

### **NORTHEAST U.S.D. 246 MISSION STATEMENT**

The Northeast U. S. D. 246 staff believes that all students can and will learn regardless of previous academic performance, family back ground, race, or gender. We are committed to all students achieving mastery of the essential academic skills needed upon graduation. Our first priority is the teacher teaching and the student learning.

### **NORTHEAST HIGH SCHOOL MISSION STATEMENT**

Northeast High School will offer a safe environment in which all students can learn. Our staff will provide equal opportunities for all students to learn through effective instructional practices. Our students will have the ability to be self sustaining, productive members of society who will read to learn, write to communicate, use technology to advance, and be informed citizens. Our students will make healthy, responsible choices and have an appreciation for the arts and culture. Students will develop a respect for self and others. Students will understand the purpose of leadership and how to work individually and in teams to solve problems.

Northeast Unified School District 246, Crawford County, Arma, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Superintendent, Box 669, Arma, KS 66712 - Phone No. 620-347-4116  
(Section 504 Coordinator).

NORTHEAST UNIFIED SCHOOL DISTRICT 246 IS AN EQUAL  
EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

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## **ENROLLMENT**

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### **1000 - Admission of Pupils**

Grade placement in Northeast U.S.D. 246 most often will be based upon an examination of the student's previous school record, but may be based on achievement tests administered by our staff.

Secondary enrollees should present a transcript of the record made in the last school attended at the time of enrollment in order to facilitate the enrolling process.

All students are required by state law to show proof that they have received, or are in the process of receiving, immunization against polio, mumps, diphtheria, rubella (German measles), measles (rubella), tetanus, and whooping cough. A tetanus booster is also required every ten years. These immunizations shall be in accordance with the immunization schedules of the Kansas Department of Health and Environment. New students shall have 90 days from the date of enrollment to complete these immunizations or they will be dropped from school until such time as it is satisfactorily completed. This requirement is waived for pupils whose parents present written statements asking for exception for reasons of health or religious beliefs.

### **1100 – Out of District Students**

Northeast High School has the right to accept or deny enrollment to out of district students wishing to enroll at Northeast High School. Upon acceptance the out of district student is expected to be a contributing member to the school. They are expected to maintain satisfactory academic progress and not affect the day to day operation of the school through discipline issues and disruption. Out of district students are on a yearly basis. If at anytime the school feels the student is not meeting these expectations the school will inform the student that at the end of the school year the student will have to return to their home district

## **1200 - Daily School Schedule**

### **Monday/Tuesday/Friday**

First Bell – 7:55am  
1<sup>st</sup> Hour – 8:00 – 8:45  
Seminar - 8:45 - 8:55  
2nd Hour - 8:58 - 9:42  
3rd Hour - 9:46 - 10:31  
4th Hour - 10:34 - 11:19  
Lunch - 11:19 - 11:47  
5<sup>th</sup> Hour – 11:50 - 12:35  
6<sup>th</sup> Hour – 12:38 - 1:23  
7<sup>th</sup> Hour – 1:26 - 2:11  
8<sup>th</sup> Hour – 2:14 – 2:59  
Viking Time – 3:02 – 3:20

### **Wednesday/Thursday**

First Bell – 7:55am  
1st/3rd Hour - 8:00 - 9:30  
Seminar - 9:30 - 9:40  
2nd/4th Hour - 9:43 - 11:13  
Lunch - 11:13 - 11:41  
5th/7th Hour - 11:44 - 1:14  
6th/8th Hour - 1:17 - 2:47  
Viking Time- 2:50 - 3:20

## **1300 – High School Staff**

### **Office Staff**

Dr. Clemensen – Principal  
Mrs. Richardson - Athletic Director  
Mrs. Gabern – Counselor  
Mrs. Bolton – Secretary  
Mr. Warford - Technology

### **Teachers**

Mr. Almandinger - Construction Trades  
Mrs. Anderson - Art  
Mr. Biechler - Social Studies  
Mrs. Cole – FACS  
Mr. Cramer - Physical Education  
Ms. Firm - Vocal  
Mr. Hobbs – Social Studies  
Mrs. Huber - Science  
Mrs. Karhoff – Math  
Mrs. Kuhel – Special Education  
Mr. Leonard – Para Educator  
Mr. McMurry - Spanish  
Mrs. Miller - English  
Mr. Glynn – Math  
Mrs. Popejoy – Business  
Mrs. Richardson – Physical Education  
Mr. Smith – English  
Mr. Sparks – Library  
Mrs. Sparks - Science

### **Custodians**

Mrs. Cavin  
Mr. Klinkon  
Mr. Sigmond  
Mr. Stewart

### **1400 - Changing Schedules**

Any schedule changes should occur within the first three (3) days of the semester. The administration has the authority to approve any schedule change after those three days. Every student is required to take a full schedule of classes.

### **1500 - Laboratory Fees**

Students are required to pay a flat fee upon enrollment. The fee is \$25. Students on reduced lunch will pay \$15. Students on free lunch will have no fee. This fee helps offset the cost of the elective programs at Northeast High School.

### **1600 - Workbooks**

Workbooks will be required in some classes. Students will be informed of the price of the workbook by the instructor. Workbooks must be paid for before they will be ordered and given to the students.

### **1700 - Seminar/Viking Time/Viking Rewards Guidelines**

#### **Seminar**

Seminar will take place between the first and second hours of each day. Students are not assigned to any teacher. All teachers will be in their classroom for students to ask questions or obtain any help needed. This will also be an opportunity for students to get second chance breakfast.

#### **Viking Time**

Viking Time will be the final class period of each day. All students are required to take Viking Time unless they have special permission from the Principal. This time is designed to allow students the opportunity to complete class work with the assistance of the Viking Time teacher. With permission students can travel to obtain help from specific teachers. Viking Time will be a Pass/Fail course. The Viking Time teacher will be required to mentor and keep track of their students grades.

#### **Viking Rewards**

Students receiving grades of A, B, or C will not be required to attend Viking Time on Wednesday or Thursday. All students receiving a grade of D or F must only work on coursework for those courses in which they are receiving a grade of D or F during Viking Time on Wednesday and Thursday. Grades must be updated by teachers by noon on Mondays. The D and F list will be run at noon on Mondays to determine that weeks Viking Rewards students. Each quarter the D and F list will be run, any student not appearing on the list at that time will be taken on a special Viking Rewards trip. Discipline incidents will also be included to be eligible for the Viking Rewards trip. Any suspension ISS or OSS during the

quarter of that trip will make you ineligible. Students who receive 3 or more detentions during the quarter will be ineligible for that quarters Viking Rewards trip. It is the Viking Time teachers responsibility to ensure students are working and getting the appropriate help they need to improve their grades. Any meetings can only be held on Monday, Tuesday, and Friday or with special permission of the Principal.

## **ATTENDANCE**

2000 - 2999

- 2000 Compulsory School Law
- 2100 Attendance
- 2200 Leaving a Class
- 2300 Leaving the Building
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### **2000 - Compulsory School Law**

K.S.A. Supplement 72-1111. Compulsory school attendance - Every parent, guardian or other person in the State of Kansas having control over or charge of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years, and has not attained a high school diploma or G.E.D. shall require such child to attend continuously each school year (1) public school for the duration of the school term provided for in K.S.A. Supp. 72-1106, as amended, (2) a private, denominational or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational or parochial school is located.

If the child is 16 or 17 years of age, the parent or guardian may allow the child to be exempt from the compulsory attendance requirements after meeting with high school principal and signing a waiver.

Truancy is defined for this policy the same as in K.S.A. 72-1113 as amended and which follows: 1. "Whenever a child is required by law to attend school and such child is not enrolled in a public or non-public school, such a child is a truant"; 2. "Whenever a child is required by law to attend school and such child is inexcusably absent therefrom on either three (3) consecutive days or five (5) or more days in any semester, or seven (7) school days in any school year such child is a truant." A child is inexcusably absent from school if the child is absent



therefrom all or a significant part of a day without a valid excuse acceptable to the school employee(s) designated by the Board of Education to have responsibility for the school attendance of such child.

For purposes of this policy, "a significant part of a school day" means "one-half (1/2) or more of the scheduled school day".

For purposes of this policy an "excusable absence" occurs when a pupil misses a significant part of a scheduled school day because of illness, appointments for health care, injury which prevents his attendance, attendance at another educational activity or on a trip approved by the school principal or other absence the reason for which is acceptable to the principal. "Inexcusable absences" occur when there is no attempt to justify an absence, the reason given is not acceptable to the principal and/or the principal has reason to believe that the excuse offered may not be substantially correct.

### **2100 - Attendance/Habitual Absenteeism**

Good attendance is a necessary part of academic achievement. Students with good attendance generally have better grades, enjoy school more, and establish work ethic habits for future employment. The high school administration and staff strongly support good attendance. There will however be times when students miss school. Students missing school must, on returning, have a written note from parents or guardians stating the reason for the absence. The high school principal will make the final decision on what is an excused absence. Students may then receive an excused absence and be eligible to complete missed work. Students who do not bring a note or do not have a valid reason for being absent will receive an unexcused absence. Students are counted absent when more than ten minutes of class is missed.

Tardies: If tardy to any class, you must check in with the office before entering class. A tardy will be assigned when missing less than half of the class period. An absence will be assigned when a student has missed more than half of the class period. After three unexcused tardies (received the 4th tardy) in a class per semester, a student will receive a 30 minute detention. Each subsequent tardy to that class will result in a 30 minute detention. If a student is tardy 6 times to a class in a semester, they are required to take the final in that class.

### **2200 - Leaving a Class**

No student shall be permitted to leave a class without a pass. Students should not be in the halls during class time. When a student receives a pass, he/she should first report to his/her regular class to sign out in the proper manner. Students should not ask to be excused from class to go to lockers, as lockers should not be opened during class periods. Students are not to leave class to use the vending machines. Students leaving class without permission will make up the time missed during detention.

### **2300 - Leaving the Building**

No student should leave the school grounds after arrival on campus during school hours without permission of the Principal or Vice Principal and permit from parents stating the reason for leaving. A student may not write his/her own excuse. Students shall not be sent on personal errands for teachers during school hours. Students leaving the school grounds will serve the amount of time missed during detention. Any subsequent offense will have the possibility of out of school suspension.

### **2400 - Excuses for Appointments or Other Reasons**

In general, it is the policy of the school to excuse pupils from school for worthwhile reasons and upon the written request of parents. A student may not write his/her own excuse. The principal will need to determine the importance of the request and shall ultimately decide upon the merits of the case.

If absence from school in individual cases retards the pupil's progress and interferes with his/her school work, then conferences with parents should be held to inform them of these effects on the child's school progress.

Whenever a student is absent from school due to a doctor's appointment, a note from the doctor's office must be brought to the office upon the student return to school. If a note is not turned into the office within 3 days of the absence, the absence will not be excused.

Whenever possible, pupil appointments with dentists or doctors should be scheduled for times which will not conflict with the school day.

## **Graduation**

### 3000 - 3999

- 3000 Requirements for Graduation
- 3100 Test Out Procedure for Academic Credit
- 3200 On-line Learning Opportunities
- 3300 Dual Credit and AP Courses
- 3400 Alternative Credits and Graduation
- 3500 Credit Recovery
- 3600 Early Graduation

### **3000 - Requirements for Graduation**

Twenty-eight units of high school credit are required for graduation. The required units and subjects are:

English (I-IV)	4 units
American History	1 unit
American Government	1 unit
Fine Arts	1 unit
Math: Algebra is Required	3 units
Science: Biology and a Chemistry level course are Required	3 units
Physical Education/Health	1 unit
Social Science	1 unit

***Every student is required to take a full schedule of classes unless approved by the principal. These classes can include online college courses.***

### **3100 - Test Out Procedure for Academic Credit**

A student may earn credits towards high school graduation by demonstrating mastery of the course standards, benchmarks and indicators through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to the learning accomplished by students completing the full course.

A written request to “test out” of a class must be submitted prior to the beginning of each year. A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal and the students’ parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course standards, benchmarks and indicators. Commercially available instruments may be used if they adequately cover course objectives.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

Credit for such classes shall be awarded based on the letter grade received on

the completed performance assessment. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the standards, benchmarks, and indicators for the course will be made available.

### **3200 – On-line Learning Opportunities**

Application – Students may apply for permission to enroll in an online course for credit. Applications for the next academic term shall be submitted to the principal no later than 45 calendar days before the next academic term begins. The student and student’s parents shall be informed of the administrator’s decision in writing no later than 15 calendar days before the start of the next academic term.

Students may not enroll in an online course as an alternative to any course offered by the high school, except as:

- an attempt to earn credit for a class already attempted but failed by the student
- to reasonably accommodate a student wishing to accelerate high school graduation and proceed with further post secondary education or training;
- or to resolve a significant scheduling conflict.

Guidelines – The following guidelines shall be used by the administration:

1. Only approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length, scope, and its method of assessing knowledge acquired by the student, the qualifications of the instructor and the other appropriate factors.
3. Enrollment in an on-line course will be allowed only if an appropriately certified or licensed teacher is available and willing to supervise the student’s participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in on-line course work.
5. The cost of on-line courses shall be borne by the student unless otherwise approved by the Superintendent.

Other Regulations or Guidelines – Approval by the administration shall also be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.

**\*Attending an accredited Virtual School does not fall under these guidelines. Students wishing to enroll in Virtual School must meet with the counselor to enroll.**

### **3300 – Dual Credit and AP Courses**

Northeast High School students attending college classes during the school year will receive both college credit and high school credit. The grade for the class will go on the student's high school transcript and be used to calculate the student's GPA and rank in class. Students will receive .5 high school credits for a 3 credit hour class and 1.0 high school credits for a 5 credit hour class. These courses do incur a charge as you must be enrolled as a college student and pay the required course fee.

Students taking AP Courses will receive high school credit for the course. They may choose to take the AP exam at the end of the course. If they pass this exam they will also be given college credit. There is a possible fee for AP Courses.

### **3400 – Alternative Credits & Graduation**

Northeast U.S.D. 246 may provide instructional programming for identified At Risk students. Students enrolled will be expected to meet all course requirements, counseling sessions, and other criteria as set forth by the student improvement team. Credit earned will be counted toward graduation requirements.

### **3500 – Credit Recovery**

Northeast High School will offer students the opportunity to make up failed credits through an online program. Students will be allowed to enroll in credit recovery for 2 semesters of their 4 year high school career free of charge. If a student must take credit recovery beyond these 2 semesters there will be a fee of \$20.00 per credit. Credit Recovery will be limited due to the number of licenses that can be purchased. Students who have discipline issues during credit recovery will be given one warning. On the second discipline issue the student will be removed from credit recovery and will no longer be able to take credit recovery for the remainder of their high school career.

### **3600 - Early Graduation**

A student may graduate early under the following provisions:

1. The student has completed all graduation requirements as set forth by Northeast U.S.D. 246 and the Kansas State Department of Education.
2. The student has the option to attend commencement exercises or receive the diploma by mail. In either case, the diploma will be issued on or after the formal commencement date.
3. Grades will be tabulated for rank in class and the student cannot qualify for valedictorian or salutatorian.
4. Approval forms must be completed 60 (sixty) school days prior to the end of the semester the student plans early graduation.

### **3700 Promotion to the Next Class**

A student must meet the minimum units required to be promoted to the next class.

1. To be considered a Sophomore you must have passed 7 credits
2. To be considered a Junior you must have passed 14 credits
3. To be considered a Senior you must have passed 21 credits
4. In order for a student to walk at graduation, they must meet all graduation requirements at the time of graduation

If a student does not meet the minimum number of credits passed the school will take the measurements needed to try and get the student caught up. Until the student reaches the required credits, they will not advance to the next class and will not attend meetings or events sponsored by that class.

### **Grading System**

4000 – 4999

4000	Grading System
4100	Academic Letters
4200	Academic Excellence Awards
4300	Reporting Pupil Progress to Parents
4400	Incompletes

### **4000 - Grading System**

A. Our grades are indicated by A, B, C, D, P and F. "No Credit" is recorded as an "F".

B. An A is 90-100, a B is from 80-89, a C is from 70-79, a D is from 60-69, an F is anything below 60. The letter grade P is used only in classes graded as Pass/Fail.

C. Our grades rate A as superior, B as excellent, C as average, D as below average, P as passing, and F as failure.

D. Declaring rank in class will be computed on the basis of 4-3-2-1; A--4; B--3; C--2; D--1. Only semester grades are used to compute Grade Point Averages.

E. A student will receive one-half (1/2) unit of credit for each semester (18 weeks) of work successfully completed in any subject in which he/she is enrolled. A student who passes reading will receive one-quarter (1/4) unit of credit for each semester.

#### **4100 - Academic Letters**

Students in grades 9-12 who average a GPA of 3.8 or higher in both semesters of an academic school year shall be eligible to receive an academic letter.

#### **4200 – Academic Excellence Awards**

Students excelling academically shall be appropriately recognized for their performance at the building level. Building principals shall plan for appropriate recognition of academic excellence through the provision of awards and programs that recognized the achievements of high performing students and students showing significant improvement in academic skills.

#### **4300 - Reporting Pupil Progress to Parents**

A. The district will provide parents and students online access to a tool named Power School.

B. These reports to parents are supplemented in several other ways and by several other means -- parent/teacher conferences, telephone calls, letters or informal notes, or by means of forms prepared for this purpose. Unsatisfactory work is reported as the need arises, without waiting for the end of the nine-week reporting period.

#### **4400 - Incompletes**

If a student has not met the requirements set up by the teacher and Principal within two weeks after a grading period, an incomplete will automatically be changed to an "F"

#### **4500 - Finals and Final Exemption Policy**

Each semester students at Northeast High School are required to take final exams. Northeast High School does have a final exam exemption policy:

##### **Final Exams**

Students who meet the following guidelines may be exempt from final exams.

- Maintain a minimum grade of "A" with no more than three (3) unexcused

- absences during the semester from the class.
- Maintain a minimum grade of “B” with no more than two (2) unexcused absences during the semester from the class.
  - Maintain a minimum grade of “C” with no more than one (1) unexcused absence during the semester from the class.
  - Any **non-verified absence** terminates the opportunity for an exemption in the class for which it is recorded.
    - A non-verified absence must be verified within 3 days or it will not be removed.
  - Students who are **suspended In School or Out of School** automatically take final exams in the classes they have been absent from due to the suspension.
  - Students who are absent for the purpose of participating in a recognized **school activity shall not have that absence counted** in the exemption calculation.
  - Students receiving 6 unexcused tardies in a class period are required to take the final in that class.
  - Students who are exempt from taking finals can choose to take the final at no risk to their grade.
  - Any students who are required to take finals exams and do not show up will take an incomplete in the class. After two weeks an incomplete will be changed to a grade of “F”.

#### **4600 Late Work Policy**

Northeast High School will accept student late work under the following guidelines:

1. Teachers may have an individual policy that benefits the STUDENT more than that of the school policy.
2. Teachers will accept late work for a period of 1 calendar week from the original due date.
3. Any work turned in late will be graded at a 40% deduction of the maximum points earned.
4. Any assignment that is termed an “in class” assignment in which the teacher assigns during the same class period the assignment is due does not fall under the late work policy, assuming adequate time was given in class to complete the assignment.
5. Participation points do not fall under the late work policy.
6. Art sketchbooks, yearbook pages, AR points do not fall under the late work policy
7. There is to be no internet dependent work to be assigned on a Friday and due on a Monday.
8. The end of the semester is a hard deadline, no late work will be accepted after the end of a semester.



## **Management and Operations**

5000 - 5999

- 5000 Fire Drill and Tornado Drill
- 5100 Student Use of Automobiles
- 5200 Bus Rider Rules
- 5300 Bus Discipline Procedures
- 5400 Special Rules Regarding Riding of School Bus
- 5500 Administration of Medication
- 5600. Illness and Medical Emergencies
- 5700 Interrogation and Investigations Conducted In School

### **5000 - Fire Drill, Tornado Drill, ALICE Drill**

At different times during the school year, the fire alarm (steady, harsh blowing horn) is sounded. Each classroom has instructions concerning what to do in case of fire or tornado. When the alarm is heard, students walk out quickly and orderly from the building for fire drill. Students should walk quickly and orderly to designated areas and follow instructions for tornado drill. (The Principal will explain the difference between a fire alarm and a tornado alarm). Northeast High School is an ALICE trained school for any intruder or active shooter. 4 Fire drills, 3 tornado drills, and 9 ALICE drills at a minimum will take place.

### **5100 - Student Use of Automobiles**

Students must operate any vehicle in a safe manner. Students are required to obtain a parking permit from the office prior to using the school parking lot.

First Offense - Warning

Second Offense - Loss of driving privileges to and from school and school events for nine weeks.

Third Offense - Loss of driving privileges to and from school and school events for the school year.

\* School Officials may search a vehicle if at anytime they have reasonable suspicion that the vehicle possesses items that violate school rules and the safe operation of the school.

### **5200 - Bus Rider Rules**

During the course of regular student transportation in school district vehicles the Board of Education view this service as a privilege extended to students confirming to district rules of conduct.

Previous to loading (on the road and at school):

1. Be on time at the designated school bus stops--keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.

While on the bus:

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus windows.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are to sit in their seats and face the front of the bus while the bus is in motion.
13. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Absolute quiet when approaching a railroad crossing stop.
15. In case of a road emergency, children are to remain in the bus.

After leaving the bus:

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at places other than the regular bus stop at the home or school unless by proper authorization from the parents and school officials.

Extra-Curricular Trips

1. The above rider rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperone appointed by the school.

### **5300 - Bus Discipline Procedures**

NO EATING OR DRINKING OR CHEWING OF GUM ON THE BUS AND NO TOBACCO PRODUCTS OR MEDICATION NOT PRESCRIBED BY A PHYSICIAN.

Bus drivers are encouraged to maintain discipline and assure that the students adhere to these rules in the course of their duties. Verbal warnings to students are appropriate when the driver believes they will be effective in correcting misbehavior.

If the bus driver is not successful in correcting misbehavior through verbal prompts and warnings, the driver should contact the rider's parent(s) to seek assistance in correcting the inappropriate behavior.

At such time that a bus driver believes the infraction is serious in nature or continual warnings to a student are ineffective to bring about compliance, the driver will file the appropriate written notice with the building principal. The appropriate building administrator will take the following disciplinary actions:

Upon receipt of the 2nd written report within a school year from a bus driver concerning a student, that student will lose transportation services for three (3) days.

Upon receipt of the 3rd written report within a school year from a bus driver concerning a student, that student will lose transportation services for five (5) days.

Upon receipt of the 4th written report within a school year from a bus driver

concerning a student, the student will lose transportation services for the balance of the current semester, subject to an appeal hearing with the superintendent, upon request. Parent(s), student, principal, and the transportation director will be allowed to present evidence and testimony at the hearing.

Should the driver file a report concerning an incident, and that incident occurs en-route to school, that will necessitate loss of transportation services, the parent will be contacted by the Principal. The parent must provide to have their child picked up from school that evening, as the child will be immediately denied transportation services.

Should an incident occur en-route to the student's residence that will necessitate the loss of transportation services, transportation privileges will be extended through the next morning of the next school day, until a written report is filed with the building principal. At that time, the parent will be contacted advising them they must provide to have their child picked up from school that evening, as the child will be immediately denied services.

Should a student's parents be unable to be contacted, and no parent designated emergency contact person is available, or the parents are unable to provide transportation, the student will be provided bus transportation to his/her residence that evening.

The building principal may bypass any of the above steps and adjust, restrict, or suspend a student's bus riding privileges as he/she deems appropriate for the situation after conferring with the parents.

#### **5400 - Special Rules Regarding Riding of School Bus**

1. Special permission must be received from the Superintendent, who is the official representative of the Board, before anyone other than the regular riders shall be allowed to ride the respective buses.

2. High school students will not be permitted to leave the bus once they have boarded the bus at the high school building until they have reached their home.

#### **5500 - Administration of Medication**

The district will comply with current statutes and regulations as defined by the Legislature, Kansas State Department of Education and the Kansas Department of Health and Environment.

To comply with the Kansas Nurse Practice Act (K.S.A. Chapt. 65, Article 11, Chapter 231, Laws of Kansas 1968 and K.S.A. 1979 Supp. 65-1113 and 65-1124) the following policy is in effect:

- A. When at all possible, medications should be given at home rather than during school attendance hours.
- B. Prescribed medications must be accompanied by a note from the physician and in the original container the medicine came in. We need a note from the parent giving us permission to administer the medication at school. This should include date, name of medication, reason for medication, time of day it is to be given, and anticipated number of days to be provided. There is an available form.
- C. Any over-the-counter medications may be given at school only if needed in order for the student to remain in attendance. This can be determined by conference between parents and school nurse. A parental permission form must accompany the medication, to include date, name of medication, reason for medication, time of day it is to be given, and anticipated number of days to be provided.
- D. Medication may be given by delegated school personnel under the supervision of the school nurse. In accordance with Kansas Department of Health and Environment guidelines, the school will allow self-administration of medication to children and youth, provided the proper authorization is on file with the school.

**Please contact the school nurse if you have questions concerning administration of medication in school.**

### **5600 - Illness and Medical Emergencies**

In the case of any serious injury or illness, the parent or guardian will be notified as soon as possible.

The Kansas Department of Health and Environment procedures are followed in cases of illness and medical emergencies.

Emergency information is to be completed on school records for every student, with at least two emergency backup telephone numbers included.

At the time of an emergency, the school has the responsibility for:

- a. Initiating the immediate care of the student
- b. Notifying the parent or guardian, or if the parent or guardian cannot be reached follow the directions given on the student's records
- c. In some cases, getting the student under professional care with or without the family's permission.

### **5700 – Interrogation and Investigations Conducted in School**

It shall be the policy of the district that a reasonable cooperative effort be

maintained between the school administration and law enforcement agencies. **School administrators and School Resource Officers retain the authority to override these guidelines when, in the reasonable judgment of the administrator or School Resource Officer, different action is needed to address an immediate threat of injury or damage to a person or to property.** Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct see the school premises or during a school-sponsored activity. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district's administrators shall at all times act in a manner which protects the rights of students and parents and shall cooperate with law enforcement officials.

School staff members shall be reminded annually of the contents of this policy and rules.

A student who has attained the age of 18 enjoys the responsibility of speaking for himself/herself without the agreement of parent, guardian or representative as to his/her submitting to questioning.

#### Initiated by School Administrators and Conducted by Administrators

Building principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigation shall be conducted in a manner which minimizes interference with regular education or school activities.

#### Initiated by School Administrators and Conducted by Law Enforcement Officers

The building principal shall determine when the necessity exists for law enforcement officers to be notified to conduct an investigation of alleged criminal behavior.

The building principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardian or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian or representative

during any questions of such students, the principal or certified school staff person shall be present.

If the investigation has centered on any particular student suspected of any alleged criminal activity, the procedure for taking students into custody shall not interfere with reasonable law enforcement procedures.

#### Initiated and conducted by Law Enforcement Officers

Only in demonstrated emergency situations shall law enforcement officers be voluntarily permitted to conduct such an investigation during school hours.

The building principal shall require proper identification of law enforcement officials and the probable cause for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the probable cause, he/she shall not grant the request of such persons and shall attempt to so notify the superintendent and the officer's superior, documenting such action.

The law enforcement officers shall be required to obtain prior approval of the principal before beginning such an interrogation or investigation on school premises. The administrator shall document the circumstances as soon as practicable.

#### Interrogation of Student During Investigation of Violations of School Rules

In instances where school rules have allegedly been violated, the principal may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence.

Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were witnesses. The principal may have another adult present during questioning of students.

#### Violations of Criminal Law

During an investigation of violation of school rules, the principal shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notification to law enforcement officials.

Information of criminal conduct not related to the schools shall be turned over to law enforcement officials, without additional investigation by school officials.

School officials shall request that law enforcement officers advise a student of his/her rights.

### Taking a Student Into Custody

Following either interrogation or investigation, students shall not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest.

When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents, guardian or representative immediately. Such effort shall be documented.

When an emergency exists, the principal may summon law enforcement officials to the school to take a student into custody.

If an officer has to place handcuffs on a student, it should be done as discreetly as possible. Reasonable care should be taken to avoid "parading" a student in the hallways or on school grounds. Officers have discretion as to when and where to handcuff a student for the student's safety, the safety of others, and the safety of the officer(s).

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall require the law enforcement officers to notify the principal of the circumstances as quickly as possible.

### Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment.

### **Discipline**

6000 - 6999

- 6000 Discipline
- 6100 Suspension
- 6110 In School Suspension
- 6120 Discipline Policy
- 6130 Terroristic Threat



- 6140 Bullying Policy
- 6200 Tobacco Products in Public Schools
- 6300 Drug and Alcohol Policy
- 6400 Searches
- 6500 Dress and Appearance
- 6600 Electronic Devices
- 6700 Indecent Exposure Policy
- 6800 Demonstrations

### **6000 - Discipline**

Since the primary purpose of the school and faculty is to teach young people, and since the primary purpose of the student being in school is to learn, it is necessary that good order or discipline be established. The establishing of good discipline is no problem in a school where the students act in a manner acceptable to our society. Students are expected to cooperate fully with faculty and administration in creating a situation that will lead to the most effective learning. For the most part, a very small group of individuals create disturbance. It is these people who make it necessary to have rules and regulations concerning behavior. It is the hope of the faculty and administration that you are not one of these persons. Good order in the school that can be attained by cooperation rather than compulsion is the most desirable and of the greatest benefit to all concerned. Nevertheless, students should be aware that both the administration and faculty may require good order by compulsion or suspension.

### **6100 - Suspension**

Any student may be sent home (OSS) for misbehavior or sufficient reason by the Principal. Suspension will be for such time as the Principal or Superintendent determines necessary for proper adjustment. A conference between the pupil, his/her parents and school officials may be necessary so that a proper understanding is reached concerning the pupil's continued attendance. Subject to K.S.A. 72-8901 through 72-8906.

### **6110 - In-School Suspension**

An in-school (ISS) suspension may be used as a means to allow a student to maintain his/her school work while on suspension. It is the intention of the

in-school suspension to restrict the activity of a student from the general student body. It is hoped the in-school suspension will be used for most major school violations, taking away the attitude that a suspension is a vacation. The Principal has the prerogative of changing an in-school suspension to an out-of-school suspension should circumstances change.

A student in in-school suspension will be isolated from all other students during the school day and will not be allowed to participate in activities outside of school hours or attend and/or participate in activities or assemblies during school hours.

A student will be provided with all subject assignments and work may be made up during all in-school suspensions. A student in in-school suspension will be considered present for attendance purposes and must be supervised by certificated personnel at all times.

### **6120 Discipline Policy**

The following school rules will be enforced:

Detentions will be thirty or sixty minutes in length and can be served the afternoon they are received or the afternoon following the receipt of the detention. Arrangements can be made with the Principal concerning the serving of detentions.

1. **School Activities:** KSHSAA rules will be followed at all school activities. Students who do not follow these rules will be asked to leave and will not be allowed to attend the next two games. A second offense will result in the student not attending any more of that season's activities.

2. **CLASSROOM DISRUPTION:** Students are to come to class prepared and ready to participate in class activities. Students will follow school and classroom rules. Subsequent offenses in the same classroom will have the following consequences.

First Offense - Teacher notifies the student's parents

Second Offense - 1 detention

Third Offense - 1 day ISS

Fourth Offense - 1 Day OSS

Fifth Offense - 3 Days OSS

Subsequent Offenses - Will result in 5 days OSS with the possibility of Long Term Expulsion.

3. **DISRESPECT:** Any act of disrespect to any school employee is prohibited. This includes failure to follow a reasonable command. Depending on the nature of the act discipline will be as follows:

First Offense - 1 day ISS

Second Offense - 1 days OSS  
Third Offense - 3 days OSS  
Fourth Offense - 5 days OSS  
Subsequent Offense - 10 days OSS; Procedure for long term expulsion initiated

**4. CURSING DIRECTED TOWARDS A STAFF MEMBER:** Any foul language directed towards a member of the faculty will not be tolerated.

First Offense - 3 days OSS  
Second Offense - 5 days OSS  
Third Offense - 10 days OSS; Procedure for long term expulsion initiated.

**5. ACTS OF VIOLENCE:** Students are expected to solve disputes in a non-violent fashion. All acts of physical aggression will be reported to the police. Students will be subject to the following rules after committing acts of violence:

First Offense - 3-5 days OSS  
Second Offense - 10 Days OSS; Procedures initiated for a long term expulsion.

**6. Drinks and Candy:** Vending Machines will be turned off during breakfast and lunch. Students may use the vending machines before breakfast, during passing periods, and after school. Students may not use vending machines during class time. Only clear water bottles are allowed in the classroom or down the hallways with water, juice, or sports drink. Coffee served from the student coffee bar will be allowed. No pop or other drinks will be permitted down the hallways or in the classrooms without specific permission from the teacher who will obtain such permission from the principal.

First Offense - Warning  
Second Offense – 30 min detention

\*If this problem persists, the problem will be handled on an individual basis.

**7. HARRASMENT/DISCRIMINATION :** It is the policy of Northeast USD #246 to maintain a learning and working environment that is free from any form of discrimination and harassment.

Definitions:

Sexual harassment may include, but not be limited to:

- a. Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- b. Subtle pressure or requests for sexual activity;
- c. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- d. Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- e. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another

- person's body;
- f. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in an activity; or
- g. Sexual assault or battery as defined by current law

Discrimination/Sexual Harassment Complaints will be reported to the Superintendent of Schools at 1001 East South St., Arma, Ks., 66712, telephone 620-347-4116. The District has assigned the Superintendent to coordinate compliance with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

All complaints should be made in writing to the Superintendent within 180 days of the alleged incident.

If the Superintendent is named as the alleged perpetrator, the complaint should be given to the Clerk of the Board. The Board of Education will then name an impartial hearing officer, who will investigate the complaint using the time frames described below. The impartial hearing officer will give the parties to the complaint the opportunity to present witnesses and other evidence and will notify both parties in writing of the findings/outcome of the investigation.

Within ten working days upon receiving a written complaint, the Superintendent shall meet with the complainant and any witnesses to hear more completely the allegations.

Within ten working days after meeting with the complainant, the Superintendent shall meet with the alleged perpetrator(s) and any witnesses to hear more completely, responses and testimony regarding the complaint.

Withing ten working days after meeting with the alleged perpetrator(s), the Superintendent will notify in writing both parties of the findings/outcome of the investigation.

Should the complaint be sustained, the District will take steps to correct any discrimination and prevent future acts of discrimination. Steps could include awareness training, for staff/students, staff termination and student suspension.

No person will be subject to disciplinary procedures for filing any complaint.

Depending on the nature of the act, consequences may include but are not restricted to.

First Offense - 1-3 days OSS

Second Offense - 5 days OSS

Third Offense - 10 days OSS and procedures initiated to expel for remainder of school term.

\* Law enforcement will be notified if any offense warrants such action.

**8. PUBLIC DISPLAY OF AFFECTION :** Students may hold hands. Hugging, kissing, or bodily contact is not allowed.

First Offense - warning

Second Offense - parental contact

Continual Offense - detention with the possibility of ISS or OSS

**9. NUISANCE ITEMS:** No fireworks, water guns, water balloons or other distracting devices will be allowed on the school grounds or in the buildings. Items will be confiscated. This will be considered a classroom disruption.

**10. TOBACCO USAGE/POSSESSION:** No cigarettes, snuff, tobacco, e cigarettes, or vapor pens in any form will be allowed on the school grounds or in the school buildings.

First Offense - 3 days OSS

Second Offense - 5 days OSS

Third Offense – 10 days OSS and procedure initiated for long term expulsion

**11. THEFT:** Taking or accepting another's property is not allowed. Offenders will be reported to the School Resource Officer. Disciplinary action will be taken on a case to case basis depending on the severity of the offense.

**12. VANDALISM:** Any student who destroys property with a value under \$100 will be required to pay for damages. If the value is over \$100 legal charges will be filed. Disciplinary action will be taken on a case to case basis depending on the severity of the offense.

**13. WEAPONS:** Any student with a weapon on school grounds will be suspended for 365 calendar days. See K.S.A 72-89a01 et. seq. and K.S.A 72-89b01 et. seq.

**14. Gang Activity:** Gang activity of any type will not be tolerated at Northeast High School. This includes bandannas, the flashing of gang signs, the drawing of any gang symbols, verbal threats in regard to gangs, and any other gang related activity. Administration will handle this in a case by case basis and violators are subject to out of school suspension and or long term expulsion.

**15. Failure to Serve Detention:**

The student will be given 1 more opportunity to complete their detention. If the student still refuses the detention, they will serve ISS for failure to serve detention. This does not negate the detention received for the previous act of misconduct. The student will still be required to serve detention. If the student continues to refuse to serve, short term and long term out of school suspension may be imposed.

**In cases of severe infractions the principal has discretion to render the appropriate response regardless of the offense number.**

**The district will not provide transportation to students who are detained after school for violating behavior rules and regulations or for disobedience of an order of a teacher or administrator.**

## **6140 – Terroristic Threat**

### **1. Philosophy**

It is the School District's aim and desire to provide for its students and staff a safe and secure environment, with reasonable efficiency, and with due respect for privacy when warranted, in which the students can mature into persons of strong character and integrity.

### **2. Terroristic Threats**

a. A Terroristic Threat directed to any student, teacher, administrator, other staff member, or any facility of the School District property or in connection with a school sponsored field trip or activity, will not be tolerated.

b. The phrase "Terroristic Threat" shall include any conduct involving verbal assault or the use of language which threatens or implies direct bodily harm, injury, or death or damage to property, or any indirect comment which implies that such harm or damage may or will occur, and includes the possession of any concealed weapon or the brandishing of any weapon or any instrument that could be used to inflict such harm or damage, specifically including but not limited to any rifle, shot gun, pistol, billy club, bat, knife or blade (but shall not include a standard type pocket knife with a blade of less than two and one-half inches (2.5") in length.

### **3. Reports to Authorities**

a. Any employee of the School District who observes, hears, or learns of any Terroristic Threat promptly shall report the incident to the building Principal. The Principal promptly shall report the incident to the Superintendent of Schools.

b. Upon receipt of a report of a Terroristic Threat, the Superintendent shall direct and oversee a preliminary internal investigation of the incident and the context in which it occurred. If such preliminary investigation substantiates the existence of a Terroristic Threat, the Superintendent promptly shall report the incident to the appropriate authorities for investigation.

### **4. Discipline**

a. Discipline for violation of this policy against Terroristic Threats shall be administered by the administration of the School District fairly, objectively, and impartially, with due consideration of the age and level of maturity of the student(s) involved.

b. When the Terroristic Threat is made by or involves a student(s) in the elementary grade but does not involve the possession or use of a weapon, the Principal shall (I) hold a conference with the student(s) in order to make out of the incident a learning opportunity for the student(s); and (II) shall hold a conference with the parents or guardians to discuss the severity of the conduct and concerns about the incident.

c. When the Terroristic Threat is made by or involves a student(s) in the junior high or high school, and the Principal determines as a result of the preliminary investigation that the Terroristic Threat involves only a comment made in jest, the Principal shall (I) place the student(s) on in-school suspension for one (1) to three (3) days, and (II) shall hold a conference with the parents or guardians prior to allowing the student(s) to return to classes.

d. When the Terroristic Threat is made by or involves a student(s) in the junior high or high school, and the Principal determines as a result of the preliminary investigation that the Terroristic Threat involves more than a comment obviously made in jest but does not involve the possession or use of a weapon the Principal shall suspend the student(s) for three (3) to five (5) days, shall provide to the student(s) and his or her parents or guardian written notice of the grounds for the suspension, and shall afford the student(s) an opportunity for hearing in accordance with applicable law. The student(s) and his or her parents or guardian shall be required to attend a conference with the Principal and agree to such terms of supervision as may be imposed by the Principal prior to the student(s) being allowed to return to classes.

e. Any time the Terroristic Threat involves the possession or use of a weapon, the Principal shall suspend the student for five (5) to ten (10) days, shall schedule a formal hearing to determine whether or not the student shall be suspended for an extended term or expelled from school in accordance with applicable law, and shall provide the student and his or her parents or guardian with written notice of the formal hearing and the grounds for the suspension or expulsion.

### **6150 – Bullying Policy**

Any incident of insult, intimidation or harassment (**Bullying**) in any form shall promptly be reported to an employee's/students immediate supervisor, the building principal or the district compliance coordinator (**Greg Gorman** Superintendent, 1001 E. South Street, Arma, KS 66712, 620-347-4116) for investigation and corrective action by the building or district compliance officer. The school district will act to investigate all complaints, either formal or informal, verbal or written of insult, intimidation and harassment and to discipline whomever commits acts of discrimination, insult, intimidation or harassment. Any school district action taken pursuant to this policy will be consistent with the requirements of applicable collective bargaining agreements, Kansas statutes and school district policies. The school district will take such disciplinary action it deems necessary and appropriate, and such action may include a written

warning, suspension, expulsion, etc.

### **6200 - Tobacco Products in Public Schools**

KSA 72-53, 107 prohibits the use of tobacco products in any school buildings and states that no board of education of any school district shall allow any person to use tobacco products in any school building. Furthermore, the Northeast U.S.D. 246 Board of Education prohibits the use of tobacco products in all district owned buildings and vehicles.

### **6300 - Drug and Alcohol Policy**

The Board of Education and educators of Northeast U.S.D. 246 recognize the illegal use of drugs and alcohol as being detrimental to the positive development of the students. The school's primary role in this area is to educate students concerning the hazards of drug and alcohol use.

All Northeast U.S.D. 246 personnel and students have the responsibility to report to the principal observed use or knowledge of any chemical substance. These chemical substances include any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana, solvent, or narcotic device.

Students shall not unlawfully manufacture, distribute, possess, use, or be under the influence of any chemical substance:

- a. on or adjacent to the school grounds or school property;
- b. off the school grounds at a school activity; or
- c. upon arrival at school or a school function.

(1) First Offense - With the first violation of this policy, the student will be suspended from school for 10 days and can be subject to long term suspension or an expulsion hearing. The expulsion hearing will include a discussion of a recommendation that the student receive an evaluation and any necessary counseling from a professional chemical dependency counselor prior to re-admittance to school on a probationary status. If at anytime a student fails to make satisfactory progress in a program, the expulsion will be re-imposed.

(2) Second Offense – A student who violates the terms of the policy for the second time shall be expelled from school for the remainder of the school year and will not be allowed to participate in or attend any school activities during the expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes,



K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

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

#### **6400 – Searches**

- A. Overview. While recognizing that the individual student has a right to some privacy in an atmosphere which encourages growth towards responsible and mature personalities, the District cannot and will not tolerate conduct which violates Federal or State Law or District policies, or otherwise jeopardizes the health, safety and general welfare of the student body, specifically including violations of the “drug free” and “weapons free” school zone. See #5180 Drug and Alcohol Policy in Board of Education Handbook.
- B. Information. The District will endeavor to reduce the use of and experimentation with harmful substances such as tobacco, illicit drugs and alcohol by its students, by educating the students about the dangers of such substances through programs including participation in the Drug Abuse Resistance Education (DARE) Program. Such efforts shall include periodic overviews of current drug use prevention activities and dissemination of information at least annually to advise the students of the existence of these policies and their implementation and enforcement, including the random use of dogs specially trained to detect the presence of illicit drugs or weapons.
- C. Searches by Building Principal. The Building Principal may search any locker at any time the Principal reasonably believes that the locker contains or may contain any matter prohibited from being possessed on/or around school property by Federal or State law or by Board policy. Any such search may be made without prior notice to the student to whom the locker has been assigned and with or without the student being present.
- D. Searches by Third Persons. Any person other than the Building Principal who wishes to search a student’s locker shall report to the Building Principal before proceeding to the locker, and in no event shall such

person be permitted to search the student's locker without the principal's consent unless such person has a valid search warrant authorizing him to make such search.

- E. Searches by Law Enforcement Officers. The District will endeavor to reasonably cooperate with law enforcement officers in the carrying out of their statutory duties. If a law enforcement officer desiring to search a student's locker has a warrant for authorizing such a search, the Building Principal shall immediately take such person to the student's locker and permit the officer to search the locker. The search shall be made in the presence of the Building Principal.

If a law enforcement officer desires to search a student's locker without a warrant, the Building Principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the information provided by the law enforcement officer gives the Building Principal reasonable suspicion that a crime has been committed, the principal may choose to search the student's locker. If the information does not provide a reasonable suspicion and no warrant is offered, the principal shall report the incident to the superintendent, who may notify the officer's superior of the incident.

- F. Use of Dogs Trained to Search. Law enforcement officers may, when authorized by the Superintendent of Schools, conduct a sweep of all lockers located in the building, on a periodic or random basis, with dogs specially trained to detect the presence of and locate weapons or illicit drugs. As provided above, the student body shall be advised at the beginning of each school year of the likely occurrence of such searches, which may thereafter be conducted without notice to any student, whether or not any student is present.

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

- G. Recovery of Prohibited Items. Prohibited items recovered from a student's locker shall remain in the custody of either the Building Principal or the law enforcement officer. If such items are turned over to law enforcement officials the principal shall receive a receipt for the items.
- H. Search of Person. When it has been determined by the Building Principal that there is a reason to believe that a student has in his or her possession an object which can jeopardize the health, welfare or safety of

others, that student shall be ordered to report to the Building Principal's office. This determination may be based on any information received by the Building Principal, designated representative or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student's exhibiting objects associated with drug use or the student's exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the principal's office, the student shall be advised of the reason why he has been ordered to report to the principal's office. The student shall then be permitted to empty the student's items such as, but not limited to pockets, purses, shoulder bags and briefcases. Items which the Building Principal believes may be connected with illegal activity may remain in the custody of the Building Principal, unless such items are turned over to law enforcement officials; and if this is done, the principal shall receive a receipt for such item so delivered. If the student refuses to comply with this request, the Building Principal shall notify the student's parents and request that they come to the school at once. The Building Principal shall advise the parents of the immediate situation. If the parents and the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement officials will be notified, and the matter turned over to them. If the parents refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the Building Principal shall notify law enforcement officials and inform them of the facts. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant. Any search of an individual person or a privately owned vehicle by a law enforcement officer shall be conducted only upon presentation of a properly executed search warrant for that specific student or for that specific vehicle.

Once the Building Principal has relinquished control of the student to the law enforcement officials, the Building Principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. A written report of each search shall be made by the Building Principal and submitted to the Superintendent. The written report shall contain the name of the student; the time, date and place of the search; the reason or reasons for the search; the fact that law enforcement officials were called; the name of the person who conducted the actual search; the names of the persons present while the student was being search; the result of the search; and the objects confiscated. The Superintendent shall keep a copy of the written report on file.

- I. Discipline. See #5100-5120 Discipline, etc., #5180 Drug and Alcohol Policy in Board of Education Handbook.

- J. Involvement of Parents. See #5050 Control and Guidance of Students in Board of Education Handbook.

### **6500 - Dress and Appearance**

Dress, personal appearance and hygiene are necessary for an orderly educational atmosphere. Students are expected to be well groomed and neatly dressed at all times. The principal shall make the final decision about appropriate dress. The Board of Education supports the principal as final judges about the interpretation of appropriate and modest dress.

The following guidelines will be used:

1. Shoes with leather, rubber or foam soles will be worn at all times. House slippers are not considered shoes.
2. No hats or headbands during normal school day. No "do rags" at anytime. No hoods are to be worn at school.
3. Appropriate outer attire will be worn to school. Tops should be modest and extend beyond the waistband. Pants should be modest and torn garments that draw attention to the body should not be worn.
4. No item of clothing can have drug/alcohol symbols, words, or pictures. No sexually suggestive wording, pictures, or symbols will be allowed.
5. Body piercing, other than earrings, must be discreet.
6. Pajamas or pajama pants will not be considered appropriate attire for school.
7. Sagging clothes are not allowed.
8. Unnatural hair coloring (green, blue, fuchsia, etc.) is not allowable.
9. Students may wear shorts of appropriate length. No spandex shorts are to be worn.
10. No dangling chains.
11. Leggings, long spandex, tight fitting pants may only be worn with a long appropriate top that covers the student appropriately.

If not corrected when asked, student will be confined to the office until parent can pick them up or until the student receives permission to leave. Students absent because of dress code violations will be counted unexcused.

The Board reserves the right to make additions to the dress code if the students abuse the freedom granted by the above code.

### **6600 - Electronic Devices**

Use of Mp3 players etc. will be allowed by teacher discretion. Northeast High School does not take responsibility for any lost or stolen electronic devices however administration will make an attempt to investigate any stolen devices. Cell phones may be out during class time by teachers discretion. Cell phones may not be out in the hallways during class time. Students in violation of the

teachers rule in the classroom or with their cell phone out in the hallways during class time will be subject to the offenses listed below. Cell phones are subject to search and inspection by school district administrators if misused by students at school or to harass other students or staff. Students may use their cell phone before school, during passing periods, at lunch, and after school. Taking pictures by means of a camera phone or other cellular device is prohibited at all times during school hours, this also applies to any trips (sports or activities). A picture taken in an area where one can expect privacy (locker rooms, rest rooms, and other locations requiring privacy) will result in a short term suspension. Searches of cell phones or other digital mobile devices will only be conducted if the principal has reason to believe that the search will produce evidence that the student has violated school policies.

Any material found on a student's cell phone or other digital media device that may be considered illegal will be turned over to local law enforcement.

First Offense and 2<sup>nd</sup> Offense - 1 detention and item confiscated and retained by the administration until the detention is served.

\*If a student chooses to not give up the cell phone when asked by the teacher, then school administration will ask for the cell phone. If the student still refuses to give up the cell phone they will be immediately suspended until the student gives the cell phone to administration. The student may then return to school and will serve their detention in order to have their cell phone returned to them,

Continual Offenses – In School Suspension

### **6700 - Indecent Exposure Policy**

Any student found guilty of indecent exposure on the school grounds, at any attendance facility, on any school vehicle, or at any school-sponsored activity in the presence of any other person will be suspended for five (5) days from school and will be subject to expulsion from school.

### **6800 - Demonstrations**

Any student who shall take part or participate in any demonstration that is a significant disturbance to the learning environment during school hours or on school premises shall be subject to suspension from classes. The suspension from classes for such action shall be for a period of not less than three (3) days nor more than five (5) days on any occurrence. The student shall be reinstated only upon the request of his/her parents, who shall appear with the student before the Superintendent of Schools in order that the parents can be given the full details concerning the suspension.

Re-occurrences of violations concerning demonstrations shall be considered a basis for pupil expulsion; such action shall be taken by the Superintendent after the matter has been reviewed by the Board of Education acting as a committee of the whole. Suspension subject to K.S.A. 72-8901 and 72-8906.

### **Activities and Organizations**

#### 7000 – 7999

- 7000. Athletics
- 7100. Activity Policy
- 7200 Regulations for Clubs
- 7300 Equal Access Policy
- 7400 Parties and Picnics
- 7500 Policy for School Dances
- 7600 Trips
- 7700 Activity Grade Policy

#### **7000 - Athletics**

Interscholastic activities at Northeast High School are intended to supplement the secondary curricular program by providing further teaching opportunities. These activities can provide the student with educational experiences that contribute to the development of good citizenship. Coaches and sponsors of interscholastic activities should provide leadership enabling participants to develop spiritually, socially, and intellectually.

#### **7100 – Activity Policy**

1. Eligibility Requirements
  1. Activity participants must have passed at least five subjects of unit weight the previous semester, Not counting reading and seminar. Reading and Seminar do not count toward the five subjects of unit weight.

2. Activity participants must have on file a physical examination by a licensed physician before attending or participating in any practice.
  3. Activity participants must have written approval from their parents or legal guardian.
  4. Activity participants must meet all KSHSAA eligibility criteria.
2. Equipment
1. No student will be able to check out equipment or attend practice until all equipment from the last sporting activity is checked in to the head coaches.
  2. Seniors will not receive a diploma until all equipment is checked in to the head coaches.
  3. The student must reimburse the school for any equipment that is not returned.
  4. Any equipment not issued by the school must be furnished by the activity participant. The coach or sponsor will provide a list of what is to be obtained.
  5. Equipment is to be taken care of properly. Abuse of the equipment or facilities will mean suspension or dismissal from the team.
3. School Attendance
1. Students suspended from school, "in school" or "out of school" cannot participate in practice or contest until they are eligible to return to school.
  2. Athletes must attend the entire school day to be eligible to participate in a contest that day unless previously excused by the principal. Only parents or guardians can arrange such excuses.
  3. An activity participant must be in school by 10:00 to be eligible to practice. Any doctor note or funeral will exclude the 10:00 AM time. The principal may authorize an exception to this policy on a case by case basis. Only parents or guardians may negotiate such exceptions with the principal
  4. No activity participant can compete in Saturday competition unless they are in school the day prior to the event unless they are previously excused by the principal.
4. Appearance
1. Students are school representatives and should dress appropriately for home and away contests. Appropriate dress will be determined by each head coach for their individual sport.
  2. Jewelry or headbands are not worn during practice or contests.
  3. Hair should be neat, clean, and well groomed. Coaches and sponsors have the right to set additional appearance policies.
5. Behavior
1. Activity participants will abide by Board of Education and KSHSAA

rules and policies.

2. Team members will sit together at all contests.
3. Activity participants using or possessing tobacco, alcohol, or illegal drugs on school grounds or at school activities will be disciplined according to current Board of Education policy.

4. Activity participants who are convicted of, or who admit guilt to, or who are witnessed by a credible source in possession of illegal substances away from school grounds or school activities while in season will be disciplined according to the following policy:

**First Offense-**The participant will be immediately suspended for a number of competitions that equals 20 percent of the regular season for that activity. The participant will be eligible to practice with the team during the suspension. Suspensions will carry over from season to season and year to year. Suspensions include post season play.

20 percent of the regular season:

Football: 2 Games  
Volleyball: 7 Matches  
Cross Country: 2 Meets  
Basketball: 4 Games  
Track: 2 Meets  
Baseball and Softball: 4 Games  
Scholars Bowl: 2 Meets  
Forensics: 2 Tournaments

**Second Offense-** The participant will be immediately suspended for a number of competitions that equals 50 percent of the regular season for that activity. The participant will be eligible to practice with the team during the suspension. Suspensions will carry over from season to season and year to year. Suspensions include post season play.

50 percent of the regular season:

Football: 4.5 Games  
Volleyball: 17 Games  
Cross Country: 4 Meets  
Basketball: 10 Games  
Track: 4 Meets  
Baseball and Softball: 10 Games  
Scholars Bowl: 4 Meets  
Forensics: 4 Tournaments

**Third Offense-** The participant will be immediately suspended from all activities for a period of one calendar year.

\*The building principal will have the final authority as to what is reasonable evidence for suspension.

5. The head coach has the right to suspend or remove a player from the team for discipline reasons as stated in the head coach's rules.

6. Transportation

1. Activity participants are expected to provide their own means of transportation to and from home contests. If a student has no means



of transportation, please inform the sponsor or coach ahead of time so arrangements can be made.

2. All activity participants are to ride the bus both ways for all away contests. For any exception, the parent must provide the coach, sponsor or administration a written note prior to the contest.

## 7. Size of Team

7.1 Any student at Northeast High School may go out for athletics if the student meets the eligibility requirements.

7.2 The head coach or sponsor has the right to eliminate some students if the number is too great for the facilities.

7.3 The head coach has the right to remove a player from the team for discipline reasons as stated in the head coaches rules.

## 8. Lettering

8.1 Lettering by each sport/activity as follows:

A. Football – the athlete must participate in  $\frac{1}{4}$  of the quarters of varsity contests

B. Volleyball – the athlete must participate in  $\frac{1}{4}$  of the games of varsity contests

C. Cross Country – the athlete must medal in a varsity competition

D. Basketball – the athlete must participate in  $\frac{1}{4}$  of the quarters of varsity contests

E. Baseball – the athlete must participate in a minimum of  $\frac{1}{4}$  the innings played of varsity contests during the regular season

F. Softball – the athlete must participate in a minimum of  $\frac{1}{4}$  the innings played of varsity contests during the regular season

G. Track – the athlete must have at least a 3<sup>rd</sup> place finish or accumulate points in varsity track meets having five or more teams or score in the league meet.

H. Scholars Bowl-the student must participate in at least half of the varsity meets attended by the team during the season.

I. Forensics-the student must participate in at least half of the varsity competitions attended by the team during the season.

J. Music-the student must be enrolled in vocal music the entire year, perform in all school concerts as required by the sponsor/instructor, and receive a rating of 3 or higher at the league music competition or the KSHSAA regional music competition.

8.2 The head coach or sponsor will award a letter to a senior providing he/she has not received a letter previously and has participated in two complete seasons of that sport/activity

8.3 An athlete who was injured during the season may receive a letter if the athlete would have met the criteria for lettering, at the coach's discretion

8.4 Any student who quits the team or is dismissed from the team before the completion of the season forfeits his/her rights to a letter. (The season is completed after the team's last game/competition and all equipment is turned in to the head coach/sponsor.)

8.5 Managers will letter after completing two seasons as a manager. The

seasons need not be in the same sport.

9. Dual Sport Participation

9.1 Athletes may participate in two different sports in the same season.

9.2 Athletes who participate in dual sports must fill out a Dual Participation Form prior to the beginning of the season in order to establish major sport and a minor sport.

9.3 In the case of scheduling conflicts regarding competitions, the athlete will attend the competition in the sport the athlete has declared as their major unless other arrangements have been agreed upon by the coaches.

9.4 Athletes competing in dual sports will meet with the head coach of both sports to develop a practice schedule allowing practice time for both sports.

Any of the requirements and regulations may be altered or eliminated if deemed necessary by the coaches and approved by the administration and Board of Education if valid reasons for the change are presented.

### **7200 - Regulations for Clubs**

Classes or other groups may form organizations with permission from the Principal. Each organization must be sponsored by a member of the faculty, who shall be approved by the Principal.

All meetings of organizations must be attended by the sponsor or by an approved substitute.

Each organization, club, and activity group must have written guidelines approved by the Administration and Board of Education, and distributed to the members of that organization before it may be permitted to function officially.

To maintain active participation in an organization, a student must have passed at least five subjects the previous semester, not counting reading or seminar and shall be enrolled and attending a minimum of five subjects during the present semester.

### **7300 - Equal Access Policy**

A student or a group of students who wish to conduct a meeting on school premises before or after the instructional day shall file an application for permission for the meeting with the Principal of the school building at which the meeting is to be held. The application will state:

1. The name and address of the student or students and an affirmation by the person preparing the application that the student(s) has/have voluntarily initiated

the meeting.

2. A description of the type of meeting, statement of purpose, estimate of expected attendance, and a copy of any material used to advertise the meeting.

3. If a non-school attendee is to be in attendance, his/her name and address must be furnished and the organization with whom he/she is affiliated, if any. If the meeting is a religious one, the non-school attendee shall furnish an affirmation that he/she is not directing, conducting, controlling, or regularly attending the activity.

4. The name and address of the faculty monitor and affirmation that the faculty member is not directing, conducting or controlling the meeting.

The Principal shall approve the meeting if the application is filled out and if he/she determines that:

1. The meeting is voluntarily and student-initiated.
2. There is no sponsorship of the meeting by the school, the government or its agent or employees.
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities.
4. Employees of the district are present at religious meetings in a non-participatory capacity.
5. Non-school persons are not directing, controlling or regularly attending the activity.
6. There is no school influence on the form or content of any prayer or religious activity during a meeting for those purposes.
7. No person will be required to participate in prayer or other religious activity during the meeting or activity.
8. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space.
9. No employee will be compelled to attend a meeting if the contents of the speech at the meeting are contrary to his/her beliefs.
10. All forms are completed and submitted one week (7 days) prior to the meeting time.
11. A copy of the application is filed in the Superintendent's Office.

#### **7400 - Parties and Picnics**

All school parties and picnics must be held with the approval of the Principal and be chaperoned by a faculty member. School parties should be scheduled at least two weeks in advance. Parties and meetings during the school day should be scheduled so as not to interfere with classes.

#### **7500 - Policy for School Dances**

1. Dances after ball games will last from 10:00 p.m. until 12:00 midnight.

2. Students must arrive at the dance prior to 11:00 p.m. The doors will be locked at 11:00 p.m. and no one will be allowed to enter after this time.
3. When a student arrives at the dance, the student must remain in the building.
4. Once the student leaves the building, the student is to leave the school grounds. There is to be no loitering around the outside of the building or on the school grounds.
5. Students must be in school the day of a dance unless previously excused by the principal. If a dance is on Saturday, the student must be in school the last school day in session before the Saturday of the dance.
6. High School dances are for students age Freshman or above.
7. If a student is bringing a student from another school they must be signed up by Wednesday prior to the dance. The school in which the student is from will be contacted to insure they are in good standing at that school.
8. All students and guests are subject to a breathalyzer test upon entry to the dance.
9. No person age 21 or over will be allowed admission to any dance.
10. In order to attend school dances students must be at school by 10 am unless they have prior approval from the principal.
10. Northeast administration has the final approval of any guests allowed to attend a dance sponsored by Northeast High School.

### **7600 - Trips**

According to Kansas State High School Activities Association rules and Northeast Unified School District 246 Board of Education Policy, any trip for purpose of competition must not be further than 150 miles one way from any corner of the state of Kansas.

Any vehicle conveying students representing the school to and from an event sponsored by the school must have one adult or teacher in the vehicle. Trips must be cleared through the Principal's Office in advance.

Any student who wishes to participate in any activity involving a trip away from the school on foot or by bus or automobile, including class or organization picnics and parties, field trips, athletic events, music and drama trips, must have on file in the Principal's office a permission permit signed by parents or guardian before

the day of the scheduled activity. Permission permits will be distributed to the students.

### **7700 - Activity Grade Policy**

1. Scholastic Eligibility for students will be checked on Monday at the start of the 4th week of each semester.
2. A student must be passing ALL subjects he/she is enrolled in during the semester. If a student is not passing ALL subjects enrolled in at the end of a week he/she will be placed on probation for the next week period. If a student is still failing one or more classes at the end of their probationary one week period they will be INELIGIBLE to participate during the next one week period (this includes failing grades that may be from a different class than you were placed on probation for). The ineligibility periods will begin on Monday at 12:00pm and end the following Monday at 12:00pm. Eligibility rules pertain to all school sponsored activities excluding school dances.
3. A student who has lost eligibility under this provision must be passing ALL subjects in order to regain eligibility (Monday 12:00 pm-Monday 12:00pm).
4. "Passing Grade" of a D or above means work of such character that credit would be entered on the records.
5. Extra-curricular activities are activities that are not part of the Academic day such as but not limited to: KSHSAA sponsored and non KSHSAA sponsored athletics, clubs, field days, and any other activity that would not affect a student's academic standing.
6. There will be at least one grade per week given by each teacher. Grade reports will be submitted each Monday at 12:00pm.
7. In the event of a traumatic life event for student or teacher, a committee that consist of the Principal, Athletic Director, and one Teacher can sign off to give the student another probationary week.

### **Support Services**

8000 – 8999

8000 Library Media Center

8100 Technology Acceptable Use Policy

8200 Textbooks

8300	Lockers
8400	Telephone
8500	Lunch
8600	Lunch Prices
8700	Lost and Found

### **8000 - Library Media Center**

Students are encouraged to use the library media center. Policies are as follows:

1. All library materials must be checked out before leaving the LMC. Students found with stolen library materials (materials not checked out) in their lockers or in their possession will be referred to the principal for disciplinary action.
2. Continued disregard of returning materials on the due date/due time may result in the loss of check-out privileges. A student would then be able to use library materials only within the LMC.
3. If library materials have not been returned by the due date/due time or have been lost or damaged, no other materials may be checked out until those materials are returned to the LMC or a fine for the lost/damaged materials has been paid.
4. Candy, food, and beverages may be brought into the LMC but must be kept clear of computers and books.
5. Policies written in the Student/Parent Handbook and the LMC orientation handout will also be upheld.
6. Only those who are conducting a library activity may use the LMC. These activities include the following: check materials in or out, research, computer work, reading, taking tests, and homework.

As the LMC is to be considered a pleasant, quiet place for scholarly and/or pleasure reading, rules for appropriate behavior will be strictly enforced. Students who cannot comply with these rules will be asked to leave the LMC,

with the possibility of library privileges being withdrawn for one week or longer.

## **8100 – Technology Acceptable Use Policy**

Access to a variety of technology is available to Northeast students and staff. Our goal in providing this access is to promote educational excellence in the district by facilitating resources, sharing innovations and communications.

The purpose of this policy is to ensure that use of technology is consistent with our stated mission, goals and objectives. Such technology includes but is not limited to multimedia tools, computer network, and online access. The smooth operation of technology relies upon the proper conduct of the students and staff. The following policies are provided so that students and staff are aware of their responsibilities. If users violate any of these guidelines, they will face either restricted use, or be denied access.

### **Guidelines**

#### **Technology:**

1. All copyright laws must be obeyed. Users will respect the legal protection provided by copyright license to programs, books, data, articles, photography, artwork, etc. No plagiarism is allowed.
2. The school assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer.
3. Users are subject to all State and federal laws.
4. Physical or electronic tampering with technology is not permitted.

#### **Computer Network/Internet:**

1. Users are responsible for good behavior on the school computer network.
2. Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
3. Users are not permitted to use the system for commercial purposes, political lobbying, or product advertising.
4. Users are not permitted to transmit, receive, submit, or publish any viruses or defamatory, inaccurate, abusive, profane, sexually oriented, threatening, offensive or illegal material. If you happen by accident/mistake, etc. to get into an inappropriate area, let your teacher and Building Technology

Coordinator know immediately.

5. Security is a high priority, and one should not attempt to assume computer identity of another person. DO NOT use another's password or give your password to another. Attempts to logon as someone else will result in immediate loss of privileges. If you discover a security problem, notify the Building Technology Coordinator. Do not demonstrate the problem to another student.
6. The Building Technology Coordinator and the Network and System Administrator reserve the right to review files and messages.
7. Student use of chat rooms, streaming media (videos and audio), social networking websites such as myspace, and on-line games are prohibited. Teachers may obtain authorization from the principal for use of these sites as part of their curriculum.
8. Food or drink will not be allowed near any computer.
9. Students have a menu of programs appropriate for their class work. Under no circumstances should students attempt to access programs not on their menu or compromise the computer network.
10. Students are not to attempt to access another person's work. They may not copy from, alter, or even just "peek" at another person's file(s).
11. Students may not use the computer lab(s) unless a teacher or paraprofessional is present.
12. Personal (non-school owned) computers are not allowed access to the school network/Internet without permission from the Building Technology Coordinator.

### **Consequences**

Access to technology is a privilege, not a right and as such, entails responsibility. Inappropriate use will result in suspension or cancellation of privileges. The principal will deem what is inappropriate school use.

Depending on the severity of failing to obey these policies, the following disciplinary actions can result:

1. Loss of privileges for a period of two weeks to the remainder of the school year.
2. Having lost privileges, a student who is enrolled in a class that requires



technology use will have to make arrangements with their teacher to fulfill their class obligations.

### **8200 - Textbooks**

Textbooks are furnished without cost to all students. These books are checked out at the beginning of school and checked back at the close of the school year. Students are held responsible to return such books in as good shape as they were received, allowing for a reasonable amount of wear due to use. These books are issued by each teacher to his/her class. If books are lost or mutilated, the student must pay a prorated cost for the book.

### **8300 - Lockers**

Lockers are assigned from the Principal's office. A fee of \$1.00 is charged for the use of a lock. Please keep this lock and combination to yourself. According to law, the administration has the right to check lockers at any time.

### **8400 – Telephones**

The school district telephone system is primarily intended for use by the staff. Student use of the district telephone system will be limited. Teachers, administrative staff and building secretaries may use their discretion in allowing students to use the phone system for legitimate educational purposes.

### **8500 - Lunch**

Students bringing lunches should eat in the dining room with those students who eat in the school lunch program. We will observe a closed lunch period with no students leaving the school grounds.

### **8600 - Lunch Prices**

Lunches are to be purchased before school. Lunch prices will be set each year by the USD 246 Board of Education. Applications for free/reduced priced meals are available to all students during enrollment and at the Principal's office during the school year.

## **8700 - Lost and Found**

All articles found in corridors, halls or on the school grounds should be promptly turned in to the Principal's office. One may get his/her property upon identification if he/she will call at the Principal's office. At times throughout the year the office will make a call to come claim items from the lost and found. Any unclaimed items will be disposed of.

## **Community Relations**

9000 - 9999

- 9000 Visitors
- 9100 Gifts
- 9200 Grievances
- 9300 Family Rights and Privacy
- 9400 Special Education Services
- 9500 Site Council Bylaws
- 9600 School Improvement Team

## **9000 - Visitors**

### **ALL VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL AT THE SCHOOL.**

Parents of students are welcome at the school at any time. For a conference with a teacher, a parent should plan to come to the school immediately after classes are concluded or during a teacher's planning period. This can be arranged by calling 347-4115 for an appointment.

Visitors, other than parents, will not be allowed to visit classrooms during the school day unless prior permission has been granted by the principal.

### **9100 - Gifts**

Pupils should be discouraged from giving of gifts either collectively or individually to teachers; and teachers, likewise, are to be discouraged from receiving such gifts.

### **9200 - Grievances**

1. Grievances and complaints which may be filed by the public against any employee of the school system shall be submitted in writing to the building Principal and every effort made to settle the grievance or complaint at this level. If it cannot be done, it shall then be submitted by the Principal to the Superintendent of Schools, who shall submit the same to the Board of Education, together with his comments and recommendations concerning such complaint or grievance.

2. Appeals to the Board of Education on grievances or complaints received from the public shall, in all instances, be filed with the Superintendent of Schools. However, the party filing the same may mail copies directly to members of the Board of Education. No appeals or grievances or complaints shall be discussed by or with the Board members except at a duly convened meeting of the Board of Education, which shall act upon such matters as a committee of the whole.

### **9300 - Family Rights and Privacy**

The Board of Education of Northeast Unified School District 246 has adopted the following policy relating to the Educational Rights and Privacy Act of 1974. The board designates the building principals as the custodians of the student records and has charged them with the duty of complying with all parts of the act.

A. The student records that are of concern are those records that become a part of a student's cumulative records, which would be compiled from teachers' grades and comments made for future educational reference, and the record that would be kept on permanent file at a school or might be transferred if a student would change schools for attendance purposes.

B. Individuals who may have access to student records without consent of parent or eligible student are:

1. School officials, including teachers, within the educational institution.

2. Officials of other schools or school systems where students are seeking enrollment. Parents should be notified of transfer and may receive a copy if desired, and have an opportunity for a hearing to challenge content.

3. Authorized representative of:

- a. Controller General of U.S.
- b. Secretary of H.E.W.
- c. Administrative head of education agency
- d. State educational authorities
- e. In connection with student's application for financial aid
- f. Organizations conducting studies for education agency for the purpose of developing, validating, or administering tests or programs
- g. Accrediting organizations
- h. Parents of students over 18, if parents claim student as dependent for income tax purposes
- i. In an emergency, to appropriate persons, if knowledge of the information is necessary to protect the health or safety of the student or other persons

C. Schools may make directory information available without parental or student consent. Directory information shall be such general information as is used in programs for athletics or other award programs and information in the school annual. The parents should be notified in a general announcement about the use of this type of information. The release of this general type of information shall be released until such time a parent of an eligible student registers a complaint, and it will not be released on that particular student without prior consent.

D. Rights of parents under the act:

1. Parents used here include natural parents, adoptive parents or legal guardians of the student.

2. The parent has the right to inspect and review educational records of their child within 45 days of requesting date.

3. The parent has a right to have a copy of student records, with the cost of reproduction being paid by the parent.

4. The parent has the right to a hearing to challenge the content of their child's educational record, to insure that the records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student. The parent may request that information be inserted which would explain the content of the record.

5. The parent has the right to have the student's educational record explained and interpreted.

6. The parent has the right to give prior consent before the institution can release the student's educational record. The written consent must include the following:

- a. Specific record to be released
- b. Reason for release
- c. Name of the party or agency to whom the record will be released
- d. Notification to parent that they may receive a copy of the record being released, if a copy is desired

7. The parent should be notified of transfer of student records and the right to challenge the content of the record to be transferred.

8. The parent has the right to notification of receipt of subpoena of student records prior to institution compliance with subpoena.

9. The parent has the right to notification of a request of judicial order by the custodian or education record to the court.

E. Rights afforded students under the act:

1. The student is any person who is attending or has attended the educational institution, and with respect to whom that institution maintains educational records or personally identifiable information.

2. The student acquires all rights afforded parents when he/she attains the age of eighteen years.

3. The student has the right to have his/her physical or mental record review by a physician or appropriate professional of the student's choice.

4. If the student's legal guardian is an institution, a party independent of the institution shall be appointed pursuant to state and local law to give a written parental consent required by the Act.

F. Duties of the educational institution

1. The educational institution is any public or private agency or institution which is a recipient of funds under any federal program for which the U.S. Commissioner of Education has administrative responsibility.

2. The institution shall provide notice, at least annually, to the parent of eligible students of the rights afforded them by the Act. This shall be done in the

student handbook that is edited and published at the beginning of each year. It shall provide all pertinent information as is required by the Act.

3. The school will maintain a record of the request and legitimate interest of requesting party in obtaining the educational record. The school should include information to the receiving party about not releasing the information to a third party without written consent.

4. The school shall provide the parent or eligible student with a hearing when requested by them to challenge the content of the student's educational record. The following steps should be taken in setting up and conducting the hearing:

- a. Hearing will be conducted in reasonable length of time after it is requested
- b. The hearing should be conducted and the decision rendered by an official who does not have a direct interest in the hearing outcome
- c. The parent or eligible student should be allowed to present relevant evidence
- d. The decision be rendered in writing and within a reasonable time after the hearing concludes

5. Northeast U.S.D. 246 will not be responsible for notifying the parent or student each time school records are sent to another educational institution.

### **9400 - Special Education Services**

Unified School District #246 strives to provide for the educational needs of all students. Among these are instructional and support services for exceptional students, including handicapped and gifted.

These services are provided to our students through membership in the Southeast Kansas Special Education Cooperative. Through membership in the cooperative we join twelve other districts in providing an appropriate education to all our exceptional children and youth.

Acquisition of these services through a cooperative is necessary due to reasons of small incidence of exceptional children, economy in providing the services and the ability to serve the varying needs of these children.

For information regarding these programs, services, and procedures for referral for comprehensive evaluation for the exceptional child, please call the Board of Education Office or the Director of the Southeast Kansas Interlocal #637, Pittsburg, Kansas 66762, phone 800-381-2749.

## **9500 – Site Council Bylaws**

The purpose of the Northeast High School Site Council shall be:

- Provide advice and counsel to the school in evaluating state, school district and school site performance goals and objectives
- Help determine methods which should be employed by the school to meet the goals and objectives
- Provide ongoing support for the students and staff of the school.

The School Site Council is required by Kansas law to have the following groups represented:

- The principal
- Teachers
- Other school personnel
- Parents of pupils attending the school
- The business community
- Other community groups
- Students

Site council will meet at a minimum of that required by the Kansas State Department of Education and the KESA accreditation system.

## **9600 – School Improvement Team**

The Student Improvement Team (SIT) at Northeast High School is a group of teachers, the student, parents and sometimes other support personnel, that meet together to help students reach greater level of achievement through problem-solving and the coordination of resources.

Student Improvement Teams (SIT) include a student's teachers, the principal, the counselor and other members that serve as needed. These may include the school nurse, the school psychologist, and others.

During the Student Improvement Team process at Northeast High School, information is gathered to facilitate the team in making decisions based upon data. The data collected may include:

- Observations
- Interviews-students and parents
- Work samples
- Grades
- Kansas Assessment scores
- Nationally normed assessment scores

- Attendance
- Behavior reports

Teachers, parents, and students may all request assistance by the Student Improvement Team (SIT) process. After a student's initial meeting and the writing of a Student Improvement Plan; the student's Teachers, parents, and students can all request assistance by the Student Improvement Team (SIT) process. After a student's initial meeting and the writing of a Student Improvement Plan; the student's progress is periodically monitored to make sure they are progressing in the right direction. Additional meetings will be scheduled when needed.

## **NORTHEAST USD 246 STUDENT DRUG TESTING POLICY**

Approved by the Northeast USD 246 Board of Education  
Effective 2012-2013 School Year

In an effort to protect the health and safety of Northeast USD 246 students from illegal and/or performance-enhancing drug use and abuse or injuries relating from the use of drugs/alcohol, and to set an example for all students, the Northeast USD 246 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 as well as students parking in the school parking lot. 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 intent and desire of the Northeast USD 246 Board of Education, Administration, and staff that every student in Northeast USD 246 refrain from using, possessing, or distributing illegal drugs and/or alcohol, and to help students make good decisions. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend extra curricular and/or co-curricular activities. This Policy is intended to supplement and complement all other policies, rules, and regulations of Northeast USD 246 regarding possession and/or use of illegal drugs and/or alcohol.

B. Participation in or attendance at school sponsored extracurricular and co-curricular activities, as well as parking in the school parking lot 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 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. 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 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. Northeast USD 246 has adopted this policy for use by all students participating in or attending extracurricular and co-curricular activities in grades 7-12 and students parking in the school parking lot grades 9-12.

## **DEFINITIONS**

ACTIVITIES—Includes any school sponsored activity in the following three categories: Kansas State High School Activities Associations (KSHSAA) sanctioned activities, competitive activities, and non competitive activities. The activities, by categories, are as follows:

KSHSAA Activities, including but not limited to: Athletics, Choir, Speech and Debate, Cheerleading, Scholars Bowl, and KAY Club.

Co-Curricular Activities: Activities that students participate in outside of the classroom as a result of being enrolled in a school offered class, including but not limited to: FCCLA, National Honor Society, Student Council, Class Leadership, Yearbook, School Sponsored Clubs, and TRL Competitions.

Extracurricular Activities: Activities that take place outside the regular course of study in school, including but not limited to: Baseball, Basketball, Chess Club, Cheerleading, Football, Softball, Track, Volleyball, Weights, Prom, School Sponsored Dances, Reward Based Trips, and Senior Trip.

Parking Privilege Permits: Student privilege to park on school grounds.

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 are not limited to, all scheduled drugs as defined by Kansas law, all

prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose, as well as alcohol.

PREFORMANCE-ENHANCING DRUGS- Includes anabolic steroids and 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 toxicology 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- Specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in light of experience, poor performance by a student, group of students or team inconsistent with perceived ability, expectations and teaching/coaching, and information provided by a reliable source based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could include unusual increases in size, strength, weight, or other athletic abilities.

RANDOM SELECTION- Random selection can include individual students, groups of students or teams selected for testing based upon an objective random selection process or a rotating schedule. The Northeast USD 246 Board of Education contemplates that a minimum of two (2) middle school students and eight (8) high school students will be subject to drug testing under this policy at various intervals of time, approximately twice each month.

SCHOOL DAYS- Days that school is actually in session in Northeast USD 246.

## **EDUCATION AND CONSENT**

A. The school shall provide a drug policy education for students within one week of the policy implementation. The session will include a detailed explanation of the Northeast USD 246 Student Drug Testing Policy.

B. In addition the Principal will review the policy each year on the first day of school and with any new students upon their arrival to school. 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 in grades 7-12 will be provided copies of the Northeast USD 246 Student drug

Testing Policy and of the Student Drug Testing Consent Form.

C. Each student who desires to participate in or attend extracurricular and/or co-curricular activities or to park in the school parking lot must return a copy of the Student Drug Testing Consent form, signed and dated by the student and by the student's parent or guardian, to the school office within the first five (5) days of the start of the school year. Transfer students will have five (5) days from their date of enrollment. 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 as well as parking privileges on campus being revoked.

## **SELECTION FOR TESTING**

A student may be subject to drug testing under this policy in any of the following circumstances:

A. Upon request at any time the administration determines there is reasonable suspicion to believe the student has used or is under the influence of illegal or performance-enhancing drugs or alcohol;

B. Upon request by the administration based upon an objective random selection process from among all students in the particular pool of students to be tested;

C. As a member of a recognized club or group of students or team based upon a rotating schedule of similar clubs, groups and teams as determined from time to time by the administration; and

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.

## **PROCEDURE**

A. Any drug use test required under this policy will be administered by a professional laboratory chosen by Northeast USD 246, using scientifically validated toxicology 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.

B. 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 or her pockets and remove his or 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.

C. If the initial drug test is positive, the initial test result will then be subject to confirmation by a second test.

D. If the second test confirms the presence of drugs or alcohol, the laboratory will report the results to the designated school representative. The school will then contact 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 will review and confirm the results and report the findings to the designated school representative.

E. The principal will contact the superintendent, athletic director, head coach/sponsor, student, and parent/guardian to schedule a conference. At the conference the principal will solicit any explanation of the positive test 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, athletic director and coach/sponsor will make the decision within three (3) working days.

F. The decision may be appealed in writing to the Northeast USD 246 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 or to use the school parking lot.

G. The superintendent's decision may be appealed in writing to the Northeast USD 246 Board of Education 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, or to use the school parking lot.

H. If a student tests positive for using illegal or performance-enhancing drugs or alcohol, the administration may arrange for appropriate follow up, including but not limited to counseling and additional drug tests, on a weekly or other regular basis. The student may not participate in activities until the initial suspension period, as determined below, has been served and all other follow up has been accomplished. It is the obligation of the student to establish that he or she no longer is using such drugs or alcohol. The student shall take another drug test within two (2) months of the completion of the suspension period, at a date and time designated by the administration, in order to continue to participate in activities. The cost of all follow-up drug tests shall be paid by the student or his or her parent or guardian. Failure to pass or to timely pay the cost of such

follow-up test(s) shall result in loss of the privilege to participate in activities.

I. The administration will notify the parent(s) or guardians(s) of students selected for drug testing who do not test positive of such negative drug test results within five (5) days of such test.

## **VIOLATIONS**

Any student who tests positive for use of illegal or performance-enhancing drugs or alcohol 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 year.

A. 1<sup>st</sup> OFFENSE- The student shall be suspended from participation in and attendance at all extracurricular and/or co-curricular activities, including all performances and competitions and use of the school parking lot, for a period of **Forty (40) school days**. During this time it is recommended that the parent or guardian obtain a substance abuse evaluation and education/counseling for the student. If the students and/or parent/ guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to **Twenty (20) school days**.

B. 2<sup>nd</sup> OFFENSE- The student shall be suspended from participation in and attendance at all extracurricular and/or co-curricular activities, including all performances and competitions and use of the school parking lot, for a period of **One Hundred Eighty (180) 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 **Ninety (90) School days**.

C. 3<sup>rd</sup> OFFENSE- The student shall be suspended from participation in and attendance at all extracurricular and/or co-curricular activities, including all performances and competitions and use of the school parking lot, for a period of **Three Hundred Sixty Five (365) school days**. On the 3<sup>rd</sup> offense there is no possibility of reducing the suspension.

D. SUBSEQUENT OFFENSES- The student shall be suspended from participation in and attendance at all extracurricular and/or co-curricular activities, including all performances and competitions and use of the school parking lot, for the remainder of the student's school career.

## **SELF REPORTING**

A student who has never tested positive under the Northeast USD 246 policy has the option to voluntarily "self-report" the use of an illegal or performance-enhancing drugs or alcohol. Under this self-reporting clause, the

student must self-report to the principal prior to being selected for a random or rotating schedule drug test. Any student who self-reports a 1<sup>st</sup> offense shall have a **Five (5) School day suspension** from all activities. Students cannot self report if they have already tested positive as a 1<sup>st</sup> offense.

### **REFUSAL TO SUBMIT TO A DRUG TEST**

Any student who refuses to submit to a drug test authorized under this policy shall be considered **“POSITIVE”** for drugs and be subject to appropriate suspension as stated previously in this policy.

### **TRANSFER STUDENTS**

Any student transferring to Northeast USD 246 who wishes to participate in extracurricular and/or co-curricular activities, or wishes to use the school parking facilities, 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 Northeast USD 246 with a similar record.

### **DISCLAIMER**

The Northeast USD 246 Student Drug Testing Policy does not supersede the student handbooks of Northeast High School or Northeast Junior High School with regard to students found to be in possession of, using, providing, or under the influence of illegal substances or alcohol while on school property or at 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.

Northeast USD 246 Student Drug Testing Policy (rev. 05-14-2012)

## **NORTHEAST USD 246 SOCIAL MEDIA POLICY**

### **Approved by the Northeast USD 246 Board of Education Effective 2014-2015 School Year**

Northeast USD 246 recognizes that many of our staff, students, parents and community members are active social media users. As a school district, we are also incorporating social media as part of our communications strategy.

The purpose of this social media policy is to help you to participate online in a respectful, relevant way that protects your reputation and the reputation of Northeast USD 246, and respects the relationship between teachers and students.

For the purposes of this policy, social media includes but is not limited to social networking and media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr, and YouTube. It also includes blogs, comments on web sites, discussion forums and any other activity online in which a person connects or communicates with other users.

The administration reserves the right to monitor, and will monitor, use of Northeast USD 246's computers, email, Facebook, and other social media and networking sites. This policy complements, but does not replace, any policies regarding the use of technology, computers, e-mail and the internet adopted from time to time by the Northeast USD 246 Board of Education.

#### **A. Your Personal Responsibility:**

We encourage responsible participation in social networking sites, subject to policies concerning the use of social media during work hours. We ask that you carefully consider the very public forum in which you are participating and expect you to act in a way that properly represents both your professional reputation and that of Northeast USD 246.

Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenities or other inappropriate content. Avoid engaging in or commenting on rumors or unsupported information. Represent Northeast USD 246 and the students and parents you serve in the best light. Your posts and comments should help build and support the school community. You are responsible for what your post and communications that would be deemed inappropriate or actionable if they occurred inside or outside of the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back. You shall comply with the following specific guidelines:

1. Use common sense when posting online. While these guidelines are in no



way intended to limit or infringe upon your rights under the National Labor Relations Act (“NLRA”) to comment upon the workplace, it remains good practice to never post anything that would embarrass you or Northeast USD 246, or would call your professional reputation into question.

2. You are personally responsible for the content you publish online. “Content” includes personal comments, Links, photographs, audio or video, and content created by other users that you choose to share or re-post.

3. Be mindful that any content you publish will be public for a long time. Not only can your content show up in Google and other search engines, but the FTC allows private corporations to store publicly accessible Facebook posts for a period of some seven years to be used in employee background checks made by current or potential employers. Moreover, even posts that are “private” may be subject to discovery in legal actions.

4. You should also be mindful that once posted, a comment cannot be taken back. In most instances deleting content will not make it disappear. Deleted content can still show up in online searches or, with the click of a button, other users can take a screen shot, re-post, or share your content with others. Even if you share your content with a very limited number of people, nothing prohibits your contacts from sharing the information you post.

5. Before you post or share content, ask yourself if you would want to see that content in the newspaper or on the evening news? Would you feel comfortable if your content was read by colleagues, your students, parents, principal, superintendent, or members of the Board of Education? If the answer is “no” then the content is best not shared.

6. Special care should be taken when posting personal photographs. Remember, your social networking site is an extension of your personality and professional reputation. All photographs should be posted with the assumption that they will end up in the public realm.

7. As an employee of Northeast USD 246, content that you post may not include provocative photographs, sexually explicit messages, content showing or promoting the consumption of alcohol or use of drugs, or any activity students are legally prohibited from doing. Remember, even with privacy setting in place, your content could be seen by students or parents or find its way into the public realm.

8. The lines between public and private, personal and professional are blurred in the online world. When you are online, you may be connected to colleagues, students, parents and the school community. Sometimes those connections may be direct and obvious. At other times the connections may be indirect or via mutual connections. You should ensure that content associated with you is consistent with your responsibilities as an employee of Northeast USD 246.

9. Your online behavior should reflect the same standards of honesty, respect,

and consideration you apply offline.

10. Protect your privacy. You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible. You should also understand that even with maximum privacy settings in place, content can still find its way in to the public domain.

11. At no time shall you claim to be speaking or issuing opinions on behalf of Northeast USD 246, unless and except if you specifically are authorized to do so by the Superintendent of Schools. In instances where there could be confusion, you must add a disclaimer stating that views and content are exclusively your own and not representative of Northeast USD 246.

12. While the Northeast USD 246 respects the rights of its employees to exercise their rights under the NLRA, employees should not make any derogatory statements about colleagues or students or other comments that would reflect badly on your professional reputation or the reputation of Northeast USD 246. Notwithstanding the foregoing, you may make comments in the exercise of your rights under the NLRA. You are ultimately responsible for your comments and Northeast USD 246 recommends that you thoughtfully consider your rights and responsibilities prior to posting.

13. Do not post photos or videos that contain identifying information concerning any students without the prior written consent of a parent or guardian of each student involved.

14. Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should not be posted online. You should become familiar with and make sure anything you post will not violate any provision of the Family Educational Rights and Privacy Act.

15. Do not use any school logo or image without the prior written permission of the Superintendent of Schools.

16. Do not create any social media account, blog or website intended to represent Northeast USD 246 without express prior consent of the Superintendent. It is important for us to protect the district's brand, ensure certain brand standards and content guidelines are maintained, and ensure any new accounts fit overall communications and education standards established by Northeast USD 246.

## **B. Employee-Student Relationships:**

Northeast USD 246 recognizes the important role that communication and collaboration between employees and students play in the educational process and experience. Northeast USD 246 further recognizes that the advancement of electronic communication and social media technologies creates greater

opportunity for interactions between employees and students, and therefore provides these additional guidelines for your own and our students' protection.

1. Employees are never under any obligation to accept friend or follower requests from any student and shall not, under any circumstances, use personal social media accounts to engage with students or participate in district projects. Northeast USD 246 strongly discourages employees from sending or accepting friend requests from current students or otherwise from participating with current students in emails, Facebook or other social media or networks. You should bear in mind that unless your account has privacy settings correctly configured, everything you post may be publicly accessible to your students whether you are connected to them or not.

2. Employees must exercise great care in connecting with students on any social media channels. Do not send permission-based friend or follower requests to students, for example Facebook friend request. Use discretion and carefully consider the guidelines provided by Northeast USD 246 before accepting any permission-based friend or follower requests received from students. It is Northeast USD 246's recommendation that if an employee decides to accept friend or follower requests received from students, the employee should accept all such requests, and not selectively limit the employee's interactions to what could be perceived as a few preferred individuals.

3. Any employee-student communications or relationships via social media should be of an appropriate professional nature, have content that is appropriate for both the communications medium and the audience addressed, and must not violate any provisions of the Family Educational Rights and Privacy Act. With each communication, ask yourself if it is something you would feel comfortable being printed in the newspaper, read by parents, colleagues, or members of the Northeast Board of Education. As with content, always assume any communication will end up in the public realm.

4. Employees who are connected to or communicate with students via social media must understand they may be granting those students access to all content in their personal social media profiles and should consider this policy and ensure that students are protected from exposure to inappropriate content or content that might compromise the employee's professional reputation.

5. Employees shall ensure that any relationship and all dialogue with a student is kept professional in its nature and immediately shall report to the superintendent or designee any inappropriate communication received from a student. This is as much for your protection as the students. Any content or communication generated either by you, or by a student, which would be inappropriate in the classroom should also be considered inappropriate when shared via social media.

6. Northeast USD 246 recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those

instances where an employee's interaction with a student is a result of certain extra-curricular activities such as Boy Scouts, Girl Scouts, religious organizations or other similar relationships.

7. All posts and messages between teachers and classes, coaches and team members, and advisors and club or group members shall be sent to all members of such class, team, club or group, except for messages concerning (a) inquiries about specific assignments, and (b) medical or academic privacy messages, which messages shall be copied to the principal or athletic director, as appropriate.