors who do not comply with this rule should be reported to their building principal to rectify the problem.
10. Students who refuse to cooperate fully and to observe these regulations will be denied the privilege of riding the bus.

TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITY

Students will be required to use transportation provided by the school district to and from the designated activity. Students may be released to the parent following the activity by signing the student out through the sponsor of the activity. This regulation is a safety precaution and should be considered a benefit to our students. All activity buses are sponsored by an adult and regular bus rules will be followed.

TESTING PROGRAM

- Kansas Assessment Tests: required by the state of Kansas. Grade levels and subjects to be tested in 2017-18 are: Reading (grades 6,7,8), Mathematics (grades 6,7,8), Science (grade 8), Social Studies (grades 6&8).
- Norm-referenced tests: Aimsweb benchmark exams will be given to all students in grades 6-7-8 three times per year.

ENROLLMENT PROCEDURE

Spring Pre-Enrollment: Mrs. Kelso will meet with returning and incoming students during the month of May to enroll them for the following school year. Students will be mailed a copy of their schedule, along with all enrollment forms, in late July.

Changing Classes: Deadline for changing class schedules is the 3rd day of the affected classes. See Mr. Heatherly

Textbook/Enrollment Fee: \$30 per student for the 2017-18 school year. Must be paid regardless of lunch status. Students with unpaid enrollments fees are NOT allowed to participate in extra-curricular activities or attend school functions like field trips or school dances.

PARENT / TEACHER CONFERENCES

Communicating with your child's teachers is encouraged and is important for particular concerns that may arise. Parent/teacher conferences will be held in October. At any time during the school year, please feel free to contact the office to help arrange a conference. We must remember that parents and the school have the same goal in mind: "educating each child the best we can!"

HONOR ROLL RECOGNITION

There will be two honor roll distinctions: All A's Honor Roll and A-B Honor Roll. Any student with a "C", "D" or "F" in any class is not eligible for honor roll status.

GRADING SCALE

A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-67	
A 96-94	B 86-83	C 76-73	D 66-63	F 59-0
A- 93-90	B- 82-80	C- 72-70	D- 62-60	

REPORT CARDS

Grade cards are distributed as listed in the below table. Please call the office if you did not receive a report card for your son/daughter.. Parents are encouraged to review the report cards with the student. If you would like to visit with a teacher concerning the grade card, please call our office to set up a conference.

Type of Report	Date Distributed
<i>1st Quarter REPORT CARD (mailed home)</i>	<i>Tuesday, Oct 17</i>
<i>2nd Quarter REPORT CARD (mailed home)</i>	<i>Thursday, Jan 4</i>
<i>3rd Quarter REPORT CARD (mailed home)</i>	<i>Tuesday, Mar 27</i>
<i>4th Quarter REPORT CARD (mailed home)</i>	<i>Tuesday, May 29</i>

K.S.H.S.A.A. ELIGIBILITY

To be eligible for extracurricular activities such as athletics, band, vocal music, cheerleading, students must:

- Pass at least FIVE classes the previous quarter (excluding seminar).

ATHLETIC PROGRAMS

Participation: All 7th and 8th grade boys and girls are eligible and urged to try out for interscholastic athletics. We are a member of the CCC Junior League. We compete interscholastically with the other seven members of the league. The schedule of sports seasons is: Girls Volleyball (7th & 8th); Boys Football (7th & 8th), Girls & Boys Basketball (7th & 8th) and Girls and Boys Track (7th & 8th)

- All participants will furnish their own shoes. An athletic locker will be assigned to each athlete to store their clothing. Athletes are encouraged to keep their lockers locked at all times and are discouraged from giving their combinations to other students.
- All participants are fiscally responsible for any school-issued equipment. If something is lost or damaged, the parents will be responsible to pay replacement cost of the equipment.
- A physical examination is required before a student may participate in an athletic practice.
- The school district carries a supplemental insurance that supplements personal insurance carried by parents. This school insurance is only a supplement; it does not pay for all expenses and does have a cap. If your son/daughter is injured during school practice or school games, please ask the office for a copy of the insurance claim form.
- Athletes serving out-of-school suspension are not eligible for athletic participation until they are readmitted to the regular school environment.

DRUG TESTING POLICY

USD 248 has a random drug testing policy for all students in grades 7-12 who are participating in extra-curricular activities (athletics, cheerleading, music, etc.) and co-curricular activities (clubs, dances, etc.). To participate in these activities, a student must submit a completed consent form to the office within the first five days of school. Students may choose to submit a withdrawal form but by doing so eliminates their opportunity to participate in extra- and co-curricular activities. Also, any student may be requested by administration to provide a sample if the request is based upon reasonable suspicion. Students who intentionally attempt to circumvent the collection process will be suspended from school. The full details of our student drug testing program is contained in the policy which is posted on the school website. It has also been placed at the end of this student handbook in the appendix.

iPAD POLICY OF USD 248

The entire iPad Policy of USD 248 is posted on the school website at www.girard248.org.

It has also been attached to the end of this student handbook in the appendix.

Please understand that our school-owned iPads will be checked out to any student in grades 5-12 with NO charge if only used during school hours of 8:00-3:00. However, if a parent wants to have their child use the school-owned iPads outside of schools on a 24 hour basis, 7 days per week during the school year, the parent must pay BOTH the \$30 textbook/enrollment fee and the \$50 technology fee before the device is allowed to go home with the student.

POSITIVE REINFORCEMENT PROGRAM

Several positive reinforcement/incentive programs have been implemented to reward students for excellence in the areas of behavior, attendance, grades, organization, and responsibility. Following is a description of these positive reinforcement programs.

TROJAN TIME in Seminar: Each grade level will have a day assigned to reward student for a positive behavior. All students who have NOT received a Friday school, ISS, or OSS during the current quarter will be given free time during seminar. All ineligible students will be assigned to a study hall. Trojan Time is on Monday and Friday with grade levels rotating.

END-OF-THE-QUARTER DRAWING: At the end of each quarter, up to 15 students per grade level will be recognized for having perfect behavior for the quarter – no strikes, detentions, or suspensions. If the students drawn in the lottery meet this criteria, they will be given \$3 each.

END-OF-THE-QUARTER MOVIE: At the end of each quarter, students who have not received a detention or suspension will be rewarded with a movie. Ineligible students report to mandatory study halls.

MIDDLE SCHOOL DANCES: Dances are scheduled for Halloween, Christmas, and Valentine's Day. These dances will be held to reward students for good citizenship at school. Following is the criteria for being invited to the dance.

- **To attend the Halloween Dance:** Student must have no more than one detention and no ISS/OSS from the first day of school up to and including the day of the Halloween Dance.
- **To attend the Christmas Dance:** Student must have no more than detention and no ISS/OSS in the time frame between the Halloween Dance and up to and including the day of the Christmas dance.
- **To attend the Valentine's Dance:** Student must have no more than one detention and no ISS/OSS in the time frame between the Halloween Dance and up to and including the day of the Valentine's dance.

Girard USD 248 Student Drug Testing Form

Student Name: _____ Grade _____ Date ____ - ____ - ____

Policy Statement

The Girard USD 248 Board of Education has adopted the “Student Drug Testing Policy” for drug testing of students participating in and/or attending extracurricular activities and/or co-curricular activities.

General Authorization Form

The student and parent/guardian have read and understand the “USD 248 Student Drug Testing Policy.” We understand that as a condition of the student being allowed to participate in or attend extracurricular and/or co-curricular activities, the student may be required to undergo and successfully pass a random screening for alcohol, illegal drugs, or other banned substances, as set forth in the drug testing policy. We agree to all terms and conditions contained in the policy.

The student and parent/guardian hereby consent to participate in the random drug and alcohol testing program and to the disclosure of testing results to designated USD 248 personnel and to the parent/guardian. We further understand that the student’s refusal to submit to a drug screening will be treated in the same manner as if the student had tested positive for banned substances.

No student shall be penalized academically for testing positive for banned substances during random drug testing. If the consumption took place at school or at a school activity, we understand there may be disciplinary consequences as determined by the administration as outlined in the student handbook of the school.

The privilege of being allowed to participate in extracurricular and/or co-curricular activities is contingent on the signing of this consent form.

This consent form shall remain in effect for a period of twelve (12) months from the date it is executed. Any revocation of this consent form shall disqualify the student from participating in extracurricular and/or co-curricular activities for a period of twelve (12) months.

Student Signature _____

Parent/Guardian Signature _____

Address

City

State

Zip

All students wanting to participate in or attend extracurricular and/or co-curricular activities for USD 248 must sign this consent form and return it to the appropriate school office. Students will not be allowed to practice, participate in, or attend any extracurricular/co-curricular activity without both parental and student signatures.

Student Drug Testing Withdrawal Form

_____ wish to withdraw from

Print Student Name Here

the Girard USD 248 Student Random Drug Testing Pool for the 20_____ - _____ school year.

I will submit this form to the principal's office. I want my name to be withdrawn from the testing pool on the date this form is received by the principal's office. Completing this form will impact my participation in and attendance at all athletic programs, extracurricular activities and/or cocurricular activities. By withdrawing, I understand I can no longer participate in or attend any of these programs and activities. I may reenter the testing pool and enjoy the privileges listed above at the beginning of the next school year by filling out a new consent form.

Students have ten (10) school days to reconsider their decision and reenter the pool with no consequences.

Any student who is under eighteen (18) years of age must have parental consent as indicated by signature below.

_____ / ____ / ____
Printed Student Name

Grade

Date

Student Signature

Parent/Guardian Signature

Address

City

State

Zip

USD 248 STUDENT DRUG TESTING POLICY

In an effort to protect the health and safety of USD 248 students from illegal and/or performance-enhancing drug use and abuse or injuries resulting from the use of drugs/alcohol, and to set an example for all students, the Girard USD 248 Board of Education has adopted the “Student Drug Testing Policy” for drug testing of students participating in or attending extracurricular and/or co-curricular activities. The Board recognizes that all students have certain personal rights of privacy guaranteed by our federal and state constitutions. This policy will not infringe on those rights.

STATEMENT OF PURPOSE AND INTENT

- A. It is the desire of the USD 248 Board of Education, administration, and staff that every student in USD 248 refrain from using, possessing, or distributing illegal drugs and/or alcohol. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend extracurricular and/or co-curricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of USD 248 regarding possession and/or use of illegal drugs and/or alcohol.
- B. Participation in or attendance at school sponsored extracurricular and co-curricular activities is a privilege. Accordingly, students participating in or attending extracurricular and co-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.
- C. The purpose of this policy is to prevent illegal drug use and to strive within USD 248 to create an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend extracurricular or co-curricular activities. No academic sanction for violation of this policy will occur, except to the extent that a violation of this policy would also constitute a violation of the school’s discipline policy, or if a student blatantly tries to circumvent the testing process. In either case, school discipline will apply. If the school’s discipline policy regarding drug/alcohol use is violated, the student will be subject to the penalties of the discipline policy.
- D. The purpose of this policy is to prevent drug/alcohol use; educate students as to the serious physical, mental, and emotional harm caused by drug use; alert students with possible drug problems to the potential harms of use; prevent injury, illness, and harm as a result of drug use; and maintain in the school district an environment free of drug use and abuse. USD 248 has adopted this policy for use by all students participating in or attending extracurricular and co-curricular activities in grades 7 -12.

DEFINITIONS

EXTRACURRICULAR ACTIVITIES – those activities that take place outside the regular course of study in school and those students involved in those activities, including all USD 248 sponsored athletics and activities and interscholastic athletics and activities. Examples would include, but not be limited to, competitive athletics, cheerleading/dance teams, and school-sponsored dances.

CO-CURRICULAR ACTIVITIES – participation in activities, clubs, and organizations. Examples would include, but not be limited to, speech, debate, forensics, drama, band, choir, FCCLA, FFA, Student Council, and National Honor Society.

DRUG USE TEST – a scientifically substantiated method to test for the presence of illegal drugs, performance-enhancing drugs or alcohol in a person’s urine, saliva, hair, or breath.

ILLEGAL DRUGS – any substance that an individual may not sell, possess, use, distribute, or purchase under federal or Kansas law. Examples would include, but not be limited to, all scheduled drugs as defined by Kansas law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose, as well as alcohol.

PERFORMANCE-ENHANCING DRUGS – includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. Dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions are not included in the term “performance-enhancing drugs.”

POSITIVE RESULT – a toxicological test result that is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. “Positive” when referring to an alcohol test administered under this policy means a breath analyzer test result that is considered to demonstrate the presence of alcohol.

REASONABLE SUSPICION – based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also include unusual increases in size, strength, weight, or other athletic abilities.

RANDOM SELECTION – each participant who has returned a signed consent form will be assigned a random number for testing purposes. The participant’s drug test number will be used by the laboratory which conducts the drug tests to select the participants to be tested.

SCHOOL DAYS– days that school are actually in session in USD 248.

ALCOHOL- the product of distillation of any fermented liquid, whether rectified or diluted, whatever its origin, and includes synthetic methyl alcohol.

EDUCATION

The school shall provide a drug policy education session for students within one week of the policy implementation. The session will include a detailed explanation of the “USD 248 Student Drug Testing Policy.” In addition, it is recommended that each coach/sponsor conduct a player and parent meeting that will include information about the impact of the drug testing policy on participants. Parental attendance is strongly encouraged at each session. Each student will be provided a copy of the policy and a consent form.

PROCEDURE

- A. Each student in extracurricular and/or co-curricular activities shall receive copies of the “Student Drug Testing Consent Form” which shall be read, signed, and dated by the student and parent and/or guardian. All students wanting to participate in or attend extracurricular and/or co-curricular activities must sign the consent form. This form must be returned to the office within five (5) school days after policy implementation. Failure to turn in the properly signed consent form within the time limits set forth in this policy will keep a student from participating in or attending extracurricular and/or co-curricular activities. Transfer students will be placed in a testing pool within one week of their enrollment date in USD 248 schools.
- B. Students will be required to provide urine samples as follows:
 - 1. On a random selection basis, from a list of all students in the testing pool, a minimum of two (2) middle school students and eight (8) high school students will be drawn at random to provide a urine sample approximately twice per month.
 - 2. At any time requested by the administration, based upon reasonable suspicion.
- C. Any drug use test required by USD 248 under the terms of this policy will be administered by a professional laboratory chosen by USD 248, using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.
- D. Students attending school-sponsored extracurricular and/or co-curricular activities may be required to submit to an alcohol breath analyzer test prior to entry to determine the presence of alcohol or at anytime requested by administration, based upon reasonable suspicion.
- E. All aspects of the drug-testing program, including the taking of specimens, will be conducted in a manner to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility. The student will empty his/her pockets and remove his/her coat and other excess clothing prior to entering the restroom or other private facility. The principal shall designate a drug laboratory employee or school employee of the same gender as the student to accompany the student to a restroom or other private facility. When collecting a urine sample, the monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure. At this time the monitor will inform the principal, who will then determine if a new sample should be obtained. The monitor will be present to collect the sample along with the student and one other witness.
- F. If the initial drug test is positive, the initial test result will then be subject to confirmation by a second test. The second test shall not be reported positive unless the second test is positive for the presence of an illegal drug.
- G. If the second test confirms a positive result, the laboratory will report the results to the designated employee representative. The school will then be responsible for contacting the parents of the student with the results and will solicit information regarding any medications the student may be taking. If needed, the school will contact a certifying scientist, at the laboratory regarding any drug interactions. If requested, a medical review officer is available to confirm the results and report the findings to the designated employee representative.
- H. The principal will contact the superintendent, assistant principal, head coach/sponsor, student, and parent/guardian to schedule a conference. At the conference the principal will solicit any explanation of the positive result. If the student asserts the positive test results are caused by something other

than consumption of an illegal drug, performance-enhancing drug, or alcohol, the student will be given the opportunity to present evidence of such to the principal, athletic director, and head coach/sponsor. The school district will rely on the professional opinion of the laboratory that performs the confirmation test in determining whether the positive test result was produced by something other than the consumption of an illegal drug, performance-enhancing drug, or alcohol. The principal, superintendent, assistant principal, and coach/sponsor will make the decision within three (3) working days.

- I. This decision may be appealed in writing to the USD 248 superintendent within three (3) working days. The superintendent will then make a written decision within three (3) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in extracurricular and/or co-curricular activities.
- J. The superintendent's decision may be appealed in writing to the USD 248 Board of Education within three (3) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in extracurricular and/or co-curricular activities.
- K. A student who has tested positive for illegal or performance-enhancing drugs will be required to undergo one or more additional drug tests to confirm that the student is no longer using illegal or performance-enhancing drugs. A student may participate in activities after his/her initial suspension is served. However, the student will need to pass a second test within two months of the suspension to maintain participation privileges. The cost of the retest will be the obligation of the student or the parent/guardian.
- L. All parents/guardians of students who do not test positive for illegal drugs or performance-enhancing drugs in the initial screening will be contacted by USD 248 personnel within ten (10) working days after testing.

VIOLATIONS

Any student who tests positive in a drug/alcohol use test under this policy shall be subject to the consequences listed below. Violations under this drug testing policy are cumulative throughout grades 7-12 and do not start over each school year.

1ST OFFENSE – The student shall be suspended from participation in all extracurricular and/or co-curricular activities including all performances and competitions for a period of four weeks (20 school days). During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to ten (10) school days.

2nd OFFENSE - The student shall be suspended from participation in all extracurricular and/or co-curricular activities, including all performances and competitions, for a period eighteen school weeks (90 school days). During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to ten school weeks (50 school days).

SUBSEQUENT OFFENSES – The student shall be suspended from participation in all extracurricular and/or co-curricular activities, including all performances and competitions, for thirty-six school weeks (180 school days).

Note: Any student who is found to have interfered and/or circumvented their drug test, will subject themselves to the school discipline plan. This action will result in an out of school suspension and an automatic positive drug test.

SELF-REPORTING

A student who has never tested positive under the USD 248 policy has the option to voluntarily “self-report” the use of an illegal drug/alcohol. Under this self-reporting clause, the student must self-report to the principal prior to being selected in a random draw. Any student who self-reports a 1st offense shall have a five (5) school day suspension from all activities. Students cannot self-report if they have already tested positive as a 1st offense.

REFUSAL TO SUBMIT TO A DRUG TEST

Any student in the pool who refuses to submit to a drug/alcohol test authorized under this policy shall be considered “POSITIVE” for drugs and be subject to the appropriate suspension as stated previously in the USD 248 Student Drug Testing Policy.

TRANSFER STUDENTS

Any student transferring to USD 248 who wishes to participate in extracurricular and/or co-curricular activities must have a signed “Student Drug Testing Consent Form” on file with the principal’s office within five (5) school days of his/her initial enrollment. Additionally, any transfer student who has failed a drug screening in a previous school district enters USD 248 with a similar record.

DISCLAIMER

The Girard USD 248 Student Drug Testing Policy does not supersede the student handbooks of Girard High School or Girard Middle School with regard to students found to be in possession of, using, providing, or under the influence of illegal substances or alcohol while on school property or at a school activity (home or away). Therefore, a student who violates the policy as set forth in the student handbooks should expect further consequences as deemed appropriate by the building principal.

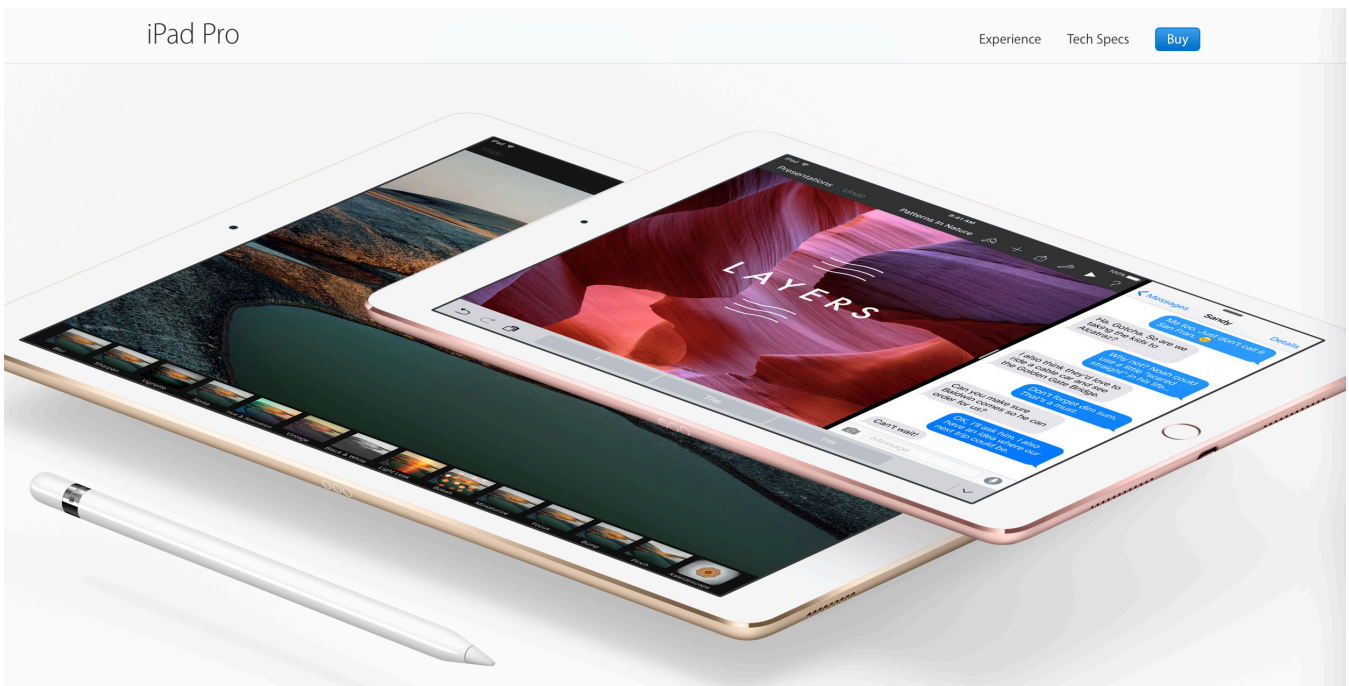
Girard USD 248

Girard USD 248

iPad Initiative

Policy & Procedures

2016-17



Revised 6-9-2016

TABLE OF CONTENTS

TOPIC	PAGE
1. INTRODUCTION/OVERVIEW	3
2. GIRARD IPAD STEERING COMMITTEE	3
3. TIMELINE.....	3
4. EQUIPMENT/DEPLOYMENT STRATEGY	3
5. BRING YOUR OWN DEVICE (BYOD).....	4
5.1 BYOD Rationale.....	4
5.2 BYOD Requirements	4
6. TYPE OF USER ACCOUNTS	4
COPPA Act of 1998	4
6.1 Institutional Accounts (grades K-5).....	4
6.2 Layered or Institutional Accounts (grades 6-7)	4
6.3 Personal Accounts (grades 8-12).....	4
7. OFF CAMPUS RIGHTS	4
7.1 Take Home 24/7 Access	4
7.2 School Day Only Access.....	4
8. RECEIVING YOUR IPAD & CHECK-IN PROCEDURE	4
8.1 Receiving Your iPad	4
8.2 Checking In Your iPad at the End of the Year	4
9. TAKING CARE OF YOUR IPAD	5
9.1 General Precautions.....	5
9.2 Carrying Your iPad	5
9.3 Screen Care	5
10. USING YOUR IPAD AT SCHOOL.....	5
10.1 iPad Left at Home	5
10.2 iPad Undergoing Repair	5
10.3 Charging Your iPad Battery	5
10.4 Screensavers/Background Photos	5
10.5 Sound, Music, Games, or Programs	5
10.6 Printing.....	6
10.7 Home Internet Access/Printing	6
10.8 Personal Apps	6
11. MANAGING YOUR FILES & SAVING YOUR WORK	6
11.1 BACKING UP YOUR WORK (CLOUD?)	6
12. SOFTWARE ON IPADS	6
12.1 Originally Installed Software	6
12.2 Additional Software	6
12.3 Inspection	6
12.4 Software Upgrades	6
12.5 Technology Support.....	6
13. ACCEPTABLE USE.....	7
13.1 Parent/Guardian Responsibilities	7
13.2 School Responsibilities.....	7
13.3 Student Responsibilities.....	7
13.4 Student Activities Strictly Prohibited	7
13.5 iPad Care	8
13.6 Legal Propriety.....	8
13.7 Student Discipline.....	8
14. PROTECTING & STORING YOUR IPAD.....	8
14.1 iPad Identification.....	8
14.2 Storing Your iPad	8
14.3 iPads Left in Unsupervised Areas.....	8
15. REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS	8
15.1 Accidental Damage	8
15.2 Personal Home or Homeowners Coverage	8
15.3 Intentional Damage	9
15.4 Lost iPad and/or Accessories	9
15.5 Warranty Repairs.....	9
15.6 Vandalism and Theft.....	9
16. SCHOOL RIGHTS.....	9
16.1 Right to Discipline or Revoke Use of iPad	9
16.2 Right to Inspect iPad and its Contents	9
16.3 Right to Define Inappropriate Use of Technology.....	9
IPAD USER AGREEMENT	11
STUDENT & PARENT SIGNATURE PAGES.....	12

Girard USD 248
iPad Policy & Procedures
2016-17

INTRODUCTION / HISTORY / OVERVIEW:

At the December 2012 USD 248 Board of Education meeting, Girard school board members approved the recommendation of new superintendent Blaise Bauer to purchase 748 iPad Minis. Beginning in August 2013, all students in grades 5-12 will be issued an iPad Mini to be used throughout the school year. The student will have the option to take the iPad home each evening if their parent chooses to pay an annual technology fee. In grades K-4, each grade level will have one cart of iPad Minis.

The recommendation by Mr. Bauer was based on approximately six months of research conducted by the Girard iPad Steering Committee. The committee, head by Tech Director Rick Duling and Middle School Principal Randy Heatherly, visited schools currently using iPads, participated in Apple training and other workshops, and conducted pilot studies in each of the three buildings during the 2012-13 school year.

After the iPad initiative was approved by the school board, the administration and steering committee turned to focus to providing quality staff development to teaching staff in order to prepare them for the August 2013 deployment. Additionally, the steering committee developed the following iPad Policies and Procedures Policy after reviewing policies from several current 1:1 schools.

Our steering committee, teaching staff, and school board are very excited about this iPad Initiative and believe the integration of this technology into every day teaching and learning will have tremendous positive affect on student learning in our school district.

Our 2nd cycle begins in August 2016. We have purchased 580 new iPad Pro full-sized 32gb iPads with 9/7” screens to use throughout this four year cycle.

2. Girard Technology Steering Committee

Rick Duling, Tech Director	
Nancy Boore, RVH Teacher	Lisa Harris, RVH Teacher
Mark LaTurner, RVH Principal	Peggy Marshall, GMS Teacher
Wyndee Arneson, GMS Teacher	Randy Heatherly, GMS Principal
Rob Massa, GHS Teacher	Robyn O'Malley, GHS Teacher
Todd Ferguson, GHS Principal	Blaise Bauer, Superintendent
Beth Murphy, School Board	Lori Johnson, School Board

3. TIMELINE:

August 2012	Staff Development (Apps, Apps, & More Apps)
2012-2013	Pilots (GHS-Adv. Chem., Calculus), (GMS-6 th Math), RVH-(Cart)
September 2012	School Visits to Abilene, Baxter Springs, Central Heights
December 2012	USD 248 Board of Education approves iPad Initiative
January 2013	Staff Development (Edmodo, iMovie, File Sharing/Notability, various apps)
August 2013	Deployment Week during enrollment
August 2016	Second iPad Deployment Cycle

4. EQUIPMENT / DEPLOYMENT

Grades 5-12	Every student will use an iPad Pro 32GB with a Protective Case
Grades K-4	Each grade level will have one cart of iPad Mini 16GB

Cases – students must use the school provided case unless they are bringing their own device (BYOD)

5. BRING YOUR OWN DEVICE (BYOD)

5.1. BYOD rationale: We realize that many students already possess their own iPad. We allow students to bring their own iPad as long as it meets the minimum GB specifications.

5.2. BYOD requirements: Must be an Apple iPad with at least 16gb and operating system of IOS 9.3 or higher. As of June 2016, the iPad3, iPad4, iPad Air, iPad Air 2, iPad Mini, iPad Mini 2, iPad Mini 3, iPad Mini 4, and iPad Pro all meet these requirements. Students choosing to BYOD must agree to let our technology department enroll their iPad to work with our Casper management system.

6. TYPE OF USER ACCOUNTS:

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

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

6.1. "INSTITUTIONAL" account (used in grades K-5).

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

6.2. "LAYERED" or "INSTITUTIONAL" account (used in grades 6-7).

The iPads for these grades are set up by the school. However, parents can choose to use their Apple ID or set up an Apple ID so they can manage Apps, buy Music/Videos, ...

6.3. "PERSONAL" account (used in grades 8-12).

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

7. OFF CAMPUS RIGHTS

7.1. TAKE HOME 24/7 ACCESS:

During the school year, students may use the iPad off campus on a 24 hour/7 day basis if they pay an annual technology fee of \$50. This annual technology fee must be paid at the time of enrollment along with the \$30 school enrollment fee before an iPad is checked out to the student. Students enrolling during the second semester will be charged ½ of the annual fee (\$25). The administration reserves the right to adjust the technology fee for students transferring in/out of the district during the school year.

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

- ✓ Have a parent and the student present at enrollment to pick up the iPad
- ✓ Have a parent pay the applicable technology fee
- ✓ Have both a parent and student sign the iPad User Agreement

7.2. SCHOOL DAY ONLY ACCESS:

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

8. RECEIVING YOUR iPad & CHECK-IN PROCEDURE

8.1. Receiving Your iPad

8.1.1. iPads will be distributed during enrollment week in August. Before an iPad is issued to a student, both parent and student must sign an iPad User Agreement.

8.2. Checking in Your iPad at the End of the Year

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

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

8.2.3. If a student fails to return the iPad at the end of the year check-in or upon termination of enrollment in Girard Schools, that student will be subject to criminal prosecution or civil liability. The student will also

pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Girard Police Department.

- 8.2.4. The student is expected to return the iPad and case to the building principal in satisfactory condition. The student will be responsible for any damage to the iPad and will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.
- 8.2.5. Starting in August 2016, when students are checked out their new iPad, they will be given a charging cable and wall adaptor. They will keep this adaptor for the remainder of the four year iPad cycle. Students will NOT return the charging cable and wall adaptor at the end of the year. With these accessories, it is the student's responsibility to replace faulty/lost cables or adaptors.

9. TAKING CARE OF YOUR iPad:

9.1. General Precautions

- 9.1.1. The iPad is school property that may be inspected by school officials at any time. All users will follow this policy and the Girard Technology User Agreement.
- 9.1.2. Only use a clean soft cloth to clean the screen. No cleansers of any type.
- 9.1.3. Cords and cables must be inserted carefully into the iPad to prevent damage.
- 9.1.4. iPads must remain free of any writing, drawing, stickers, or labels. The only exception: the Girard Technology Dept will place an identification sticker on the iPad and iPad cover.
- 9.1.5. Students are responsible for charging their iPad overnight to ensure its usage throughout the next day.

9.2. Carrying iPads

- 9.2.1. A protective case/cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the day. iPads should always be within the protective case when carried. Students are required to use the school issued protective case unless they are a BYOD user using their own iPad.

9.3. Screen Care

- 9.3.1. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure or weight on the screen.
- 9.3.2. Do not put unnecessary pressure on the top of the iPad.
- 9.3.3. Do not place anything near the iPad that could put pressure on the screen.
- 9.3.4. Do not place anything in the carrying case that will press against the cover.
- 9.3.5. Clean the screen with a soft, dry cloth or anti-static cloth. Do not use cleansers.
- 9.3.6. Do not bump the iPad against walls, lockers, car doors, floors, etc. as it may crack or break the screen.

10. USING YOUR iPad AT SCHOOL

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

10.1. iPads Left at Home

If students leave their iPad at home, upon arrival at school, they should notify the office. Students will be asked to contact parents to bring the iPad to school. If that is not possible, they will be issued a "loaner" iPad but may be disciplined for failure to bring their fully-charged iPad to school.

10.2. iPad Undergoing Repair

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

10.3. Charging Your iPad's Battery

iPads should be charged overnight to full capacity before they are brought to school each day. Students may be issued a point if their battery fails to make it through the day.

10.4. Screensavers/Background Photos

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

10.5. Sound, Music, Games, or Programs

- 10.5.1. For students with personal accounts, the student may add music, games, etc. using their personal Apple ID. Apple ID's can be set up without using credit card information. Using iTunes cards may be the simplest way to add money to your Apple ID account if students want to add music and personal apps to their account. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 10.5.2. Appropriate music is allowed on the iPad. Ear buds/headphones may be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

10.6. Printing

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

10.7. Home Internet Access/Printing

- 10.7.1. Students are allowed to set up additional wireless networks on their iPads. This will be necessary to use web-based services outside of the school setting.
- 10.7.2. Printing at home will require a wireless printer, proper settings on the iPad, an ePrint compatible printer and possibly an additional app or software on your home computer/printer.

10.8. Personal Apps

- 10.8.1. Students in grades 8-12 may install appropriate personal apps on their iPad via their personal iTunes account. With parental consent, students in grades 6-7 may install appropriate personal apps on their iPad using Apple ID's set up by their parents. Girard USD 248 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not limit what can be downloaded to the students individual iTunes account or other personal device (iPhone, iPod,....).
- 10.8.2. In the event storage space becomes an issue on individual iPads, student music, videos, photos and apps will need to be deleted.

11. MANAGING YOUR FILES & SAVING YOUR WORK

11.1. Backing Up Data

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

12. SOFTWARE ON IPADS

12.1. Originally Installed Software

- 12.1.1. The apps and operating system originally installed by USD No. 248 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.
- 12.1.2. Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material. Violations would be handled through the disciplinary guidelines in the student handbook.

12.2. Additional Software

- 12.2.1. Student iPads will be pre-loaded with apps like Pages, Keynote, iMovie, Notability, ... Additionally, students will be provided with purchase codes (at no charge to them) to purchase apps that have been requested by teachers.

12.3. Inspection

- 12.3.1. iPads owned by USD 248 – Since these devices are owned by USD 248, the contents of the iPad may be inspected by school officials at any time. Students should not expect any right or expectation of privacy since these iPads are owned by the school and the expectations for appropriate usage have been explained in this policy.
- 12.3.2. BYOD iPads – Since these devices are owned by the student and/or parent/guardian, these iPads will not be subject to random searches like the school-owned iPads. However, much like with student cellphones, the school reserves the right to search devices confiscated due to reasonable suspicion that school policies have been violated or a criminal offense has occurred. If a school policy has been violated or a criminal offense has been committed, the student should understand there is “no right or expectation of privacy”.

12.4. Software upgrades

- 12.4.1. Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads, even if it is their own device, for periodic updates and syncing. Operating systems with Apple devices change. Students on “personal” accounts are responsible for keeping their own downloaded apps updated.

12.5. Technology Support

- 12.5.1. Technology support for iPads will be available during the normal business day at Girard Middle/Senior High School. Students needing iPad assistance should first contact the principal’s office. Office personnel will then contact the tech office to see if help is immediately available or to leave a help request with the tech office. Typically, the technology office is open from 7:45-3:30 each school day. After hours support will not be available.

13. ACCEPTABLE USE

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

13.1. Parent/Guardian Responsibilities

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

13.2. School Responsibilities are to:

- 13.2.1. Provide internet access to its students via the student wifi network.
- 13.2.2. Provide internet filtering.
- 13.2.3. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 13.2.4. Recommend students use the “cloud” for data storage of school related content.
- 13.2.5. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

13.3. Students are responsible for:

- 13.3.1. Using iPads in a responsible and ethical manner.
- 13.3.2. Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 13.3.3. Bringing their iPad to school each day fully charged (if they are a 24/7 user).
- 13.3.4. Handing over their iPad or putting away their iPad if requested to do so by the teacher.
- 13.3.5. Keeping WIFI turned ON and staying connected to the student wifi network during the school day and while on school property.
- 13.3.6. Keeping their Bluetooth setting turned ON during the school day and while on school property.
- 13.3.7. Using all technology resources in an appropriate manner so as to not damage school equipment.
- 13.3.8. Helping Girard School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 13.3.9. Monitoring all activity on their account(s).
- 13.3.10. Securing their iPad after they are done working to protect their work and information.
- 13.3.11. Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 13.3.12. Returning their iPad to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Girard for any other reason must return their individual school iPad on the date of termination.

13.4. Student Activities Prohibited: (these are examples; not an all-inclusive list)

- 13.4.1. Illegal installation, downloading or transmission of copyrighted materials (apps/music/movies/etc.)
- 13.4.2. Any action that violates existing Board policy or public law.
- 13.4.3. Turning on Airplane mode during the school day or while on school property.
- 13.4.4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 13.4.5. Inappropriate use of the camera/recorder: improperly utilizing photos, video, and/or audio recordings of any other person.
- 13.4.6. Changing iPad settings and profiles in an effort to circumvent the filtering and management system.
- 13.4.7. Downloading inappropriate apps or downloading paid apps without paying for them.
- 13.4.8. Participating in any inappropriate or illegal activity with the iPad.
- 13.4.9. Spamming-Sending inappropriate emails.
- 13.4.10. Using, sharing, or gaining access to other student's iPad, files, data, or homework.
- 13.4.11. Sharing Apple ID accounts with other students
- 13.4.12. Sharing usernames and passwords with other students
- 13.4.13. Vandalism to your iPad or another student's iPad.
- 13.4.14. Recording a teacher or staff member without their permission.
- 13.4.15. Posting of pictures or videos online without the permission of the parties involved.
- 13.4.16. Any attempt to circumvent the filtering and management system.
- 13.4.17. Using social media/instant messaging/texting during the school day without teacher permission.
- 13.4.18. Gaming during the school day without teacher permission.
- 13.4.19. All other inappropriate uses of the iPad that may disruptive to the school environment, is considered to be "off task" behavior, or is not of educational value as determined by administration.

13.5. iPad Care:

- 13.5.1. Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- 13.5.2. iPad batteries must be fully charged and ready for school every day.
- 13.5.3. iPads that are stolen must be reported immediately to the principal's office and the Girard SRO.

13.6. Legal Propriety:

- 13.6.1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Apps obtained by individual students should not be shared with other students.
- 13.6.2. Plagiarism is a violation of the Girard Schools Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music,

and text. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

13.7. Administrative Authority / Student Discipline:

- 13.7.1. The activities listed in Section 13.4 are just a guideline and is not an all-inclusive list. Technology is changing every day. Administration reserves the right to deviate from this policy when necessary depending on the severity and details of the individual situation. If a student violates any part of the above policy, board policy, or school handbook policy related to the use of technology, he/she may be subject to the following disciplinary steps:
- 13.7.2. Loss of privilege to take the iPad off campus.
- 13.7.3. Loss of privilege of using the iPad during the school day.
- 13.7.4. Restriction or “locking” of the apps that are available on the iPad for specified time.
- 13.7.5. Disciplinary/Legal action as deemed appropriate.

14. PROTECTING & STORING YOUR IPAD

14.1. iPad Identification:

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

14.2. Storing Your iPad:

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

14.3. iPads Left in Unsupervised Areas:

- 14.3.1. Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office.

15. REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS

The Girard School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place. While USD 248 has chosen to allow personally owned iPads if they meet the minimum GB requirements and are enrolled through our technology department, the district technology staff will NOT be responsible for the repair of personally owned iPads.

15.1. Accidental Damage

- 15.1.1. Students will be responsible for caring for their iPad and school issued accessories. They will be expected to return them at the end of the year in good working condition.
- 15.1.2. Students will be responsible for the first \$125 of the cost of repairs/replacement of an iPad that has been damaged accidentally.
- 15.1.3. Students will be responsible for the replacement cost of school issued cases.
- 15.1.4. Students will be responsible for replacing faulty/lost charging cables and wall adaptors.

15.2. Personal Home or Homeowners coverage

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

15.3. Intentional Damage

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

15.4. Lost iPad and/or Accessories

- 15.4.1. If a student loses his/her iPad, they should immediately contact the principal. Additionally, the student will be required to immediately file a police report with the school resource officer. Students/parents will be responsible for the entire replacement cost to replace a lost iPad.
- 15.4.2. Lost cases will be charged the actual replacement cost.
- 15.4.3. Lost charging cables or wall adaptors will be replaced and paid for by the student.

15.5. Vandalism and Theft

- 15.5.1. In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the student or parent with the Girard SRO.

16.1. SCHOOL RIGHTS:

- 16.1.1. USD 248's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD No. 248. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- 16.1.2. The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 248 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 248 technology.
- 16.1.3. Girard Schools reserves the right to define inappropriate use of technology.

iPad User Agreement

Print Student Name _____ School: RVH GMS GHS Grade: _____

One Apple iPad and one case have been issued to the student for the 2016-17 school year. These items are in good working order. It is the student's responsibility to take care of the equipment and ensure that it is retained in a safe, secured environment at all times.

Students who pay a \$50 annual technology fee will be allowed to take the iPad home with them each day provided they responsibly care and use the iPad. Students enrolling during second semester will pay ½ the annual fee (\$25) provided they have paid their applicable enrollment fee. The administration reserves the right to adjust the technology fee for students transferring in/out of the district during the school year. The tech fee must be paid before the iPad can leave the building. If the iPad or any other technology device checked out to the student is damaged due to an accident, the student must pay the first \$125 of the repair/replacement. If the iPad is lost, stolen, or intentionally damaged, the student must pay the entire replacement cost. If the student breaks, loses, or has their iPad stolen, the student must pay the appropriate fees listed in Section 15 of this policy before they regain 24/7 access privileges if applicable. If school-issued cases are damaged or lost, the student is responsible to pay full replacement cost. If the charging cable or wall adaptor is damaged or lost, the student is responsible for purchasing a replacement from an outside vendor. If parents do NOT want the iPad going home with their child, then the \$50 tech fee is not assessed.

This equipment is, and at all times remains, the property of USD 248 Girard School District and is herewith only being lent to the student for educational purpose only during the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the iPad. The equipment will be returned when requested by Girard school officials, or sooner, if the student withdraws from the Girard school district prior to the end of the school year. Since the device belongs to USD 248, the student has no expectation or right of privacy while using or possessing this device. Upon request by school officials, the student must present the iPad for inspection of all content and applications by school officials.

Students may be subject to loss of privilege, disciplinary action, or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined the in the Girard iPad Policy and Procedures handbook as well as the Girard School Technology User Agreement.

Legal title to the technology device is with the Girard Schools USD 248. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following Board policies: Acceptable Use Policy for Technology, iPad Policy and Procedures handbook, Copyright Laws, and other guidelines as outlined in the student handbook.

Identification labels have been placed on the iPad and case. These labels are not to be removed or modified. If the label becomes damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

The student acknowledges and agrees that the student's use of the district property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the district property and to return the same in good condition repair upon request by Girard USD 248.

In the event an iPad is stolen or lost, the student or parent/guardian is required to immediately notify the principal. Upon return to school, the student and/or parent/guardian will immediately contact the school resource officer to fill out a police report.

In the event a student and his parent/guardian choose to bring their own iPad (which meets specifications), the student waives all "expectations of privacy" with regard to their personal device. While the school agrees not to conduct random searches on BYOD devices, the school reserves the right to search devices confiscated due to reasonable suspicion that a violation of school policy or committal of a criminal offense has occurred.

Please read through user agreement stipulations on the following pages. User agreement forms signed by both the student and parent/guardian must be submitted during enrollment before an iPad can be issued.

Student Responsibilities

Your iPad is an important learning tool and while at school should be used for only educational purposes.

When using the iPad at home, at school, and elsewhere, I will follow the policies of Girard USD 248, especially those outlined in the iPad Policy and Procedures handbook and Technology User Agreement, while also abiding by all local, state, and federal laws.

- ✓ I will take good care of my iPad by not dropping it, getting it wet, leaving it outdoors, using it nearby food or drink, ...
- ✓ I will never leave the iPad unattended. I will store it in my backpack or my school locker when not in use at school.
- ✓ I will never loan out my iPad to other individuals, not even my friends. While at school, it will stay in my possession at all times.
- ✓ I will protect my iPad by keeping it in a protective case.
- ✓ I will charge my iPad battery every night and bring it to school fully charged every day.
- ✓ I will keep food and beverages away from my iPad since they may cause damage to the device.
- ✓ I will not disassemble any part of my iPad or attempt any repairs.
- ✓ I will use my iPad in ways that are appropriate, meet Girard Schools' expectations, and are educational in nature.
- ✓ I will not place decorations (such as stickers, markers, etc.) on the iPad and will not deface the serial number label.
- ✓ I understand that my iPad is subject to inspection at any time without notice and remains the property of the Girard School District.
- ✓ I will follow the policies outlined in the iPad Handbook and the Technology User Agreement while at school, as well as outside the school day.
- ✓ I will keep my Bluetooth ON and keep WIFI ON connected to the school wifi during the school day or when on school property.
- ✓ I will keep Airplane mode turned OFF during the school day or when on school property.
- ✓ I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- ✓ I will notify the principal immediately if my iPad is damaged or not working properly.
- ✓ I will be responsible for all damage or loss caused by neglect or abuse.
- ✓ I agree to return the District iPad and case in good working condition.
- ✓ I understand I need to take care of my cable/adaptor because I am responsible to purchase a replacement if necessary.
- ✓ I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
- ✓ I will reserve 2 GB of storage at all times for addition of educational tools and updating requirements
- ✓ I am responsible for knowing my Apple ID/Password if needed for maintenance by the tech department
- ✓ I will not share my Apple ID/passwords/account info/data files with other students
- ✓ I understand all students are required to turn on "Find My iPad" during the school year and turn it off before checking in my iPad on their withdrawal or at the end of the school year.

I agree to the stipulations set forth in the above documents including the Girard iPad Policies and Procedures; the Technology User Agreement Policy; and this signed iPad user agreement.

Student Name (Please Print): _____

GRADE _____

Student Signature: _____

Date: ____/____/____

Parent/Guardian Responsibilities

Your student is being issued an iPad to improve and personalize his/her education this year. As the parent/guardian, you agree to the stipulations set forth in the iPad user agreement signed above by your student along with the regulations contained in the Girard iPad Policies and Procedures handbook and the Girard Technology User Agreement. Additionally, you agree to follow the guidelines listed below to ensure the safe, efficient, and ethical operation of this iPad.

- ✓ I will supervise my child's use of the iPad while at home and assume responsibility for the child's use of the iPad off campus.
- ✓ I will discuss our family's values and expectations regarding the use of the Internet and the iPad.
- ✓ I will monitor my child's use of the Internet during use of the iPad off campus.
- ✓ I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.
- ✓ I will report to the school any problems with the iPad.
- ✓ I will make sure my child recharges the iPad battery nightly.
- ✓ I will make sure my child brings the iPad to school every day fully charged.
- ✓ I understand that if my child comes to school without the iPad, I may be called to bring it to school.
- ✓ I agree to make sure that the iPad is returned to school when requested and upon my child's departure from Girard schools.
- ✓ I understand an annual technology fee of \$50 must be paid before my child can take home the iPad.
- ✓ I understand that I will be responsible for the first \$125 of repair/replacement cost for accidental damage to the iPad or any other technology device that is checked out to me.
- ✓ I understand that I will be responsible for the entire repair cost for intentional damage to the iPad, the replacement value of the iPad if stolen or lost, and for the replacement cost of the school issued case.
- ✓ I understand that my student was given a charging cable and adaptor they will keep using until the end of the current iPad cycle. If the cable or adaptor is faulty or lost, I am responsible for purchasing a replacement from the tech department or from an outside vendor.

Please check this box if you have an active Internet connection in your home.

Please check this box if you have Wireless access to the Internet in your home.

Parent/Guardian Name (Please Print): _____

GRADE _____

Parent/Guardian Signature: _____

Date: ____/____/____

Goals:

It is the policy of USD 248 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

Inappropriate Network Usage

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff

members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1) Students shall report suspected violation of this policy to any classroom teacher.
- 2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Disciplinary Measures

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Adoption

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 248 at a public meeting, following normal public notice and a hearing, on June 12, 2013.

Approved: KASB Recommendation – 6/12; 6/13

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

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

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

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

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

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

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.
 -

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

Reporting Data

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

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain

confidentiality of student records and shall report the findings and recommended action to the board in executive session.

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

Approved: KASB Recommendation June 12, 2013



Girard USD 248
Bullying Prevention Program

INTRODUCTION

The Girard School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, cyberbullying, or other written, oral or physical actions.

Counseling, corrective discipline, and/or referral to law enforcement (mental health) will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy. Some bullying behaviors may require a report to local law enforcement.

DEFINITION of BULLYING (per KSDE and SB 68):

1) “Bullying” means:

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

- i. Harming a student or staff member, whether physically or mentally;
- ii. Damaging a student’s or staff member’s property;
- iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- iv. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or

(B) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and

amendments thereto.

- (2) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.
 - (b) The board of education of each school district shall adopt a policy to prohibit bullying on school property, in a school vehicle or at a school-sponsored activity or event.
 - (c) The board of education of each school district shall adopt and implement a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event. Such a plan shall include provisions for the training and education for staff members and students.
 - (d) The board of education of each school district may adopt additional policies relating to bullying pursuant to subsection (e) of K.S.A. 72-8205, and amendments thereto.

DISTRICT POLICY

The following bullying policy was adopted by the Girard Board of Education at the regular meeting held on August 9, 2007.

JDDC Bullying (See GAAB, JCE, JGEC, JGECA, JDD and EBC)

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

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 expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

STAFF TRAINING

The district will provide bullying training for all staff members each year. All school employees must attend the provided training session or make arrangements with the building principal to receive comparable training. PDP toolbox will serve as documentation that each certified employee attended the provided training. Staff supervision by administrators will include attention to employee efforts to implement the bullying prevention program required by board policy.

STUDENT TRAINING

Each building will provide bullying training for all students each year. This training may be in the form of a character education program, or individual training sessions provided for students by staff or consultants. This training should take place in various formats at every grade level within the district to ensure all students have been educated regarding the bullying prevention program. Part of this training of students will include emphasis on the following student code:

- 1) We will not bully others.
- 2) We will try to help students who are bullied when it is safe to do so.
- 3) We will include students who are left out.
- 4) We will tell an adult at school and an adult at home when we see someone being bullied.

REPORTING OF INCIDENTS

Students, parents and/or teachers may report any bullying incident to any adult employee of the Girard School District. Once an employee has received a bullying report, it is the responsibility of the employee to promptly contact the building principal and inform him/her of the complaint. A drop box will be placed in a location accessible to all students in each building, so students can report violations on an anonymous basis. Once a report has been made, it is the responsibility of the building principal or his/her designee to investigate the incident, and act accordingly to the policies of the Girard School District.

DISPOSITION OF INCIDENTS

After conducting an investigation, some possible remedies include (but are not limited to):

- Only documentation of incident if there is not adequate evidence to conclude that bullying, harassment, or intimidation occurred
- Opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face
- Statement from school official to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated
- Conference with student and parents
- Referral to guidance counselor
- Corrective actions like loss of privileges, detention, suspension, expulsion, etc.
- Referral to school resource officer and/or law enforcement agencies

DATA COLLECTION & REPORTING TO BOARD OF EDUCATION

Each building will gather bullying data and report the results to the Board of Education at the end of the school year. The data will be a summary of the bullying incidents reported and investigated throughout the year.

- The requirements of this legislation shall be implemented by school districts on or before January 1, 2008.

JDDC Bullying (See EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC) JDDC

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.

Approved: KASB Recommendation – 06/07; 6/08; 6/09; 6/13

GAAE Bullying by Staff (See EBC, GAAB, JDD, JDDC, and KGC) GAAE

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.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation – 6/13

KGC Bullying by Parents (See EBC, GAAE, JDDC, KGD) KGC

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, 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.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan {shall/may} be posted on the district's website and copies of such documents shall be made available to parents of current students upon request.

Approved: KASB Recommendation – 6/13

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.

Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
the frame or receiver of any weapon described in the preceding example;
any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of a weapon of a type other than described under the “Weapons and Destructive Devices” heading above or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to DCF or the Commissioner of Juvenile Justice.

Approved: KASB Recommendation–9/97; 6/99; 6/00; 6/01; 6/04; 4/07; 10/12; 1/13

Assignment to a School Building, Grade Level, or Class

The Superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent. Assignment to particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal’s decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit:

In the middle (junior high) school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student’s documented past education experiences and performance on tests administered to determine grade level placement.

Approved : KASB Recommendation – 6/01; 4/07; 6/13

The building principal or designee thereof shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department of Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student’s parent(s) or guardian notifying them that the student’s failure to attend school without a valid excuse shall result in the student being report truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child’s parent or guardian or to another location designated by the board to address truancy issues.

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedures

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Approved: KASB Recommendations – 2/98; 4/07; 6/07; 11/10; 8/12; 10/12; 11/12.