

# BELOIT TROJANS

USD

273

2021-

22



Parent-

Student

## Handbook

Submitted to BOE: July 12, 2021

## **USD 273 Board of Education**

**Jason Johnson, President**

**Joe File, Vice-President**

**Amber Krier**

**Jacob Ludwig**

**Kelsey Adams**

**Jonathan Stillwell**

**Tony Thompson**

## **USD 273 Board of Education Staff**

**Jeff Travis, Superintendent**

**Tiffany Schroeder, Clerk of the Board**

**Mindy Hilt, Board Treasurer**

**Tara Miner, Deputy Clerk**

**Bethany Mitchell, Board Assistant**

## BELOIT JUNIOR-SENIOR HIGH SCHOOL CERTIFIED STAFF

Adolph, Jennifer	HS Mathematics
Beckmeyer, Debbie	JS/HS Gifted Education Consultant
Behrends, Stacy	JH Language Arts
Beisner, Kyle	JH/HS Assistant Principal – Activities Director
Buckland, Aimee	HS Mathematics
Burke, Josie	HS Business
Channell, Jason	JH/HS Industrial Arts
Channell, Tammy	JH/HS Media Center Specialist
Cox, Brandon	JH Mathematics
Cox, Katie	JH Science
De Kler, Gary	JH/HS Vocal Music
Deneke, Grant	HS Science/STEM
Eilert, Brennan	HS Counselor
Fouts, Christie	JH Technology
Gober, Brad	HS Physical Education
Hahn, Michelle	JH/HS Speech/Language Clinician
Harbaugh, Michael	JH/HS Orchestra
Harris, Cathy	HS Business
Hartshorn, Brock	HS Interrelated Resource Classroom
Hesting, Marty	JH Interrelated Resource Classroom
Holway, Liz	JH/HS Art
Hubert, Barbara	JH/HS Foreign Language
Isbell, Jenny	JH/HS Nurse
Isbell, Ryan	HS Science
Johnson, Meredith	HS Language Arts
Johnson, William	HS Ag Instructor & CTE Coordinator
Jordan, Kathrina	JH/HS Nurse's Aide
Kelley, Darrell	JH Social Studies
Kresin, Sharon	JH Technology
Lampert, Eric	HS Mathematics
Litton, Stephanie	JH Counselor
Long, Ashley	HS Interrelated Resource Classroom
Lowry, Garry	JH Physical Education
Luke, Anna	HS English
Malay, Ryan	HS Social Studies
Mason, Brad	HS Social Studies
McMillan, Brock	HS Social Studies
McQueen, Rebecca	JH/HS Special Education
Paul, Brandy	JH/HS Special Education
Pingel, Gary	HS Language Arts, Journalism
Reinert, Betsy	HS Science
Seyfert, Casey	JH/HS School Principal
Vetter, Kristi	JH/HS Instrumental Music
Wildfong, Cay	JH/HS Unified Studies
Woerner, Kent	District Computer Coordinator
Wright, Michael	HS Vocational Agriculture

## **BELOIT ELEMENTARY CERTIFIED STAFF**

<b>Brady Dean</b>	<b>Principal</b>
<b>Janet Porter</b>	<b>Asst. Principal</b>
<b>MaDonna Reiter</b>	<b>Preschool</b>
<b>Ali Ernst</b>	<b>Preschool</b>
<b>Tegan Weidenhaft</b>	<b>Kindergarten</b>
<b>Melanie Bourbon</b>	<b>Kindergarten</b>
<b>Amanda Seyfert</b>	<b>Kindergarten</b>
<b>Jessie Jones</b>	<b>First Grade</b>
<b>Christina Henke</b>	<b>First Grade</b>
<b>Cierra Thiessen</b>	<b>First Grade</b>
<b>Lawanna Stanley</b>	<b>Second Grade</b>
<b>Brittany Lienberger</b>	<b>Second Grade</b>
<b>Connie Adams</b>	<b>Second Grade</b>
<b>Haley McGinn</b>	<b>Third Grade</b>
<b>Megan McMillan</b>	<b>Third Grade</b>
<b>Kirsten Joy</b>	<b>Third Grade</b>
<b>Shauna Remus</b>	<b>Fourth Grade</b>
<b>Molly Baxa</b>	<b>Fourth Grade</b>
<b>Tara Pruitt</b>	<b>Fourth Grade</b>
<b>Courtney Follis</b>	<b>Fifth Grade</b>
<b>Kayla Bonebrake</b>	<b>Fifth Grade</b>
<b>Vicki Jackson</b>	<b>Fifth Grade</b>
<b>Albert Fincham</b>	<b>Sixth Grade</b>
<b>Dedra Gober</b>	<b>Sixth Grade</b>
<b>Donna Conn</b>	<b>Sixth Grade</b>
<b>Melissa Brown</b>	<b>Title 1</b>
<b>Anne Palen</b>	<b>Title 1</b>
<b>Tracy Travis</b>	<b>Title 1</b>
<b>Amanda Thiessen</b>	<b>Title 1</b>
<b>Lynne Easter</b>	<b>Interrelated Special Education</b>
<b>Brad Treaster</b>	<b>Interrelated Special Education</b>
<b>Madeline Short</b>	<b>Interrelated Special Education</b>
<b>Kara Loomis</b>	<b>ELL/At-Risk</b>
<b>Cierra Calhoun</b>	<b>Music</b>
<b>Michael Harbaugh</b>	<b>Inst. Music</b>
<b>Rachel Avery</b>	<b>Art</b>
<b>Andy Niemczyk</b>	<b>Physical Ed</b>
<b>Cris Adams</b>	<b>Technology</b>
<b>Jama Budke</b>	<b>Library</b>
<b>Jennifer Eilert</b>	<b>School Social Worker</b>
<b>Mandy Gerstner</b>	<b>School Social Worker</b>
<b>Eric Ingram</b>	<b>IT Director</b>
<b>Charle Green/Heather Isbell</b>	<b>3 year old Preschool Teacher</b>

## **USD 273 MISSION/DISTRICT GOALS**

- **Academically functional**
- **Aware of important cultural heritages, traditions, and lifestyles**
- **Aware of vocational opportunities**
- **Conscious of importance of good health/positive self-image**
- **Aware of the fine arts**

## **USD 273 MISSION STATEMENT**

### **PURPOSE OF SCHOOLS**

The public schools of USD No. 273 base their educational programs on those principals necessary to prepare students for responsible citizenship. As such, the schools recognize that our complex changing society demands that educational programs continue to provide a sound, basic education.

Realizing that students vary in aptitude and interest, the educational program will provide for the development of general knowledge while addressing individual needs and desires. All students will have an equal opportunity to pursue and acquire an education.

The students of USD No. 273 will be given the opportunity to become (1) academically functional; (2) aware of important cultural heritages, traditions, and lifestyles; (3) aware of vocational opportunities; (4) conscious of the importance of good health and a positive self-image; and (5) aware of the fine arts.

### **GOALS FOR STUDENT LEARNING**

To fulfill the mission of the district, students will be encouraged to do the following:

- perform at a competent level, as determined by USD No. 273 faculty, administration, and board of education in 1) reading, writing, speaking, and listening as related to the English language; 2) mathematics; 3) social studies; 4)

health, physical education, and recreation; 5) science and scientific study; 6) fine arts; 7) vocational areas; and 8) basic computer literacy;

- achieve personal excellence in all endeavors;
- learn to examine and use information to develop thinking skills;
- learn how to be a good citizen: understand and appreciate our country, its laws, its culture, and the rights of its citizens;
- develop pride in work and a feeling of self-respect and good character while learning to respect people with whom we work and live;
- learn about and try to understand the changes that take place in the world;
- identify practices for the development and maintenance of a healthy lifestyle and leisure time use;
- gain skills in managing money, property, and resources;
- gain information needed to make job selections and develop skills to enter a future field of work;
- gain knowledge of foreign cultures and their languages.

## **ACCOUNTABILITY**

The following persons will actively support the public schools and will accept accountability for the growth of students in the areas mentioned under the Purpose and Goals section of this statement: parents and patrons of USD No. 273, their representatives on the school board, the superintendent of schools, administrators, building level teachers, and support personnel. The student will be accountable for taking advantage of opportunities and experiences in education provided by USD No. 273. Parents will be accountable for encouraging the student to do so.

**APPROVED: October 12, 1987, REVIEWED: July 9, 2001**

**AMENDED: February 13, 1995**

**Board policy can be found at [www.usd273.org](http://www.usd273.org)**

# SCHOOL CALENDAR 2021-2022

**TEACHERS REPORT:** August 9, 2021

**SCHOOL BEGINS:** August 12, 2021

**PRESCHOOL BEGINS:** August 12, 2021

## **SCHOOL HOLIDAYS:**

Labor Day	September 6, 2021
Veteran's Day	November 11, 2021
Thanksgiving Vacation	November 24-26, 2021
Christmas Vacation	December 22 - January 4, 2022
No School	January 21, 2022
President's Day	February 21, 2022
Spring Break	March 11-15, 2022
Easter Break	April 14-18, 2022

## **INSERVICE/WORK DAYS:**

New Teacher Orientation	August 4-6, 2021
Professional Development	August 9-10, 2021
Teacher Work Day (Must pick 1 day)	August 2-6, 2021
Teacher Work Day	August 11, 2021
Professional Development	September 27, 2021
Professional Development	November 12, 2021
Teacher Work Day (Must pick 1 day)	December 22, 2021 or January 3, 2022
Work Day/ Beloit Relays	April 29, 2022
Teacher Work Day	May 16, 2022

**PARENT TEACHER CONFERENCES:** October 21 & 22, 2021  
February 17 & 18, 2022

**LAST DAY OF SCHOOL:** May 13, 2022

**LAST DAY FOR TEACHERS:** May 16, 2022

## **NINE-WEEK PERIODS:**

1st Nine Weeks	August 12 - October 15	- 45 DAYS
2nd Nine Weeks	October 18 - December 21	- 40 DAYS
3rd Nine Weeks	January 4 - March 11	- 45 DAYS
4th Nine Weeks	March 21 - May 13	- <u>37 DAYS</u>

**167 DAYS**

## **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY**

The Beloit USD 273, Beloit, 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 questions regarding the above, please contact: Jeff Travis, 2020 North Independence, Beloit, Kansas 67420, Phone Number - 785-738- 3261 (Title IX Coordinator).

## **STATEMENT OF ASSURANCE**

Unified School District No. 273 does not discriminate on the basis of race, color, national origin, sex, or handicap under the provisions of Title VI, Title IX, and Section 504. In addition, all vocational opportunities are offered without regard to race, color, national origin, sex, handicap or age. Anyone feeling that his/her rights, as designated above, have been violated should contact the Superintendent of Schools, 2020 N. Independence Ave., Beloit, Kansas, (785) 738-3261.

## **CANCELLATION OF SCHOOL / BAD WEATHER**

If it necessary to either dismiss school early or not have school because of bad weather, parents and students will be informed by the following radio stations:

KVSV – 105.5 FM & 1190 AM – Beloit  
KDNS – 94.1 FM – Glen Elder  
KNCK – 1390 – Concordia  
KSAL – 1150 – Salina  
SKYLERT - Automated phone call

If no announcement is made prior to 7:30 a.m., school will be in session as usual. If the weather becomes severe during the school day and school is to be dismissed early, an announcement will be made one hour in advance of dismissal time over the same stations.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over the age of 18 certain rights with respect to the student's educational records. Parents and eligible students have the right to inspect education records within 45 days of making such a request of the school, the right to request amendment of records found to be in error, the right to give consent to disclosure of any personally identifiable information contained in student records, and the right to file a complaint concerning alleged failure on the part of the school to comply with the requirements of FERPA. Under the requirements of FERPA, the school does have the right to disclose



information to officials of other schools in which a student seeks or intends to enroll, and such requests do not require the consent of the parent or eligible student. Such record requests by other schools will be honored by USD 273, with records sent immediately. For more information in regard to your rights under FERPA, contact the school principal or superintendent.

## **HEALTH RECORDS**

A student shall comply with Kansas Immunization Statue. Failure to do so may result in suspension.

## **HEAD LICE “NO NIT” POLICY**

USD #273 maintains a “no nit” policy in an effort to control the spread of lice among classmates. When lice are detected at school, the following procedures will be followed:

- Parent/guardian will be notified
- The student will be sent home
- The parent/guardian will be provided with instruction for treatment
- Students that have been in contact with the infected student will be checked and if more than one student is found with lice, then letters will be sent home to parents.
- Removal of ALL nits shall be a prerequisite for returning to school. School health personnel will examine the student prior to returning to the classroom.

## **STUDENT INSURANCE**

USD 273 is not responsible for the medical costs to students for injuries incurred at school. Coverage may be obtained by purchasing the school time insurance offered at the beginning of school. Complete descriptions of Insurance Plans and Riders are available in the school office.

## **CAMERAS ON THE BUS**

There are two cameras on each school bus. These cameras record video and audio during the routes. The recordings may be used when misbehavior occurs while on the school bus.

## ATTENDANCE

Students at USD 273 will be punctual and regular in attendance. When an absence occurs, parents must notify the school between 8 a.m. and 10 a.m. If this is not done the school will call to verify the absence. A note will be required in the office if parents fail to call or the school cannot reach the parent. It is the responsibility of each student to make up any and all work missed.

**Compulsory Attendance:** the compulsory attendance law makes it mandatory that any child who has reached the age of seven years and is under the age of eighteen be enrolled in school. Only students that are an exception by law or have been suspended or have been expelled from school are not required to attend school. Additionally, students sixteen years of age or older whose parents or legal guardians sign waivers releasing them from mandatory attendance may terminate their enrollment.

**Absences:** the building principal or his/her designated representative shall determine if an absence is to be excused.

The parent must take the responsibility to notify the principal's office by phone when the student will not be in attendance. Only a parent, legal guardian or an adult to whom the legal guardian has delegated the authority in writing to the principal to excuse his or her student's absences may excuse absences. An individual listed as the person to contact in an emergency MAY NOT excuse a student's absences unless given authority to do so in writing to the principal by the legal guardian. This notice **must be** given in **advance** of the day of the absence. The office is open and will take calls between 7:30 a.m. and 4:00 p.m. The school office phone number is: High School - 738-3593; Elementary School – 738-3581.

### I. Excused Absences

- A. Illness with a parent's verification, verification by school nurse or doctor.
- B. Deaths.
- C. Doctor appointments and dental appointments. We would ask that these appointments be made outside of school time if possible.
- D. School activities.
- E. Family livelihood.
- F. When weather conditions are so severe that it is impossible to attend.
- G. Educational trips, tours, family vacations and college visitations will be approved when assignments are completed prior to the student missing school.
- H. Compelling need or request by parent.

### II. Unexcused Absence

- A. All absences that do not fall into the above categories, or are not handled according to policy.
- B. Leaving school when school is in session without obtaining permission and signing out of the main office.
- C. Any student more than ten minutes late for class will be considered absent without a valid excuse covered in I above.

## **Truancy**

The following procedures shall be used in determining truancy in USD #273 (reference from Kansas Statutes Annotated KSA 72-111 and KSA 72-1113):

1. Whenever a child is required by law to attend school and such child is not enrolled in school such child is truant.
2. A student is truant from school if he/she is unable to provide a valid parental excuse. If a student is absent from school (without a valid excuse) for three consecutive days, five or more days in any semester, or students who are absent for significant part of school day (three hours past the start of school). The student shall be reported to the county attorney (if student is over 13) or Department of Children and Families (DCF) (if student is under 13).
3. Students may lose credits based on the number of unexcused absences. The administration will determine whether or not to award credit.

## **HARASSMENT**

VERBAL/PHYSICAL ASSAULT, THREAT OR HARASSMENT OF A SCHOOL EMPLOYEE AND/OR DAMAGE TO AND/OR THEFT OF PRIVATE PROPERTY BELONGING TO OR UNDER THE CONTROL OF A SCHOOL EMPLOYEE

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to a school employee. Any violation of this policy shall result in expulsion for a period of time not to exceed the balance of the school year.

If, during the course of his or her employment, an employee's personal property is damaged or destroyed as the result of malicious or willful acts of a student of the district, off the school premises and in a non-school activity situation, and, when an administrative review shows that the employee had used reasonable judgment in the situation, and said act was maliciously or willfully done, then and in that event, the district shall, on behalf of the employee, and in the employee's name, if the employee consents, take appropriate action at law in a court of competent jurisdiction to recover the actual damages sustained against the parents or legal guardians of said student, pursuant to K.S.A. 38-120, and to pay all costs and expenses therefore.

A student shall not intentionally cause or attempt to cause physical injury to a school employee or intentionally behave verbally in such a way as could reasonably be interpreted as a threat of physical violence to a school employee.

1. On the school grounds during, before, or after school hours;
2. On the school grounds at any other time when the school is being used by a school group;
3. Off the school grounds at a school activity, function, or event;
4. Off the school grounds--during, before, or after school hours provided the act is a direct result of school employee performing his/her duties.

A student shall not intentionally cause or attempt to cause damage to any property and/or theft of any property belonging to or under the control of any school employee.

1. On the school grounds during, before, or after school hours;
2. On the school grounds at any other time when the school is being used by a school group;
3. Off the school grounds at a school activity, function, or event;
4. Off the school grounds--during, before, or after school hours provided the act is a direct result of school employee performing his/her duties.

A student shall not use language or exhibit actions or gestures that could reasonably be considered profane, indecent, or obscene at or toward any school employee.

1. On the school grounds during, before, or after school hours;
2. On the school grounds at any other time when the school is being used by a school group;
3. Off the school grounds at a school activity, function, or event;
4. Off the school grounds--during, before, or after school hours provided the act is a direct result of school employee performing his/her duties.

Violation of any provision of this behavior code may result in suspension and/or expulsion from school.

## **SEXUAL HARASSMENT**

It is the policy of Beloit Unified School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass another staff member or student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

## **DEFINITIONS**

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
  - i. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or
  - ii. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.
  
- b. Sexual harassment, as defined above, may include but is not limited to the following:
  - Verbal harassment or abuse;
  - Pressure for sexual activity;
  - Repeated remarks to a person, with sexual or demeaning implications;
  - Unwelcome touching;
  - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

## **PROCEDURES**

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to the building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code.

Persons who knowingly file a false complaint of harassment shall be subjected to disciplinary action.

## EXAMPLES OF SEXUAL HARASSMENT

- \* Sexual comments and jokes
- \* Sexual gestures and looks
- \* Touching, grabbing, pinching in a sexual way
- \* Brushing up against
- \* Flashing or mooning
- \* Sexual rumors spread about the individual
- \* Clothing or given sexual pictures, messages or notes
- \* Blocking passage in a sexual way
- \* Sexual messages or graffiti on walls, locker rooms, etc.
- \* Forced to kiss someone
- \* Derogatorily calling someone gay or lesbian
- \* Had clothing pulled off or down
- \* Forced to do something sexual other than kissing
- \* Spied on while showering or dressing

## BULLYING POLICY

**JDDC BULLYING (Cf. GAAB, JCE, JGEC, JGECA, JDD and EBC)**

**JDDC**

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

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

As used in this Policy, the following definitions apply.

“Bullying” means:

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

- Harming a student or staff member, whether physically or mentally;
- damaging a student’s or staff member’s property;

- placing a student or staff member in reasonable fear of harm to the student or staff member; or
- placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- (B) any other form of intimidation or harassment prohibited by any policy of USD No. 273.

**JDDC BULLYING (Cf. GAAB, JCE, JGEC, JGECA, JDD and EBC)**

**JDDC-2**

(2) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

APPROVED: August 13, 2007, AMENDED: December 10, 2007, REVIEWED: April 10, 2012, **REVIEWED AND APPROVED: January 14, 2013**

## **BULLYING**

### **Definition of Bullying**

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to: intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, rumors, false accusations, hazing, social isolation, and cyber-bullying.

### **Examples of bullying but not limited to**

- Emotional: being unfriendly, social isolation, excluding from groups, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issues of being different from a group
- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Cyber: All areas of internet, such as email and internet chat room misuse
- Mobile: threats by text messaging and calls
- Misuse of associated technology, i.e. camera and video facilities

## **NETWORK/INTERNET USAGE - Children's Internet Usage Policy**

It is the intention of Beloit Elementary School to provide access for students and staff to state-of-the-art computer technology, electronic mail and the World Wide Web via the Internet. All users must share the responsibility for seeing that these facilities are used in an effective, efficient, ethical and lawful manner. It is expected that all students will comply with this policy.

Users are responsible for adhering to the following guidelines:

- Users will respect the integrity of the computer and network system. The computer systems are set up by the system administrator and are not to be altered in any way.
- Users will display appropriate conduct and observe the rules of “Netiquette”. Users will respect the rights and privacy of others and not gain unauthorized access to resources of others or vandalize the data of another person or entity.
- E-mail messages sent to others must be signed by the sender and must use appropriate language, which is not abusive, profane or offensive. E-mail will not be used to distribute hate mail, make discriminatory remarks or exhibit antisocial behavior.
- Users will respect the legal protection provided by copyright license to program, books, data, articles, photography, artwork, etc.
- The Internet will be used in support of education and research consistent with the policies of the District including assessing, saving, or using only appropriate language, graphics or text. Users agree not to access/transmit materials, which are obscene/pornographic, terroristic or considered offensive.
- The computer network/Internet will be used only for lawful and school-related purposes. Use of the computer network/Internet for illegal activities, commercial purposes, posting anonymous messages or advertising is strictly prohibited.
- The computer network/Internet is not be used for “chat” areas and gaming zones.
- The users agree to the following equipment/lab guidelines:
- Adhere to general printing and file-saving instructions; use equipment with care and keep the lab/computer area clean and orderly; use only software which has been assigned by staff; report equipment or software problems to a staff member; leave all computer materials and equipment in the lab/computer area; and, keep all food and drinks out of the lab/computer area.



## **Wellness Policy**

### **Part 1: Preamble**

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

### **Part 2: Board Policy**

USD 273 - Beloit is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 273 - Beloit that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing,

implementing, monitoring and reviewing district-wide nutrition and physical activity policies.

- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

## **SUSPENSION AND/OR EXPULSION OF STUDENTS**

The authority to suspend for a short term and to propose an extended term suspension and/or expulsion is delegated to the superintendent, building principal, or assistant principal, or by the Board of Education in accordance with the applicable statutes of the State of Kansas. The provisions of this section apply to all students enrolled in USD 273.

**Suspensions** are divided into two (2) categories:

1. In-School Suspension
2. Out of School Suspension

1. **In-school suspension** is a disciplinary measure that may be used for various types of discipline infractions that require a student be removed from the regular classroom immediately but do not require an out of school suspension. Discretion of administrative staff will be used in determining when an in-school suspension is appropriate.

An in-school suspension means to remove the student from the general student body and deny the student the privilege of attending or participating in school activities or events for a period not to exceed five (5) school days during any one time period. Students must remain in the in-school suspension room for the entire duration of the suspension. They will be escorted to the restroom at regular intervals. Lunch will be delivered.

2. **Out of school suspension** is a disciplinary measure that may be used for various types of discipline infractions and is assigned by authorized personnel. An out of school suspended student is one who has been suspended in accordance with K.S.A.728901728906 amended by the 1977 session of the Kansas legislature and, in addition, any and all regulations pertaining to student conduct adopted by the Board of Education and published in the student handbook.
- A. A suspended student will have one day after his/her return to make up the work for full credit. After that time, he/she will receive no credit.
  - B. Suspensions will carry over from one year to the next, part of the suspension being served at the end of one school year and part being served at the beginning of the following school year. Such suspensions do not affect attendance policies regarding activities occurring during the summer. A student serving a 'split' term of suspension may attend school sponsored summer activities.

**An out of school suspension** means to remove the student from school for one of the following time periods:

- 1) "Short term" – not to exceed five (5) school days and to deny the student the privilege of attending or participating in school activities or events. Short-term suspension may extend into the next school year.
- 2) "Long term" suspension means to remove the student from school for a period in excess of five (5) school days, but not more than 90 school days, and to deny the student the privilege of attending or participating in school activities or events. Long-term suspension may extend into the next school year.

**Expulsion** means to remove the student from the school for a period not to exceed 186 school days and to deny the student the privilege of attending or participating in school activities or events. An expulsion may extend into the next school year. If an expulsion extends into the next school year, exclusion from attending or participating in school activities applies to all school sponsored events during the summer. An expelled student is not considered a student in good standing and is not entitled to the privilege of student participation or attendance at school events or credit for work missed.

## SAFE SCHOOLS

The Beloit Public Schools shall maintain a safe and nurturing educational environment where students can learn, teachers can teach, and parents and patrons can meet and recreate without fear. The Beloit Public Schools will not tolerate violence or injury to staff or students. Weapons of any kind especially firearms, or any instrument, object or device that can be reasonably perceived as a weapon or firearm, including replicas and look-alikes such as cap guns and water guns, will not be tolerated at any school-supervised activity, in any school building, or on any school district property. The Board of Education policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of the laws of the United States, including the Gun-Free Schools Act (Public Law 103-382, Stat. 3518) and the laws of the State of Kansas pertaining to school safety and security, including the Kansas School Safety and Security Act K.S.A. 72-89b01, et seq., K.S.A. 72-89a01 et seq., and K.S.A. 21-4204, as amended, prohibiting firearms and other weapons on school property, in school buildings, or at school-supervised activities shall be strictly observed and enforced. The superintendent shall prepare and enforce administrative regulations prescribing the proper procedures for making the various reports required by law and designating the person(s) to do so.

## WEAPONS PROHIBITED

The Improving America's Schools Act of 1994 (Public Law 103-382, 108 Stat. 3518) contains a Gun-Free Schools Act that requires expulsion for one calendar year of students who bring certain defined weapons to school grounds, building, or activities. The law requires states to adopt similar mandatory provisions and Kansas has done so (K.S.A. 72-89a01 et seq.). Hearings requested by students expelled for violation of these laws may be conducted by the superintendent of schools, by a certificated employee or a committee of certificated employees of the school in which the student is enrolled, or by a hearing officer appointed by the Board of Education. The superintendent of schools may, but is not required to, modify the mandatory expulsion on a case-by-case basis. These laws also impose different rules for students covered by the Individuals with Disabilities Education Act and those students will be disciplined in accordance with that Act.

1. **"Weapon"** as defined by the Federal Gun-Free Schools Act and K.S.A. 72-89a01 (h) as follows:

'Weapon' means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce (E) mine,

or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled; (7) any bludgeon, sand club, metal knuckles or throwing star; (8) any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls out or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term "weapon" does not include within its meaning (1) an antique firearm; (2) a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes; (3) any device which is neither designed nor redesigned for use as a weapon; (4) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (5) surplus ordnance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684;(2) 4685, or 4686 of title 10 of the United States Code; (6) class C common fireworks."

**Warning:** Except as otherwise provided by law or this policy, possession of any weapon described in this definition on any school ground, in any school building, or at any school-supervised activity will result in expulsion from school for a period of one calendar year as required by federal and state law, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

2. **"Weapon"** as defined by Board of Education policy is: any device, object or substance that, in fact, or under the circumstances and manner in which it is used, can reasonably be considered sufficient to cause serious property damage or to cause serious bodily harm. This definition includes those items that are excluded from the federal definition by the Federal Gun-Free School Act. Therefore, students who possess or use these weapons may be disciplined, as they would be under the Behavioral Code with disciplinary action. Disciplinary options are not limited by federal and state law. Examples of weapons include, but are not limited to the following: antique firearms, whether loaded or operable or not; rifles or shotguns which the owner intends to use solely for sporting, recreational, or cultural purposes, whether loaded or operable or not; pistols, whether loaded or operable or not; pellet guns; B-B guns or air rifles, whether powered by air, CO2 gas or spring and whether loaded or operable or not; knives; included but not limited to any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; any switchblade knife having a blade that open automatically by hand pressure applied to a button, spring, or other device in the handle; clubs; any device which was originally designed for use as a weapon, whether operable or not; and ammunition, ordnance, bullets for use in pistols or rifles, or shells for use in shotguns; any bludgeon, sand club, metal knuckles, or throwing star.

## **USE OR POSSESSION OF ALCOHOL AND/OR DRUGS**

In addition to the prohibited acts of behavior listed, the Board of Education specifically prohibits the unlawful possession, use, or distribution of illicit drugs, drug paraphernalia, controlled substances and alcohol by students on school premises or as part of any school sponsored activity. This policy is required by the 1989 Amendments to the Drug Free Schools and Communities Act, P.L. 102.226, 103 St. 1928 and compliance with it is mandatory.

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the school grounds or at a school activity. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Any violation of this policy may result in expulsion for a period of time not to exceed the balance of the school year.

## **EMERGENCY SAFETY INTERVENTIONS**

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

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

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

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

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

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

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

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

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

### **Prohibited Types of Restraint**

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

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

### **Seclusion Restrictions**

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file. When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion room equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of an emergency, such as fire or severe weather. A seclusion room shall be a safe place with proportional and similar characteristics as

other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

### **Training**

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

### **Notification and Documentation**

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicated when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following: Date and time of the intervention, Type of intervention, Length of time the intervention was used, and School personnel who participated in or supervised the intervention. All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

### **Reporting Data**

District administration shall report ESI data to the state Department of Education as required.



Three (3) Incidents of ESI for Same Student If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, or a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

### **Local Dispute Resolution Process**

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state Department of Education. If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI. Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a

complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.  
APPROVED: January 11, 2016

## **USD 273 - FOOD SERVICES MANAGEMENT POLICY**

As per USD273 Board of Education Policy EE the following information pertains to food service. A Food Service Director will be hired by the board to oversee the district's breakfast and lunch services.

### **Sanitation Inspections**

The building administrator will inspect each lunchroom under his/her supervision periodically to ensure that proper sanitation procedures are being maintained.

### **Records**

The Food Service Director will be responsible for keeping such records as are required by state and federal school lunch regulatory agencies.

### **Meal Prices**

Meal prices shall be determined by the board – 2021-2022

ALL Students Meals are free in 2021-22.

Breakfast - \$1.30 (Elem) \$1.50 (Jr/Sr High) \$2.00 (Adult)

Lunch - \$2.75 (Elem) \$2.95 (Jr/Sr High) \$3.75 (Adult)

### **Free and Reduced Price Meals**

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

### **Unpaid Meal Charges**

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$20 meals to this account.

Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit

being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer.

## **GRIEVANCE PROCEDURES**

### **COMPLAINTS AND GRIEVANCES     JCE**

In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the board will consider complaints and grievances through the procedures established therefore in the board's rules and regulations implementing this policy.

**APPROVED: August 6, 1973**

**REVIEWED: January 14, 2002**

### **JCE-R     COMPLAINTS AND GRIEVANCES     JCE-R**

Any student may file a complaint against any school employee or any school rule and regulations. Said complaint must be in writing and if filed against any employee, it must be filed within twenty days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to who, what, where and when the complaint is about. Any complaint not filed within said twenty-day period shall deem to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed with the clerk of the board. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal.

### **TITLE IX GRIEVANCES     GAEA**

The Board of Education shall provide a procedure whereby all employees and students may file and have fairly considered Title IX grievances.

### **GAEA-R     TITLE IX GRIEVANCES     GAEA-R**

Employees or students may file Title IX (sex discrimination) grievances with the building Principal or with the Title IX Hearing Officer who shall be the Superintendent of Schools.

Grievances may be filed within (180) school days of the occurrence of the alleged violation and may be in writing or oral.

A grievance filed with a building principal may be investigated and heard by the principal and his/her decision may be to render a decision or to refer the grievance to the Hearing Officer, such decision or referral shall occur within ten (10) working days of receipt of the complaint. If the principal renders a decision, such decision may be appealed to the Hearing Officer. The principal shall automatically refer any grievance, which includes charges of sexual harassment to the Hearing Officer.

A grievance filed with the Hearing Officer may be heard by the Hearing Officer and a decision rendered or the Hearing Officer may refer it to a grievance committee.

A grievance committee shall be composed of three members, one appointed by the Hearing Officer, one appointed by the complainant and one selected by those two. In the event the two cannot agree on a third, the president of the Board of Education shall appoint the third member.

The Hearing Officer shall within ten (10) working days of receiving a complaint either conduct a hearing and render a decision or refer the matter to a grievance committee. The grievance committee shall within ten (10) working days after the selection of the third member, conduct a hearing and render a decision. A majority decision shall occur when two or more members agree. A minority report may also be filed.

#### **GAEA-R TITLE IX GRIEVANCES GAEA-R-2**

A decision of the Hearing Officer or a decision of a Hearing Committee may be appealed to the Board of Education. If a decision is appealed to the board, the board shall review the record of the Hearing Officer or the Hearing Committee and render a decision. Their decision shall be final.

If the decision is deemed unsatisfactory by the complainant, a complaint of alleged discrimination may be filed with the:

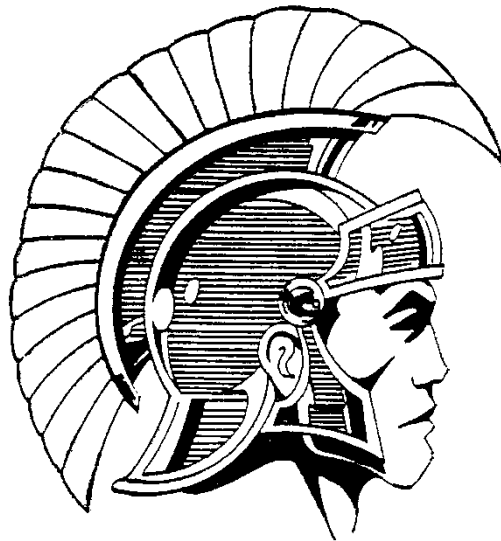
**Kansas Human Rights Commission  
Landon State Office Building  
900 S.W. Jackson, Ste. 851-S  
Topeka, KS 66612-1258**

**Office of Civil Rights  
U.S. Dept. of Education  
0220 N. Executive Hills Blvd.  
8<sup>th</sup> Floor, 07-6010  
Kansas City, MO 64153-1367**

**Equal Employment Opportunity Office  
400 State Avenue  
Suite 905  
Kansas City, KS 66101**

**Approved: May 12, 1986  
Amended: November 13, 2000**

# BELOIT TROJANS



Beloit Junior-Senior  
High School



# **CITY OF TROY**

**As we march on to victory,  
To BHS, we'll sing  
Glad voices through our stately halls  
They ardently will ring (Rah, Rah, Rah)**

**The walls enclose the sentiments  
Of a Trojan Girl and Boy  
Who sang to their  
As we sing to our  
City of Troy**

**Let's go, Let's go  
Go team go  
Let's fight, Let's fight  
Let's fight team fight  
Let's win, Let's win  
Let's win team win  
Beat -----**

## **MISSION STATEMENT**

Beloit Junior-Senior High School, through a planned curriculum, and a dedicated, professional staff, supported by involved parents and community members, will teach each student those skills necessary for successful living and responsible, productive citizenship. We believe that:

- Every individual has dignity and worth.
- Every individual deserves parental, teacher, administrative, and community support.
- Every individual can learn and experience success.
- Every individual will be held accountable for learning and applying basic skills to academic and social situations.
- Every individual will be held accountable for following school rules and will be disciplined with dignity.
- Every individual will be encouraged to demonstrate mannerly conduct.
- Every individual is entitled to a safe and orderly learning environment.

## **BUILDING GOALS 2021-2022**

Reading - Students will improve reading skills across the curriculum, with a focus on the achieving proficiency as defined by the Kansas Reading Standards.

Writing – All students will demonstrate improved writing skill across the curriculum, with a focus on the achieving proficiency as defined by the Kansas Writing Standards.

Mathematics – All students will demonstrate, in academic and applied situations, a high level of mastery of essential math skills, with a focus on the achieving proficiency as defined by the Kansas Mathematics Standards.

## **BUILDING USE**

The building will open for students at 7:30 a.m. each morning and close at 3:55 p.m. All students are to be exited from the building unless under the supervision of a teacher. This building is one of the finest in the state; it has been built for your benefit and many others to follow. Please treat it with the respect it deserves. Damage to the property caused by unavoidable accidents or normal use will not be charged. However, damage resulting from unnecessary accidents, horseplay, or willful acts will be charged. The student will be charged the dollar amount, including labor costs, for repairing the damage. If a student is reported a second time for destruction of property, such student will be suspended.



## **EMERGENCY GUIDELINES**

<b>EMERGENCY:</b>	<b>WARNING SIGNAL:</b>	<b>PROCEDURE:</b>
<b>FIRE</b>	Alarm will sound	Students will evacuate via appropriate exits.
<b>TORNADO</b>	Announcement via intercom	Pass to band and vocal music rooms
<b>BOMB</b>	Announcement via intercom	Students and teachers will remain in room to await further instruction
<b>INTRUDER ON CAMPUS</b>	Announcement via intercom	Follow Emergency plan instruction

## **JUNIOR-SENIOR HIGH SCHOOL FIRE DRILL EVACUATION ROUTES**

Fire Drills will be conducted in accordance with State law. Students will evacuate the building to a safe distance during each drill.

## **JUNIOR-SENIOR HIGH SCHOOL TORNADO DRILL**

Tornado drills will be conducted during the school year in accordance with State law. Students will evacuate to band and vocal music rooms.

## **POST SECONDARY SCHOOL VISITATION**

Seniors will be allowed two days to visit post-secondary institutions under consideration for future schooling. Juniors may take one such day. The appointment with the school will be made through the counselor's office by parents at least one week in advance of the requested date of the visitation.

## **Concurrent Credit WITH Cloud County Community College and North Central Kansas Tech College**

Concurrent Credit classes are offered during the school day for both BHS and CCCC/NCK Tech credit. College classes taken outside the school day will not be eligible for High School credit.

Students are responsible for enrolling in the BHS Counseling office and filling out the proper enrollment forms.

Students are responsible for the payment of college tuition.

## **Dual Credit AT NCKTC**

Students may enroll in classes at NCKTC during the school day as the schedule permits. Students must be at least a junior and on track for graduation. The number one priority needs to be graduation from Beloit High School.

Students need to be able to provide their own transportation to drive directly to NCKTC and return directly to BHS after classes are completed at NCKTC. Failure to return to BHS in time for classes or excessive absences will result in the privilege of attending NCKTC being revoked and the student not receiving credit.

All school rules are in force and compliment any class procedures offered by NCKTC. Students will attend NCKTC classes on days that BHS may not be in session due to staff development or other activities. Students will also not be required to attend BHS during the hours that they attend NCKTC when NCKTC is not in session. It will be the responsibility of the student to notify the appropriate school if they are going to miss class because of an educational activity such as a field trip.

Should a student demonstrate serious disciplinary issues, the student will be dropped from the classes and receive two hours of failing grades.

It is the student's responsibility to know and follow all of the rules of NCKTC as well as the rules in the contract to attend NCKTC with BHS. A copy of the contract to attend NCKTC needs to be signed by the student, a parent, the high school principal, and on file in the counselor's office before a student may attend classes during the regular school day at NCKTC.

## GRADES AND REPORTS TO PARENTS

Each reporting period will be nine weeks in length. Grades are live and can be checked at any time in Skyward. Students shall be informed of their grades each Monday morning in Pride Time. Special education reports will be through parent conference and/or interim reports.

The following symbols are used as a guide for recording and reporting grades:  
A - (90-100), B - (80-89), C - (70-79), D - (60-69), F - (59 and Below)

## PROGRESS REPORTS/REPORT CARDS

Students and parents have access to Skyward at all times to view grades and check on the progress of their student. Grades will be updated regularly and checked by each student and advisor on Monday of each week. Midterm grades will be calculated after the first ½ of each nine-week period of school. Student report cards will be distributed to parents at parent-teacher conferences following the first and third nine weeks. Final grades can be seen in Skyward.

### **FINALS - SEMESTER TESTING PROCEDURES:**

Mandatory finals/culminating activities will take place for all junior and senior high school classes on the last two regular scheduled days of each semester. All students are expected to be in attendance and take finals.

1. Each student is responsible for being to class on time for final activities. Failure to do so will result in grade reduction. All students will report for each final test session.
2. Students are required to remain in the classroom until the testing session is complete.
3. There will be extended time between each class period to prepare for the next class.

#### **Friday, December 17<sup>th</sup>** Hours 1,3,5,7

Period 1	Final	8:00-9:30	Period 3	Final	9:45-11:15
	Break	9:30-9:45		Lunch	11:15-12:00
Period 5	Final	12:00-1:30	Period 7	Final	1:45-3:20
	Break	1:30-1:45			

#### **Monday, December 20<sup>th</sup>** Hours 2,4,6,8

Period 2	Final	8:00-9:30	Period 4	Final	9:45-11:15
	Break	9:30-9:45		Lunch	11:15-12:00
Period 6	Final	12:00-1:30	Period 8	Final	1:45-3:20
	Break	1:30-1:45			

## **INCOMPLETES**

Incomplete grades for unfinished course requirements must be removed within one week after parents have been notified following a grading period or the grade will be changed to an F on school records. All course work will be completed by the end of the fourth nine-week grading period. There will be no incomplete grades given at this time. Exceptions will be made only in case of prolonged illness or other valid circumstances approved by the principal.

## **HONOR ROLL**

Each nine weeks, those students achieving outstanding academic accomplishments will be recognized by being placed on the honor roll.

First Honor Roll.....3.7-4.00 G.P.A.

Second Honor Roll.....3.4-3.69 G.P.A.

For the purposes of calculation of grade point averages, the following point system will be utilized:

A = 4.0      B = 3.0      C = 2.0      D = 1.0      F = 0

All classes taken for a grade will be used in calculating grade point averages. All students shall be considered for inclusion and publication of Honor Roll except those whose parents submit in writing a request for exclusion.

## **STUDENT CLASSIFICATION**

For the purpose of classification of high school students, the following will apply:

Freshmen.....Graduation from Eighth Grade

Sophomores.....Six Units of Credit

Juniors.....Twelve Units of Credit

Seniors.....Twenty Units of Credit

## **Seventh and Eighth Grade Classification/ Retention**

Seventh and Eighth Grades Students who fail one core class will be promoted to the next grade and make up the class they failed.

Seventh and Eighth Grade Students who fail two core classes and are recommended for retention by the Jr. High Teachers will be retained in the same grade.

Seventh and Eighth Grade Students may make up their classes during summer school or with an on-line class approved by the administration. The costs of on-line classes are the responsibility of the student. Summer school and on-line classes must be successfully completed by August 1 before enrollment.

## **REQUIREMENTS FOR GRADUATION**

Our local school district graduation requirements are: twenty-eight (28) units of credit, forty hours of service education, and completion of four years of school. The required class credits for graduation are:

- 1) Four (4) years of English Language.
- 2) Three (3) units of social studies, which shall include Am. Hist. and Gov./Kansas History in the 11th and 12th grades.
- 3) Three (3) units of mathematics.
- 4) One (1) unit of physical education and health.
- 5) Three (3) units of laboratory science (physical science, biology, chemistry, or physics).
- 6) One (1) unit of computer technology.
- 7) One (1) unit of Fine Arts.
- 8) One (1) unit of Consumer and Personal Finance.

Students enrolling in BHS from a school with less than a seven period day and unable to meet the 28 credit graduation requirement will be evaluated on an individual basis.

## **SERVICE LEARNING HOURS**

Students at Beloit Jr. Sr. High School are required to complete service learning hours for graduation at the rate of ten hours per year. Forty service learning hours are **required** for graduation and must be completed by May 1 of the student's senior year. Forms and information will be handed out by the service learning coordinator at class meetings. Service learning regulations and forms are also available from the coordinator. Students who complete forty hours of service will be recognized at graduation in the commencement program. Students who complete 80+ hours of service will also receive  $\frac{1}{4}$  credit of social studies in citizenship which can be used for resume purposes.

Students and parents who are unable to complete the forty hours of service learning due to special circumstances are able to opt out of the program by making an appointment with the high school principal during the first ten days of school. **Both** parent and student must be present at the meeting held to opt out of the service learning graduation requirement.

## **SCHEDULE/CLASS CHANGES**

Students may change classes during the first five days of the semester. Schedule changes after the first five days of the semester may result in a loss of credit.

## **WITHDRAWAL OF STUDENTS**

Students planning to withdraw from school should report their intentions to the office. The student and the parents will be directed to meet with the counselor to review the potential effects of withdrawal before the student and the parent will be permitted to fill out the withdrawal form. The student and the parent will be required to properly complete the withdrawal sheet and return it to the office.

## **BOOKS**

A textbook rental fee of \$37.50 per student will be charged for 7 through 12 students. Students will be charged for lost or damaged school property that has been assigned to them.

## **ATTENDANCE**

Students at Beloit Junior-Senior High School will be punctual and regular in attendance. When an absence occurs, parents must notify the school between 8 a.m. and 10 a.m. If this is not done the school will call to verify the absence. A note will be required in the office if parents fail to call or the school cannot reach the parent. It is the responsibility of each student to make up any and all work missed.

**Compulsory Attendance:** the compulsory attendance law makes it mandatory that any child who has reached the age of seven years and is under the age of eighteen be enrolled in school. Only students that are an exception by law or have been suspended or have been expelled from school are not required to attend school. Additionally, students sixteen years of age or older whose parents or legal guardians sign waivers releasing them from mandatory attendance may terminate their enrollment.

**Absences:** The building principal or his/her designated representative shall determine if an absence is to be excused.

The parent must take the responsibility to notify the principal's office by phone when the student will not be in attendance. Only a parent, legal guardian or an adult to whom the legal guardian has delegated the authority in writing to the principal to excuse his or her student's absences may excuse absences. An individual listed as the person to contact in an emergency MAY NOT excuse a student's absences unless given authority to do so in writing to the principal by the legal guardian. This notice **must be** given in **advance** of the day of the absence. The office is open and will take calls between 7:30 a.m. and 4:00 p.m. The school office phone number is: High School - 738-3593; Elementary School – 738-3581.

## **I. Excused Absences**

- A. Illness with a parent's verification, verification by school nurse or doctor.
- B. Deaths.
- C. Doctor appointments and dental appointments. We would ask that these appointments be made outside of school time if possible.
- D. School activities.
- E. Family livelihood.
- F. When weather conditions are so severe that it is impossible to attend.
- G. Educational trips, tours, family vacations and college visitations will be approved when assignments are completed prior to the student missing school.
- H. Compelling need or request by parent.

## **II. Unexcused Absence**

- A. All absences that do not fall into the above categories, or are not handled according to policy.
- B. Leaving school when school is in session without obtaining permission and signing out of the main office.
- C. Any student more than ten minutes late for class will be considered absent without a valid excuse covered in I above.

## **III. Administrative Action**

- A. The first unexcused absence during each semester will result in notification of parents and possible parent conference. The student will be required to make up time missed during Saturday school.
- B. The second unexcused absence during a semester will result in one day of Saturday school. The student will also be required to make up double the time missed in Saturday school. (Time suspended from school will not be made up.)
- C. The third unexcused absence during a semester will result in a three day out of school suspension with a parent conference to discuss re-admittance to the regular classroom. The student will be required to make up time missed in Saturday school. (Time suspended from school will not be made up.)
- D. The fourth unexcused absence during a semester will result in an informal hearing with the parents to discuss possible student expulsion. If the student is re-admitted, he/she will be required to make up double time missed in Saturday school. (Time suspended from school will not be made up.)
- E. Administration reserves the right to deny credit based on unexcused absences and in accordance with state law. Students will be expected to attend class even if credit will not be awarded.

## **ATTENDANCE HEARING**

Students are allowed up to 10 days of absences per semester regardless of whether they are excused or unexcused absences. After the 10th absence, a hearing committee shall convene made up of the principal, assistant principal, student's teachers, the student, and the parent. The hearing committee may deny credit in any class in which the student has missed more than 10 days, may place the student on academic probation, or accept the attendance as a hardship.

## **WORK MAKEUP PROCEDURE FOR STUDENT ABSENCES**

In the case of unplanned student absences that are excused, i.e. sickness or family emergency, the student will have one day for each day missed to complete missed worked for credit.

## **TARDIES**

1. Each student will be allowed two tardies per semester.
  2. If a third tardy is earned, the student will serve one hour of Saturday school.
  3. Upon earning a fourth tardy, the student will serve two hours of Saturday school.
  4. Upon earning a fifth tardy, the student will serve three hours of Saturday school.
  5. Upon earning a sixth tardy, the student will serve four hours of Saturday school, and the parents will be asked to come in for a conference to develop a plan modifying the behavior.
- Teachers will report tardies to the office with roll each hour.
  - Students will be considered tardy if they are not in the appropriate class when the final bell rings.
  - Teachers keeping kids after class will provide passes for the student to take to their next hour.

Car problems are not considered an excused absence or tardy.  
The administrative team will use its discretion when determining if a tardy is excused.

## **MEDIA CENTER USE AND POLICIES**

- Students coming to the library must bring a pass from their classroom unless the classroom teacher has scheduled the entire class or group of students to use the library. Passes should be brought to the circulation counter and left with the library staff.
- Students using the library must be working or reading.
- Treat all materials and equipment with respect.
- Be respectful to others. Use appropriate language and polite remarks.
- All materials removed from the library must be checked out at the circulation desk.
- Students are responsible for returning items on time.



- Length of checkouts:
  - o Books – 3 week period with an option to renew.
  - o Chromebooks – 1 day – must be checked in the following day before school.
- Students are responsible for damage to or loss of library materials and will be charged for the cost of replacing lost items.
- The librarian and high school principal reserve the right to deny check-out of library materials, including Chromebook, and/or access to the library media center if the student abuses library privileges and rules.

## **FIELD TRIPS**

Participating in field trips sponsored by clubs and organizations or as part of a class are a privilege. Students must be in good academic standing to participate in field trips. Good academic standing is defined as meeting school eligibility requirements. Eligibility requirements also include attendance policies. A student who has missed more than 8 days of school in a given semester is not eligible to participate in field trips. Activities that require a student to miss school and result in a grade will be considered on a case by case basis.

All school rules and regulations must be followed on field trip activities. Any deviance from school policy and/or directives from trip sponsors, whether they be faculty members or parents, will be met with appropriate punitive measures as specified within the school's discipline policy or deemed appropriate by administration.

### **Extended Field Trips and National Club Competition**

The district may, but will not be obligated to, furnish vehicles for approved trips made by clubs and other organizations with final discretion left to the superintendent. Clubs and organizations and their members will be expected to pay fuel expenses, furnish drivers, pay for airfare, and pay the cost of meals and lodging. Examples of out of state travel groups are FFA, FCCLA, Band, Choir, History Club, etc.

### **Major trips involving extended travel and extensive fundraising:**

1. Any trip over 250 miles one-way shall be considered a major trip
2. Formal written requests which address all criteria for major trips shall be submitted to the principal at least 2 months in advance. (Example: If competing to go to Nationals, the organization must make plans for the trip with the principal before the competition leading to nationals, this will eliminate costly surprises).
3. The trip must have legitimate educational value as determined by the Board of Education.
4. Requests for major trips shall be made through all proper channels (to the principal, then to the superintendent, then to the board) before being presented to students and parents.

5. No extended trip will be considered that takes classroom time without prior approval.
6. The board shall rely heavily on the recommendation of the principal and the superintendent and shall act with great caution on any request not approved by both.
7. Students in the group shall not be expected to pay more than 25% of the total expense including meals, lodging and transportation. The balance shall be raised through fundraising projects of the group. If the group has not raised proper funds, the Board of Education may provide funds to the group. The group may also make arrangements to reimburse the amount borrowed through fundraising projects throughout the following school year. The Board of Education retains the right to say “no” if the group cannot raise the funds or agree to pay back the funds throughout the following year of fundraising.

The Board of Education encourages groups and clubs to compete in state competitions and advance to nationals, but the group or club must be financially prepared to significantly help with the costs of the national competitions.

### **PRIDE Time 3:02 to 3:30 Everyday**

PRIDE Time is a period where clubs and classes can meet and go over normal business actions and items. The first day of the week, PRIDE Time will be used by each student to check their grades and determine what classes need improvement. Students will only be allowed to pass after they have verified their grade with their instructor. On Friday’s, character education lessons will be taught and passing will not be allowed unless specifically allowed. Passing to organizational meetings will occur on Tuesday, Wednesday and Thursday of the week. Students MUST have their pass with them while they are in the hall (passing from class to class, going to the restroom, visiting the counselor, etc.). Students can earn a quarter credit of Pass/Fail will be awarded for each semester for Pride Time.

1. Activity and Club meeting times will be announced during school.
2. Organizations are scheduled to meet monthly unless arrangements for bi-weekly meetings are made in the office.
3. Each organization should have on file in the office a copy of its constitution and bylaws.
4. Minutes of each organizational meeting should be kept and a copy turned in to the office. A membership roster is to be turned in to the office.

### **SCHOOL VISITORS**

Any person seeking to visit the school must check in through the school office. Visitors will be expected to sign in and to wear a visitor’s badge while in the building. This policy applies to anyone not a student or employee of the school system. Students from other

schools will not be allowed to visit BJSHS with Beloit students unless they plan to enroll in BJSHS in the future

## **AUTOMOBILE USE**

To provide for the safety of all parties concerned, the following driving and parking regulations are in effect for Beloit Jr-Sr High School:

The school expects students to drive courteously and at a safe speed at all times and will not hesitate to take the steps necessary to eliminate reckless driving and reckless drivers. Driving to school is a privilege and one that will be restricted unless the basic rules of good judgment and common sense are followed.

1. All student vehicles are to be parked in the south parking lot in the designated area. The east and west parking lot is reserved for staff and visitors. Students are NOT allowed to park on the east side of the school or by the shop.
2. Any person involved in improper driving or parking will be asked to correct the situation. A second offense shall result in Saturday school and letter to the parent. A third infraction will result in the loss of the privilege to bring a vehicle on school property.
3. Once your car is parked it is not to be driven during the school day without permission from the office. Leaving school without permission is considered an unexcused absence. (Exception: Students leaving to attend scheduled classes at NCKTC or returning from classes at NCKTC.)
4. Students are not allowed in their cars during the school day without the presence of a staff member.
5. Use of prohibited products while sitting in a car will be considered a violation of school policy.
6. Parking lot speed is 15 mph
7. Any student, who is engaged in reckless or dangerous driving, will be reported to the principal who will arrange a conference with the student and notify the student's parents.

## **LEAVING SCHOOL**

After a student has reported to school, he or she is not to leave at any time except after reporting to the office and receiving permission. Permission will not be granted unless the student presents a parental written request or a parent is contacted. It will be necessary to contact a parent of any student who wants to leave school because of illness before the student is allowed to leave the building. Failure to follow the proper procedure when leaving the building will result in an unexcused absence regardless of the reason.

## **PERMISSION TO LEAVE CLASSROOM**

Except for special reasons, students should not be allowed to leave the classroom during class time. The instructor and not the bell is responsible for dismissing the class at the end of the period. Instructors are responsible for their assigned students'

behavior both in and out of the classroom. Students shall have a pass when not in the classroom.

## **HALL POLICY**

Students arriving at school before 7:50 a.m. are to remain in the designated area. Those students attending an organizational meeting or working in a classroom will be admitted at 7:50 a.m. Students may go to teachers' classrooms to get additional help from 7:30am until 8:00am, by going through the west office door and asking the secretary if the teacher is available.

Proper conduct in the halls is expected at all times. This means that the students are to pass quietly through the halls, should not loiter, and should not run, push, or hit others as they pass. The boy-girl relationships must be proper and non-physical in nature at all times as this is a public place. Jr. high and high school students are not to congregate together. Those not willing to adhere to this policy will be restricted during passing periods and handled under the failure to comply with direction policy.

## **TELEPHONE**

A phone for local calls only is also available. The phone should not be used during class time. Jr. High Students are not to possess **cell phones** in class. High School Students are to use their cell phones under the direction of the teacher and in accordance with the classroom rules.

## **WIRELESS COMMUNICATION DEVICES Grades 7-8**

Possession of wireless communication devices during the school day will result in the following:

- 1<sup>st</sup> Offense - One hour Saturday school
- 2<sup>nd</sup> Offense – Confiscate device, return to parents, 4 hours Sat. school
- 3<sup>rd</sup> Offense – One day of ISS
- 4<sup>th</sup> Offense – One day of OSS

Possession is defined as a student carrying a wireless communication device in a school bag, purse, or on his or her person from 8:00 a.m. to 3:30 p.m. Devices brought into the building must be placed in a student's assigned locker prior to 8:00 a.m.

Possession of wireless communication devices during the school day will result in an automatic Saturday school regardless of reason for possession. Parents who need to reach students may call the office to give a message to the student. In case of an emergency, the parent will need to state that the call is an emergency. A member of the office staff will retrieve the student.

## **WIRELESS COMMUNICATION DEVICES Grades 9-12**

High School teachers will have their technology rules posted in their classroom. Wireless Communication devices can only be used with the teacher's direction and in compliance with their classroom rules. Cell Phones, Personal Computers, I-Pods, and/or I-Pads will not be allowed to disrupt the class. If a student's device interrupts the class the device will be confiscated by the teacher and returned after school.

1<sup>st</sup> Offense – One Hour Saturday School

2<sup>nd</sup> Offense – Two Hours of Saturday School and the device returned to Parent only.

3<sup>rd</sup> Offense – One Day of ISS

4<sup>th</sup> Offense – One Day of OSS

Neither the teacher nor the district is responsible for personal technology that the student brings to school which is lost, stolen, used for inappropriate purposes or damaged in any way. Personal technology is the sole responsibility of the student.

High School Students are allowed to check devices between classes, during lunch, and before and after school.

Students that are unable to use devices appropriately will not be allowed to bring devices to school. Repeated abuses will result in action deemed appropriate by administration.

## **WIRELESS COMMUNICATION DEVICES - LOCKER ROOMS & BUSES**

Use of wireless communication devices in locker rooms is strictly prohibited. Due to the nature of the advancing technologies, cell phones pose a serious threat to student privacy. Thus, they must not be used in the locker room for any reason. Use of cell phones in the locker rooms at any time supersedes all other cell policy. Inappropriate use of cell phones in the locker room will result in OSS or expulsion of students.

Students who need to contact parents regarding transportation arrangements after school or after practice may use their cell phones in the commons area and in the hallway adjacent to the locker rooms. Also, students may ask coaches permission for appropriate areas to use their cell phone should they need to call home or arrange for a ride from a school event.

A minimum of four hours of Saturday school for use in the locker room will be applied. A student who uses a cell phone to invade the privacy of another student(s) may face an expulsion hearing and the school will notify authorities if it is believed a criminal action may have taken place. Students using cell phones to invade the privacy of other student(s) during a school activity or while being transported to or from activities are subject to the same penalties as in the locker room.

## **LOCKERS**

All students have lockers assigned to them and they will retain the same locker throughout their time in high school. Students are not allowed to have food or drinks except water in carpeted areas. Those students carrying lunches may store them in their locker until lunchtime. Do not leave foodstuffs in your lockers. Never leave gym clothing or tennis shoes in your hall lockers. You are strongly advised not to keep money or valuables in your locker under any circumstances. Keep the locker door closed and locked.

Students are expected to observe the following locker rules at all times:

1. Each student must use the locker assigned to him/her.
2. Lockers should be kept clean and neatly arranged at all times.
3. Students may go to their lockers at the following times:
  - a. Before school in the morning after the 7:50 a.m. bell.
  - b. Between classes during the passing time.
  - c. Immediately after school.
  - d. When a teacher gives permission.
4. Students are not to use their lockers during evening activities.
5. Do not tell anyone your locker combination. Do not give others permission to get into your locker.
6. If something is taken from your locker, report the missing item(s) to the office immediately.

Students who abuse their lockers by kicking them or carelessly slamming them shut may be assigned Saturday school. If your lock is lost or damaged, you will be assessed a replacement fee.

As per board policy, JCAB, lockers are the property of USD 273 and consequently subject to search in accordance with board policy.

## **DRESS CODE**

Each student attending Beloit Junior-Senior High shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards that will result in a neat, clean personal appearance. Students will be responsible to make improvements in grooming whose appearance does not give indication of effort to dress appropriately, to be neat, and clean, or whose appearance is disruptive to the educational process. Extreme or sloppy styles, which are disruptive, will not be allowed. School staff has been advised that articles of clothing that they think are questionable, according to this policy, should be considered inappropriate, and the student sent to the office.

### **Interpretations and examples:**

- All students must wear shoes.
- Hats or head coverings (stockings, bandanas, hoods) are not to be worn during school hours.

- Dress shorts, jams, or hemmed cut-offs may be worn; no fringed shorts or shorts with holes, or frayed cut-offs shall be permitted. Pajamas/pajama pants are not allowed.
- All pants and shorts are to be worn at the waist. No sagging is permitted.
- No halter-tops or exposed midriffs will be allowed; overalls are not to be worn without shirts. Midriff will be considered covered when the top reaches the waistband of the pants or shorts when sitting, or when the student is standing with arms raised above the head.
- No offensive wording, slogans, pictures, sexually explicit phrases or innuendos, racially insensitive (confederate flag, swastika, etc.) alcohol, or tobacco advertising on clothing are allowed.

### **Dress Code Violation Procedure**

- Students violating dress code will be sent to the office to change
- Repeated failure to comply with the dress code will result in Saturday school hours assigned. However, should a student fail to comply with an immediate directive to correct his or her dress code violation, the student may be suspended from school as necessary.

## **PERSONAL ITEMS**

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student would be wise to leave them with a teacher or in the office for safekeeping. All personal clothing and equipment should be marked by the student.

The school will not assume responsibility for the loss of personal items; however, a lost and found department will be maintained in the office.

## **CLOSED NOON HOUR AND LUNCHES**

In most situations, students will not leave the building during the lunch period, and students will eat in the school cafeteria whether they bring a sack lunch or eat the hot lunch made available by the school. The sack lunch should be stored in the student's locker and NOT in the office. Students are to remain in the cafeteria until the instructor returns them to class. Except for specific class curriculum that requires food or drinks as part of the lesson, students are to have food or drinks only on the tiled areas of the school. Lunch is closed; therefore, meals from restaurants will not be allowed in the lunch room.

All students eating the school lunches should pay in the office from 7:45 a.m. to 8:00 a.m. and should be purchased during this time. Charges may be issued to students who have forgotten their lunch money. However, in no event will the student be allowed to accumulate an excessive amount of lunch fees. If a student does not pay these fees in a reasonable time, they will be provided a cheese sandwich in lieu of hot lunch.

Free/reduced lunches may be provided for students who meet the qualifications of eligibility.

## **SPECIAL SERVICES**

Either the Nurse's Aide or the School Nurse are available every day to attend to students medical needs at BJSHS. In the case the Nurse or Nurse Aide is not in their office and immediate attention is required the student should contact a secretary to receive first aid and the Nurse will notified.

Psychological services are available to Beloit Junior-Senior High School students through the school psychologist. Parental permission is required before students are allowed this service. Parents may request that their child be allowed the use of the service by contacting the building principal.

The speech clinician's services are available to the Beloit Junior-Senior High School students. These services are available in the areas of language, speech, and hearing.

## **DANCE RULES**

1. A student shall not knowingly possess, use, transmit, nor be under the influence (under the influence means zero tolerance) of any illegal drug, alcoholic beverage, or intoxicant of any kind. Any student suspected of violating this policy, either by breath analyzer or the observation of adult sponsors or school administrators, shall be detained and their parents or guardians, as well as the police, called. If their parents or guardians are unavailable, unable, or unwilling to come pick them up, the police will escort the student home. Within the limitations of the rights to due process, any student who is sent home due to a violation of this kind will have the consequences of the district drug free school policy (JDDA-R) enforced.
2. A breath analyzer test will be administered to a representative, random sample of people seeking to enter a school dance. The breath analyzer will also be administered to anyone who appears to be under the influence of any intoxicant. Anyone refusing to take the breath analyzer test will be denied admittance to the dance. If a person refuses to take a breath analyzer assessment, but gives the appearance of being under the influence of an intoxicant, that person will be detained and their parents or guardians and police will be called as described above.
3. There will be no possession or use of tobacco products. Use or possession of tobacco products falls under the regular school rules.
4. The doors will close one hour after the dance starts, with no one admitted after that unless by prior arrangement with the school administration due to unusual circumstances. Once a student leaves the dance, that student may not return.
5. Out of school guests may not attend junior high dances. Out of school guests may attend high school dances if they have completed the out of school guest form and returned it to the office **ONE** week prior to the dance. Out of school guests are expected to adhere to all school and dance rules.
6. Senior High dances shall exclude students who are below the 9th grade.



7. Any student assigned in-school-suspension, out-of-school suspension, or expelled shall not be allowed to attend a school dance, if the dance occurs during the time of the suspension or expulsion.
8. Dress code will be enforced at all dances. Failure to comply with dress code will result in a student not being admitted to the dance.

## Junior High Dances

- Junior High Students will have up to two dances per year, one per semester.
- The dances will begin no earlier than 7 p.m. and end no later than 10 p.m.
- Out of school guests are not allowed at junior high dances, nor are Beloit High School students.
- All dress code rules apply at junior high dances.

## Yearbook Policy for Senior Photos

The picture must be turned in by deadline. The deadline is the day before Thanksgiving vacation. Any pictures not turned in by the deadline will not appear in the yearbook. This picture will also be used for the Hall Panel and the Graduation Edition of the Beloit Call.

- The picture must be wallet size, have a smooth finish, and have no printing on the front. The picture must be color, no sepia or brown.
- The picture must be a **head and shoulders** shot.
- An indoor scene is suggested but not required.
- Students must wear traditional “dress up” clothes.
- The yearbook advisor, with assistance from administration when requested, will make the final decision on printing a picture.
- No unusual props or attire will be permitted.

## **CLUBS AND ORGANIZATIONS**

### **High School Athletics**

### **Sponsors**

**Football**

Head Coach: Brad Gober  
Assistants: Brock McMillan, Garry Lowry, Kevin Harris

**Volleyball**

Head Coach: Brandy Paul  
Assistants: Stephanie Litton, Josie Burke

**Cross Country**

Head Coach: Brad Mason  
Assistant: Renee Mason

**Boys Basketball**

Head Coach: Ryan Eilert  
Assistants: Eric Lampert, Eric Eilert, Kyle Beisner

**Girls Basketball**

Head Coach: Shauna Remus  
Assistants: Kirsten Jones

**Wrestling**

Head Coach: Andy Niemczyk  
Assistants: Ryan Malay, Cade Hewitt

**Girls Tennis**

Head Coach: Darrell Kelley

**Golf**

Head Coach: Darrell Kelley  
Assistant: Brad Mason

**Track**

Head Coach: Ryan Isbell  
Assistants: Casey Seyfert, Kevin Harris

**Softball**

Head Coach: Tyler Odle  
Assistant: Shauna Remus

**Baseball**

Head Coach: Brandon Cox  
Assistant: Jason Channell, Marty Hesting

**Cheerleading**

Head Coach: Jody VoWinckle

**Dance Team**

Head Coach: Jennifer Thompson

### **Junior High Athletics**

### **Sponsors**

**Football**

Head Coach: Eric Lampert  
Assistants: Ryan Isbell, Brandon Cox

**Volleyball**

Head Coach: Erin Deaver  
Assistants: Alana Budke

**Boys Basketball**

Head Coach: Keith Kresin  
Assistants: Garry Lowry

**Girls Basketball**

Head Coach: Brandy Paul  
Assistants: Jenny Isbell

**Wrestling**

Head Coach: Andy Niemczyk  
Assistants: Cade Hewitt, Ryan Malay

**Track**

Head Coaches: Brad Gober, Garry Lowry  
Assistants: Cris Adams, Dedra Gober

**Cheerleading**

Head Coach: Carley Gardner

**Activities**

**Senior Class**  
**Junior Class**  
**Sophomore Class**  
**Freshman Class**  
**Student Council**  
**National Honor Society**  
**Future Medical Careers**  
**Art & Photo Club**  
**Scholars Bowl**  
**Newspaper**  
**Forensics**  
**Science Club**  
**Career and Tech Ed. Coord.**  
**Orchestra**  
**B-Club**  
**Dance Team**  
**FFA**  
**FCCLA**  
**SADD/SAFE**  
**AFS**  
**Yearbook**  
**Band Director**  
**Fitness Coach**  
**Play Director**  
**Ser. Ed. Coordinator**

**Sponsors**

Head: Betsy Reinert, Asst.: Ryan Isbell  
Cay Wildfong & Meredith Johnson  
Jennifer Adolph  
Grant Deneke  
Tammy Channell & Brennan Eilert  
Betsy Reinert  
Betsy Reinert  
Liz Holway  
Cay Wildfong  
Tammy Channell  
Ciara Calhoun  
Ryan Isbell  
William Johnson  
Michael Harbaugh  
Kathy Wilson  
Jennifer Thompson  
William Johnson & Michael Wright  
Meredith Clark  
Stephanie Litton  
Ryan Malay  
Cathy Harris  
Kristi Vetter  
Garry Lowry & Brad Gober  
Meredith Johnson  
Josie Burke, Darrell Kelley, Ryan Isbell,  
Betsy Reinert, Stacy Behrends

## ELIGIBILITY

Beloit Junior-Senior High School is a member of the Kansas State High School Activities Association and must abide by the KSHSAA's rules and regulations. For a student to remain scholastically eligible to participate in interschool activities, he/she must have passed at least five classes the previous semester.

Beloit High School students are expected to excel in the classroom and in the competitive arena. In order to maintain the integrity of the academic environment, students will be required to pass at least six courses each nine weeks to remain eligible for co-curricular activities. Students who do not pass at least six classes each nine weeks will be ineligible to participate in co-curricular activities for the next nine weeks. The Kansas High School Activities Association requires students to pass five classes per semester in order to maintain eligibility. This rule for semester eligibility supersedes school policy.

The only exception to this policy will be for incoming freshmen. They will have the first high school semester to pass six classes. After the first semester, they will be on the nine-week eligibility schedule.

Junior High eligibility requirements will continue to be checked weekly. Any junior high student earning two F's or one F and two D's will be ineligible for the following week and remain ineligible until the grades meet eligibility requirements.

## TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL ACTIVITIES

Students who are transported to a school activity by district vehicles will return from that activity by district vehicle, or after coach or sponsor approval, with parents. Any other transportation arrangement must be approved by the building principal or assistant principal after a request is made by parents or lawful custodian twenty-four hours before the scheduled trip.

## ATHLETICS

1. Interscholastic sports include volleyball, football, girls cross-country, boys cross-country, girls basketball, boys basketball, wrestling, girls track, boys track, girls tennis, golf, softball, and baseball.
2. The physician and parent's certificate for athletics can be obtained from the high school office.
3. Athletic insurance waiver forms must be signed by a parent or guardian and turned into the office along with the physical form prior to the first practice.
4. Students participating in athletic contests who miss classes because of an athletic event are to make arrangements with their classroom teachers to complete assignments for classes being missed **before** being excused for the event.
5. A student, to be eligible for participation, must have passed 6 subjects of unit weight the previous nine weeks and must meet the KSHSAA requirements.

Students not maintaining satisfactory grades become ineligible for the entire following nine weeks.

6. Any students whose conduct brings discredit to them, their teammates, or their school is not in good standing, and are, therefore, ineligible.
7. Athletes whose grades are low can be required to secure help after school from the teacher in whose class they received the low marks. Failure to do this when directed will make them ineligible to participate.
8. Students serving an in-school suspension are not eligible to practice or participate in any school activities the same evening(s) of the suspension.
9. Students at Beloit Junior/Senior High School may participate in more than one sport per season if the activities director, coaches, parents and athlete come meet and follow district guidelines prior to the start of the season. The dual sport participation contract must be signed and adhered to in order for the athlete to participate in multiple sports.

\* Students must be in attendance no later than 10:30am in order to be eligible to participate in activities AND/OR practice the same evening.

## **Athletics – Drugs, Alcohol, Tobacco, and Criminal Activity**

The purpose of athletics is primarily the teaching of good character and positive participation in a team activity. It is impossible to demonstrate good character and to be a trustworthy teammate if a student is engaged in behaviors detrimental to their health or engaged in activities that are illegal. Thus, the board of Education for USD 273 has set the minimum discipline standards for students engaging in behaviors involving the possession or use of alcohol, drugs, or tobacco. This policy also includes engaging in criminal activity in which the crime involves a victim. This includes but is not limited to battery, criminal harassment, vandalism to property, and theft.

The school year begins the first day of the fall practice season as set by the Kansas High School Activities Association. Coaches may require behavior standards be met during the summer months. The school year is officially over the day after the completion of the State Track meet in Wichita.

First Offense – Any athlete will be suspended for the next event he or she would participate.

Second Offense – The athlete will be suspended until a hearing regarding eligibility may be held. This hearing will take place no more than 10 school days after the offense has been reported to the school. The hearing officers will include the vice-principal, principal, and the head coach of the team for which the child competes. The purpose of this hearing will be to examine the nature of the offense and the evidence to determine to what level discipline may be meted out. At a minimum, there will be a short term suspension from the activity. Along with the suspension, a behavior plan will be developed to assist the athlete in making better decisions. The maximum punishment may require deeming the student ineligible for athletic activity for the remainder of the school year.

Offenses do not carry over from year to year. Example: If a student violates policy his/her freshman year, that offense will not count beyond the end of state track his/her freshman year.

## **HOME ATHLETIC EVENTS**

The following policy will apply to all athletic events played at home.

1. A list of participants and the time that they are to be released prior to regular dismissal will be furnished to the teachers of classes involved before the game.
2. Any student who abides by school rules may attend a junior-senior high game after school is dismissed.

## **PHYSICAL EXAMINATION**

The KSHSAA requires that each student who participates in interschool athletics, cheerleading, or dance team obtain a physical before participating in that activity. Students need to schedule appointments with their family doctor to obtain these physicals.

## **IMPACT TESTING**

Impact Testing is a computer testing program that tests the student-athlete's reflexes and comprehension. The test establishes a baseline that is used by Doctors in the case of a head injury and helps to diagnose concussions.

The program consists of both training for the student and a parent which will be done at the High School. The second part of the program is the computerized testing that the student will have to complete which may be done at the High School or at the Medical Center.

All students interested in participating in sports will be given the opportunity to go through Impact training and testing.

## BEHAVIORAL CODE WITH DISCIPLINARY ACTION

<b>PROBLEM AREA</b>	<b>OCCURR-ENCE</b>	<b>MINIMUM ACTION TO BE TAKEN</b>	<b>MAXIMUM ACTION TO BE TAKEN</b>
Tardy	FIRST	See tardy policy	See tardy policy
	REPEATED	See tardy policy	See tardy policy
UNEXCUSED ABSENCE	FIRST	SATURDAY SCHOOL HOUR FOR HOUR. ZERO ON ALL WORK FOR DAY. PARENT INVOLVEMENT.	SATURDAY SCHOOL 1-3 DAYS
	REPEATED	3-5 DAYS SATURDAY SCHOOL	SUSPENSION AT ALC
SKIPPING SATURDAY SCHOOL	FIRST	ASSIGNED TIME IS DOUBLED	1-3 DAYS SATURDAY SCHOOL
	REPEATED	TWO DAYS OF OUT OF SCHOOL SUSPENSION	3-5 DAYS OUT-OF-SCHOOL SUSPENSION LONG TERM SUSPENSION OR EXPULSION
DEFIANCE OF AUTHORITY	FIRST	1-3 DAYS IN-SATURDAY SCHOOL PARENT CONFERENCE	1-3 DAYS OUT OF SCHOOL SUSPENSION
	REPEATED	1-3 DAYS OUT OF SCHOOL SUSPENSION	3-5 DAYS OUT-OF-SCHOOL SUSPENSION EXPULSION
DISORDERLY CONDUCT	FIRST	1-3 HOURS SATURDAY SCHOOL	1-3 DAYS SATURDAY SCHOOL
	REPEATED	3-5 DAYS SATURDAY SCHOOL	LONG TERM SUSPENSION
AUTOMOBILE MISUSE	FIRST	CONFERENCE WITH STUDENT – SEE AUTOMOBILE USE, p. 5	NOTIFY AUTHORITIES
	REPEATED	PARENT INVOLVEMENT	NOTIFY AUTHORITIES
ALCOHOL OR DRUGS	FIRST	1-3 DAY SUSPENSION NOTIFY AUTHORITIES	EXPULSION - NOTIFY AUTHORITIES
	REPEATED	5 DAY SUSPENSION NOTIFY	EXPULSION - NOTIFY

		AUTHORITIES	AUTHORITIES
FIGHTING	FIRST  REPEATED	1-3 DAYS SHORT TERM IN-SCHOOL SUSPENSION  3-5 DAYS OUT-OF-SCHOOL SUSPENSION PARENT INVOLVEMENT	3-5 DAYS OUT-OF-SCHOOL SUSPENSION NOTIFY AUTHORITIES  EXPULSION NOTIFY AUTHORITIES
THREATS OR HARASSMENT	FIRST  REPEATED	1-3 DAYS SATURDAY SCHOOL PARENT INVOLVEMENT  1-3 DAYS IN-SCHOOL SUSPENSION	1-3 DAYS OUT-OF-SCHOOL SUSPENSION NOTIFY AUTHORITIES  EXPULSION / NOTIFY AUTHORITIES
BULLYING	FIRST  REPEATED	1-3 DAYS IN-SCHOOL SUSPENSION PARENT INVOLVEMENT  3-5 DAYS OUT-OF-SCHOOL SUSPENSION	1-3 DAYS OUT-OF-SCHOOL SUSPENSION BOTIFY AUTHORITIES  EXPULSION / NOTIFY AUTHORITIES
SEXUAL HARASSMENT	FIRST  REPEATED	SATURDAY SCHOOL. COMPLETION OF SEXUAL HARASSMENT ACTIVITY PACKET  3-5 DAYS OUT-OF-SCHOOL SUSPENSION	3-5 DAYS OUT-OF-SCHOOL SUSPENSION   EXPULSION
BUS MISCONDUCT	FIRST  REPEATED	PARENT CONFERENCE – REFER TO BUS DISCIPLINE REPORT SUSPENSION FROM BUS	LOSS OF BUS RIDING PRIVILEGE  LOSS OF BUS RIDING PRIVILEGE
FORGERY OR LYING	FIRST  REPEATED	ONE DAY SATURDAY SCHOOL  3-5 DAYS SATURDAY SCHOOL	1-3 DAYS SATURDAY SCHOOL  LONG-TERM SUSPENSION
CHEATING	FIRST  REPEATED	1-3 DAYS SATURDAY SCHOOL/ LOSS OF CREDIT FOR WORK INVOLVED  3-5 DAYS SATURDAY	3-5 DAYS SATURDAY SCHOOL/ LOSS OF CREDIT FOR WORK INVOLVED.  EXPULSION/ LOSS OF CREDIT



		SCHOOL/ LOSS OF CREDIT FOR WORK INVOLVED.	FOR WORK INVOLVED.
GAMBLING	FIRST REPEATED	1-4 HOURS SATURDAY SCHOOL 3-5 DAYS SATURDAY SCHOOL	1-3 DAYS SATURDAY SCHOOL NOTIFY AUTHORITIES LONG TERM SUSPENSION OR EXPULSION
THEFT	FIRST REPEATED	1-3 DAYS SATURDAY SCHOOL 3-5 DAYS SATURDAY SCHOOL	EXPULSION NOTIFY AUTHORITIES  EXPULSION AND NOTIFY AUTHORITIES
TOBACCO VAPE	FIRST REPEATED	1-3 DAYS SATURDAY SCHOOL AUTHORITIES NOTIFIED IN ANY INSTANCE 3-5 DAYS OUT-OF-SCHOOL SUSPENSION	1-3 DAYS SUSPENSION FOR USE  LONG TERM SUSPENSION
VANDALISM	FIRST REPEATED	1-3 DAYS SATURDAY SCHOOL/ PAYMENT FOR DAMAGES 3-5 DAYS SATURDAY SCHOOL PAYMENT FOR DAMAGES	EXPULSION NOTIFY AUTHORITIES  EXPULSION NOTIFY AUTHORITIES
PHYSICAL ASSAULT	FIRST REPEATED	1-3 DAYS OUT-OF-SCHOOL SUSPENSION NOTIFY AUTHORITIES 3-5 DAYS OUT-OF-SCHOOL SUSPENSION NOTIFY AUTHORITIES	EXPULSION NOTIFY AUTHORITIES  EXPULSION NOTIFY AUTHORITIES
POSSESSION OR USE OF LASERS	FIRST REPEATED	CONFISCATION OF LASER/INFORMAL TALK 1-3 DAYS OUT-OF-SCHOOL SUSPENSION	SATURDAY SCHOOL  LONG-TERM SUSPENSION/EXPULSION
ISSUING FALSE ALARM	FIRST  REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION/NOTIFICATION OF AUTHORITIES	EXPULSION NOTIFICATION OF AUTHORITIES

		EXPULSION NOTIFICATION OF AUTHORITIES	EXPULSION NOTIFICATION OF AUTHORITIES
CELL PHONE	FIRST	1 HOUR OF SATURDAY SCHOOL	1-2 DAYS OF OUT-OF- SCHOOL SUSPENSION
	REPEATED	CONFISCATE PHONE, RETURN TO PARENTS, 4 HOURS OF SATURDAY SCHOOL, In-School Suspension, Loss of Phone Use	1-2 DAYS OF OUT-OF- SCHOOL SUSPENSION

## COMPUTER DISCIPLINE CODE

<p>INFRINGE-MENTS ON RIGHTS OF OTHERS</p>	<p>FIRST  REPEATED</p>	<p>1-3 DAYS SATURDAY SCHOOL PARENT CONFERENCE LOSS OF INTERNET UNTIL SATURDAY SCHOOL OBLIGATION FULFILLED  1-3 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET FOR 90 SCHOOL DAYS</p>	<p>3-5 DAYS SATURDAY SCHOOL LOSS OF INTERNET FOR 45 SCHOOL DAYS  3-5 DAYS OUT-OF-SCHOOL SUSPENSION/EXPULSION LOSS OF INTERNET FOR FULL SCHOOL YEAR</p>
<p>TRANSMISSION OF INAPPROPRIATE MATERIAL</p>	<p>FIRST  REPEATED</p>	<p>1-3 DAYS SATURDAY SCHOOL PARENT CONFERENCE  1-3 DAYS IN-SCHOOL SUSPENSION LOSS OF INTERNET FOR FULL SCHOOL YEAR</p>	<p>3-5 DAYS SATURDAY SCHOOL LOSS OF INTERNET FOR 90 SCHOOL DAYS  EXPULSION</p>
<p>TRANSMISSION OF INAPPROPRIATE SOLICITATIONS</p>	<p>FIRST  REPEATED</p>	<p>1-3 DAYS SATURDAY SCHOOL PARENT CONFERENCE LOSS OF INTERNET 45 SCHOOL DAYS  3-5 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET FOR FULL SCHOOL YEAR</p>	<p>1-3 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET 90 DAYS  EXPULSION</p>
<p>PROMOTION OF ALCOHOL, DRUGS OR CRIME</p>	<p>FIRST  REPEATED</p>	<p>1-3 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET 90 DAYS  5 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET FOR FULL SCHOOL YEAR</p>	<p>EXPULSION – NOTIFY AUTHORITIES  EXPULSION – NOTIFY AUTHORITIES</p>
<p>MISUSE OF</p>	<p>FIRST</p>	<p>1-3 DAYS SATURDAY</p>	<p>3-5 DAYS SATURDAY SCHOOL</p>

EQUIPMENT	REPEATED	SCHOOL PAYMENT FOR DAMAGES LOSS OF NETWORK 45 DAYS  3-5 DAYS OUT-OF-SCHOOL SUSPENSION RESTITUTION LOSS OF NETWORK FOR SCHOOL YEAR	RESTITUTION LOSS OF NETWORK 90 DAYS  EXPULSION
MISUSE OF PERSONAL SOFTWARE APPLICATIONS	FIRST  REPEATED	PARENT CONFERENCE LOSS OF NETWORK FOR 10 DAYS  3-5 DAYS SATURDAY SCHOOL LOSS OF NETWORK 90 DAYS	1-3 DAYS SATURDAY SCHOOL LOSS OF NETWORK 30 DAYS  3-5 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF NETWORK FOR FULL SCHOOL YEAR
DOWNLOADING TO C:\ OR F:\ DRIVES	FIRST  REPEATED	PARENT CONFERENCE LOSS OF INTERNET 10 DAYS  3-5 DAYS SATURDAY SCHOOL LOSS OF INTERNET 90 DAYS	1-3 DAYS SATURDAY SCHOOL LOSS OF INTERNET 45 DAYS  3-5 DAYS OUT-OF-SCHOOL SUSPENSION/ EXPULSION LOSS OF INTERNET FOR FULL SCHOOL YEAR
FOOD/D RINK NEAR COMPUTER OR IN CARPETED AREAS	FIRST  REPEATED	1-3 HOURS SATURDAY SCHOOL  3-5 DAYS SATURDAY SCHOOL LOSS OF LAB 45 DAYS	1-3 DAYS SATURDAY SCHOOL PAYMENT OF DAMAGES  LONG-TERM SUSPENSION LOSS OF LAB FOR FULL SCHOOL YEAR
LEAVING WORK AREA DISORDERLY	FIRST  REPEATED	INFORMAL TALK  1-3 HOURS SATURDAY SCHOOL	PARENT INVOLVEMENT  1-3 DAYS SATURDAY SCHOOL
MISUSE OF	FIRST	INFORMAL TALK	PARENT INVOLVEMENT

PASSW ORD OR OTHER SECURI TY	REPEATE D	1-3 HOURS SATURDAY SCHOOL	1-3 DAYS SATURDAY SCHOOL
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## SATURDAY SCHOOL

### PROCEDURE FOR SATURDAY SCHOOL

1. Saturday school will be held on Saturday's from 8:00 a.m. to 12:00 p.m.
2. All assignments will be prepared for and delivered by the Saturday supervisor. Students will be allowed to retrieve needed materials from their lockers at 7:50 a.m. Students will not be dismissed to go to lockers, nor to any other room to do make up work or time.
3. Students are required to stay busy with legitimate schoolwork the entire time.
4. Absolutely no disruptions will be tolerated. Any lack of cooperation, rudeness, sleeping, failure to work, horseplay, or violation of any Saturday school policy will result in removal from the session.
5. Supervisors need not ask the student to correct his/her conduct. Students may be dismissed without prior warning; consequently, students must observe all guidelines from the start of the session.
6. If a student is removed from the Saturday school session due to inappropriate behavior, as described above, the student will have at least one additional Saturday school to serve as a result of the removal.
7. Breaks will be taken at fifty-five minutes past each hour for restroom and drink use.

## IN-SCHOOL SUSPENSION

The following guidelines will be followed in administering the in-school suspension:

- a. A special assignment sheet will be sent to each of the student's teachers. It is the teachers' responsibility to return the assignment sheets to the principal's office by the time designated, so students have assignments to work on during the in-school suspension. The student must satisfactorily complete assignments to be excused.
- b. Students assigned an in-school suspension will report to the office at 7:55 a.m. and remain until 3:30 p.m. They are to clear the building immediately upon dismissal. In-school suspension students will be allowed a five-minute break morning and afternoon. It is the intention of the school suspension to restrict the activities of the student from the general student body. No student while assigned in-school suspension will be allowed to participate or attend any activity outside school or during school. Students assigned to in-school suspension will **NOT** be allowed to have a cell phone during the day.
- c. The in-school suspension may be changed at any time to an out-of-school suspension should circumstances change, students who do not cooperate, or the student fails to report.
- d. The work may be made up on all in-school suspensions and is not considered unexcused. The student is considered present for attendance purposes.
- e. Parents will be notified of the suspension.

## **SUSPENSION AND/OR EXPULSION OF STUDENTS**

The authority to suspend for a short term and to propose an extended term suspension and/or expulsion is delegated to the superintendent, building principal, or assistant principal, or by the Board of Education in accordance with the applicable statutes of the State of Kansas. The provisions of this section apply to all students enrolled in USD 273.

**Suspensions** are divided into two (2) categories:

1. In-School Suspension
2. Out of School Suspension

1. **In-school suspension** is a disciplinary measure that may be used for various types of discipline infractions that require a student be removed from the regular classroom immediately but do not require an out of school suspension. Discretion of administrative staff will be used in determining when an in-school suspension is appropriate. Administration will determine if short-term placement at the ALC is warranted.

When a student is given an in-school suspension he/she will receive credit for the schoolwork completed in the in-school suspension room. Students must turn in their own assignments at the end of each day to the in-school suspension monitor. No additional time will be allowed to make up work upon returning to class.

**The following procedures will be followed in administering the in-school suspension policy:**

- A. The office will make request for assignments to the student's teachers. It is the teacher's responsibility to submit assignment sheets to the principal's office by the time designated, so students have assignments to work on during the in-school suspension. The students must satisfactorily complete each assignment and return it to the monitor at the end of each day they are in in-school suspension.
- B. Students assigned an in-school suspension will report to the office before school starts and will remain until 3:30 p.m. They are to leave the building immediately upon dismissal. It is the intention of school suspension to restrict the activities of the student from the general student body. No student, while assigned in-school suspension, will be allowed to participate or attend any school activity or event.
- C. The in-school suspension may be changed at any time to an out of school suspension should circumstances change, the student not cooperate, or the student fails to report.
- D. The student is considered present for attendance purposes

An in-school suspension means to remove the student from the general student body and deny the student the privilege of attending or participating in school activities or events for a period not to exceed five (5) school days during any one time period. Students must remain in the in-school suspension room for the entire duration of the suspension. They will be escorted to the restroom at regular intervals. Lunch will be delivered.

**2. Out of school suspension** is a disciplinary measure that may be used for various types of discipline infractions and is assigned by authorized personnel. An out of school suspended student is one who has been suspended in accordance with K.S.A.728901728906 amended by the 1977 session of the Kansas legislature and, in addition, any and all regulations pertaining to student conduct adopted by the Board of Education and published in the student handbook.

A. suspended student will have one day after his/her return to make up the work for full credit. After that time, he/she will receive no credit.

B. Suspensions will carry over from one year to the next, part of the suspension being served at the end of one school year and part being served at the beginning of the following school year. Such suspensions do not affect attendance policies regarding activities occurring during the summer. A student serving a 'split' term of suspension may attend school sponsored summer activities.

**An out of school suspension** means to remove the student from school for one of the following time periods:

- 1) "Short term" – not to exceed five (5) school days and to deny the student the privilege of attending or participating in school activities or events. Short-term suspension may extend into the next school year.
- 2) "Long term" suspension means to remove the student from school for a period in excess of five (5) school days, but not more than 90 school days, and to deny the student the privilege of attending or participating in school activities or events. Long-term suspension may extend into the next school year.

**Expulsion** means to remove the student from the school for a period not to exceed 186 school days and to deny the student the privilege of attending or participating in school activities or events. An expulsion may extend into the next school year. If an expulsion extends into the next school year, exclusion from attending or participating in school activities applies to all school sponsored events during the summer. An expelled student is not considered a student in good standing and is not entitled to the privilege of student participation or attendance at school events or credit for work missed.



## **PHILOSOPHY OF DISCIPLINE**

The maintenance of discipline is the first requirement for learning and is the first correlate in the effective school process. The maintenance of a safe and orderly environment will be a basic priority for Beloit Junior-Senior High School.

The school is often characterized by the respect individuals have for one another and the respect individuals have for the property of others as well as by the quality of instruction that takes place in the classrooms.

The administration and the faculty at each school shall make the rules and regulations necessary for implementing this policy and for maintaining good discipline. Any rules or regulations made within a specific school must not be in conflict with the policies as set forth by the Board of Education.

## **DISCIPLINE PROCEDURE**

Procedures to be followed with students who have behavior problems that may lead to disciplinary action:

Behavior problems are defined as any failure to comply with any order given by a teacher, or person, in charge of any student activity. Behavior problems are further defined as any behavior that demonstrates lack of good judgement on the student's part or otherwise impedes the learning process of other students.

While the discipline policy of BJSHS is comprehensive, each discipline situation is unique. When faced with an unusual situation, the administrative team utilizes its discretion to mete out discipline appropriate to the student(s) and to promoting a safe and orderly school environment.

## **CLASSROOM REFERRAL PROCEDURE**

1st incident	Conference and/or Saturday school/parent contact
2nd incident	Saturday school and parent contact
3rd incident	Office referral, parent contact
Severe disruption	Office referral, parent contact

## **ADMINISTRATIVE REFERRAL PROCEDURE**

- 1st referral to office      Student will remain in the office until the period is over. Parents will be notified and Saturday school hour(s) assigned.
- 2nd referral to office      Student will remain until end of the period, parents notified, and Saturday school hours assigned.
- 3rd referral to office      If all incidents occurred in one class, the student is removed from that class and will receive no credit. Upon the third referral, regardless of whether all incidents occurred in one class or in different classes, the student will be assigned 3-5 days of Saturday school and readmitted to class only after a parent conference.

**Severe disruption referral-** the student will be assigned short-term suspension 15 days in-school or out of school. Student(s) will be readmitted only after a parent conference.

The illustrations that follow show the actions that can be taken for each infraction of the discipline code. A minimum and maximum range is listed as well as an action for first occurrences and for repeated occurrences (defined as a second or subsequent infraction). This list cannot identify all areas of concerns that may develop in a particular building and it is not intended to identify all the possibilities. It does provide the principal or his designee a variety of options for specific discipline violations that may arise. It will always be within the authority of the principal to suspend students for any misconduct in the best interest of the school.

If infringement occurs late in the school year of a senior so that the penalty of losing privileges is ineffective, attendance at graduation may be denied.

## **CHEATING**

- A. Cheating will not be tolerated by BJSHS. It shall be defined as: 1) Copying the work of another person's assignment or test and claiming it to be one's own; 2) using a crib sheet on a test when not authorized to do so by the instructor; 3) doing another student's homework, providing test questions or answers.
- B. It shall be up to the instructor of the course in which a student is suspected of cheating to determine the guilt of such a student. 1) Cheating on daily work will result in a zero for the assignment; and shall be subject to discipline of at least one day of Saturday school; 2) when a student is found to be cheating on a test, he or she will receive a zero for that test and at least one day of Saturday school; 3) on the second or any subsequent offenses, the offender shall receive an F for that quarter and face possible suspension or expulsion.

## **BATTERY**

- A. Battery is a serious offense that will result in the immediate suspension of the offending student and notification of the local authorities.
- B. Battery is defined as striking a person. It may include striking a person with any type of object. It is different than a fight as it is not provoked nor does the victim retaliate.
- C. The first offense is an automatic five day suspension, minimum. Expulsion may be considered depending on the circumstances of the infraction.
- D. Any student who commits battery twice within one calendar year will be expelled.

## **SCHOOL SAFETY**

Everyone in school deserves to feel safe. During recent years across the United States, there have been a number of crisis situations in which students and staff have been in danger due to firearms or explosives brought into school buildings. The aftermath of these crises has typically included comments from individuals who indicated that they wished they had alerted someone about impending danger. People across the nation feel less safe in schools as a result of these incidents. If students become concerned about the behavior of classmates and believe there could be a dangerous situation brewing, they should feel that they can talk about it to any of the adults; teachers, classroom aides, counselors, administrators, and all school staff are available to listen and take steps if it is deemed necessary. If a student feels uncomfortable about talking to school staff, the State of Kansas has set up a toll free hotline for reporting, "impending school violence." The hotline is monitored by the Kansas Highway Patrol and anonymous calls can be made to the hotline. The Kansas School Safety Hotline number is 1-877-626-8203.

All doors will remain locked during school hours.

## **SAFE SCHOOLS**

The Beloit Public Schools shall maintain a safe and nurturing educational environment where students can learn, teachers can teach, and parents and patrons can meet and recreate without fear. The Beloit Public Schools will not tolerate violence or injury to staff or students. Weapons of any kind especially firearms, or any instrument, object or device that can be reasonably perceived as a weapon or firearm, including replicas and look-alikes such as cap guns and water guns, will not be tolerated at any school-supervised activity, in any school building, or on any school district property. The Board of Education policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of the laws of the United States, including the Gun-Free Schools Act (Public Law 103-382, Stat. 3518) and the laws of the State of Kansas pertaining to school safety and security, including the Kansas School Safety and Security Act K.S.A. 72-89b01, et seq., K.S.A. 72-89a01 et seq., and

K.S.A. 21-4204, as amended, prohibiting firearms and other weapons on school property, in school buildings, or at school-supervised activities shall be strictly observed and enforced. The superintendent shall prepare and enforce administrative regulations prescribing the proper procedures for making the various reports required by law and designating the person(s) to do so.

## **WEAPONS PROHIBITED**

The Improving America's Schools Act of 1994 (Public Law 013-382, 108 Stat. 3518) contains a Gun-Free Schools Act that requires expulsion for one calendar year of students who bring certain defined weapons to school grounds, building, or activities. The law requires states to adopt similar mandatory provisions and Kansas has done so (K.S.A. 72-89a01 et seq.). Hearings requested by students expelled for violation of these laws may be conducted by the superintendent of schools, by a certificated employee or a committee of certificated employees of the school in which the student is enrolled, or by a hearing officer appointed by the Board of Education. The superintendent of schools may, but is not required to, modify the mandatory expulsion on a case-by-case basis. These laws also impose different rules for students covered by the Individuals with Disabilities Education Act and those students will be disciplined in accordance with that Act.

1. **"Weapon"** as defined by the Federal Gun-Free Schools Act and K.S.A. 72-89a01 (h) as follows:

'Weapon' means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled; (7) any bludgeon, sand club, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls out or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term "weapon" does not include within its meaning (1) an antique firearm; (2) a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes; (3) any device which is neither designed nor redesigned for use as a weapon;' (4) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (5) surplus ordnance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684;(2) 4685, or 4686 of title 10 of the United States Code; (6) class C common fireworks."

**Warning:** Except as otherwise provided by law or this policy, possession of any weapon described in this definition on any school ground, in any school building, or at

any school-supervised activity will result in expulsion from school for a period of one calendar year as required by federal and state law, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

2. **"Weapon"** as defined by Board of Education policy is as follows:

any device, object or substance that, in fact, or under the circumstances and manner in which it is used, can reasonably be considered sufficient to cause serious property damage or to cause serious bodily harm. This definition includes those items that are excluded from the federal definition by the Federal Gun-Free School Act. Therefore, students who possess or use these weapons may be disciplined, as they would be under the Behavioral Code with disciplinary action. Disciplinary options are not limited by federal and state law. Examples of weapons include, but are not limited to the following: antique firearms, whether loaded or operable or not; rifles or shotguns which the owner intends to use solely for sporting, recreational, or cultural purposes, whether loaded or operable or not; pistols, whether loaded or operable or not; pellet guns; B-B guns or air rifles, whether powered by air, CO2 gas or spring and whether loaded or operable or not; knives; included but not limited to any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; any switchblade knife having a blade that open automatically by hand pressure applied to a button, spring, or other device in the handle; clubs; any device which was originally designed for use as a weapon, whether operable or not; and ammunition, ordnance, bullets for use in pistols or rifles, or shells for use in shotguns; any bludgeon, sand club, metal knuckles, or throwing star.

## **USE OR POSSESSION OF ALCOHOL AND/OR DRUGS**

In addition to the prohibited acts of behavior listed, the Board of Education specifically prohibits the unlawful possession, use, or distribution of illicit drugs, drug paraphernalia, controlled substances and alcohol by students on school premises or as part of any school sponsored activity. This policy is required by the 1989 Amendments to the Drug Free Schools and Communities Act, P.L. 102.226, 103 St. 1928 and compliance with it is mandatory.

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the school grounds or at a school activity. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Any violation of this policy may result in expulsion for a period of time not to exceed the balance of the school year.

## **Drug Dog Utilization**

Prior to the start of each school year, local law enforcement officials will bring a drug dog that will sweep the building to serve as a baseline to determine there are no illegal substances in the school.

Throughout the year as a proactive measure, the drug dog will conduct random searches of the school grounds. Providence K-9 will randomly search the school grounds and school while looking for multiple types of paraphernalia.

The dog(s) will be utilized to search the following:

The parking lot  
All Locker areas  
Random classrooms

Students in classrooms randomly chosen for searches will:

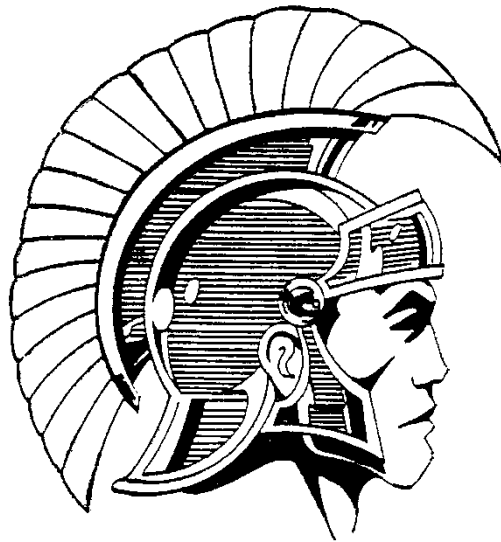
- Vacate the classroom
- Leave all book bags, purses, and other carried in items in the classroom
- This may include jackets and coats worn in the classroom
- Students will be asked to empty any bags, coats, or other carried items if a dog alerts to the item

Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials. If the search is conducted via the drug dog, any alerts will be turned over to law enforcement for completion of the investigation.

## **LAW ENFORCEMENT NOTIFICATION**

As per state law 72-89c02; whenever a pupil that has attained the age of 13 years has been found in possession of a weapon, controlled substance or illegal drug at school, upon school property, or at a school supervised activity; or has engaged in behavior at school, upon school property, or at a school supervised activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the chief administrative officer of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency. Upon receipt of the report the law enforcement agency shall investigate the matter and give written notice to the division of vehicles of the Department of Revenue of the act committed by the pupil. Upon receipt of the report, the pupil's privilege to operate a motor vehicle shall be suspended for one year.

# BELOIT TROJANS



Beloit Elementary School

## **BES MISSION STATEMENT**

The mission of BES is to create a learning environment in which students function at their greatest individual potential and become cooperative, productive members of society.

## **BES MOTTO**

Beloit Expects Success

## **ACCREDITATION**

The Beloit Elementary School is fully accredited in compliance with the requirements set up by the State Department of Education, State of Kansas.

## **BUILDING GOALS**

*English Language Arts* – Students will improve reading skills across the curriculum, with a focus on achieving proficiency as defined by the Kansas ELA Standards.

*Mathematics* - All students will demonstrate, in academic and applied situations, a high level of mastery of essential math skills, with a focus on achieving proficiency as defined by the Kansas Mathematics Standards.

*History, Government, and Social Studies*— All students will demonstrate improved history, government, economics, and geography skills across the curriculum, with a focus on achieving proficiency as defined by the Kansas History, Government and Social Studies Standards.

*Science* – All students will demonstrate improved science skills across the curriculum, with a focus on achieving proficiency as defined by the Kansas Science Standards.

*Site Council* – Friends of BES will be recognized in the paper and newsletter monthly.

## **ENROLLMENT FOR NEW PRESCHOOL**

Students who have never attended Beloit Elementary School, are not currently enrolled in Preschool, and are planning to attend preschool next year, should plan on attending the enrollment day in March, from 1:00 – 4:00 p.m. in the multi-purpose room.

Parents may start to pick up pre-enrollment packets in **March**. you pick up your packet, you will also sign up for a time to return the information.



All preschool packets will be numbered, the lower the number on your packet the better chance your child has of being placed in the preschool session of your choice. Classes will be divided equally with boys and girls, morning and afternoon, so there are no guarantees for a particular session. The two sessions for Preschool are the AM session, which runs from 8:05-11:05 AM; and the PM session, which runs from 12:25-3:25 PM. This information will be published in the Beloit Elementary School Newsletter and in the Beloit Daily Call. Children in our present preschool will have first priority for morning or afternoon classes if they are repeating that grade.

## **RETENTION POLICY**

1. Teachers notify the building principal and MTSS coordinator if considering this recommendation for any student by the first week of February.
2. If the student is not already in MTSS, the Tier One form must be completed and turned in to the MTSS Coordinator.
3. An MTSS meeting will be scheduled to discuss the concerns.
4. During parent/teacher conferences, the teacher and building principal will discuss the possibility of retention with the parent.
5. The final decision will be made at the end of the year with input from the MTSS team, teacher, building principal, and parent.

## **TEXTBOOK FEE**

There is a \$40 per student textbook rental fee that is to be paid at enrollment.

## **MULTI-TIERED SYSTEM OF SUPPORT**

The Beloit Elementary MTSS is a set of evidence-based practices implemented across a system to meet the needs of all learners. School personnel and parents of students may make requests for assistance in the areas of reading, math, and behavior. For further information concerning the Multi-Tiered System of Support process, please contact the Beloit Elementary School Office.

## **Homework Completion**

Students may be required to makeup missed homework during recess. If the homework is still not complete, teachers will contact parents to request their child stay before or after school to finish work.

## **BELOIT ELEMENTARY SCHOOL CONDUCT SYSTEM**

Beloit Elementary uses the Boys Town Well Managed Schools model. The goal of the model is to create a healthy school environment through effective classroom management techniques, relationship building, and social skills instruction.

The Boys Town model has four components:

1. Building Positive Relationships
2. Teaching Social Skills
3. Reinforcing Social Skills
4. Responding to Problem Behavior

**Class Compliments** - Classes may receive class compliments when another staff member observes the class following rules and procedures in the common areas of the school.

### **Teachers will use the Boys Town progression steps to respond to misbehavior:**

1. Prevention - Proactive (preventive prompts, planned teaching, and blended teaching); Praise (specific, general, and effective);
2. Correction (guided self-correction and corrective prompts)
3. Corrective Teaching - Praise/empathy, practice, reality statements, cool off time with a task, coupling statements.
4. Classroom Consequence - (loss of privilege)
5. Corrective Teaching - Praise/empathy, practice, reality statements, cool off time with a task, coupling statements.
6. Office Referral Warning
7. Office Referral

### **Immediate office referrals result from severe behaviors.**

These include:

1. harm to self or others,
2. weapons,
3. drugs,
4. stealing,
5. fleeing or eluding,
6. profanity,
7. destruction of property.

## **Office referrals**

Office referrals may result in the following consequences:

1. warning,
2. apology,
3. correcting damage to property,
4. time off recess,
5. loss of privilege,
6. time after school,
7. time out of class,
8. parent phone call,
9. parent conference,
10. Saturday school,
11. in school suspension,
12. out of school suspension,
13. expulsions.

The responsibility for determining appropriate consequences for misbehavior resulting from office referrals are reserved exclusively for the building principal or designate.

## **SATURDAY SCHOOL - Procedure for Saturday School**

1. Saturday school will be held on Saturday's from 8:00 a.m. to 12:00 p.m.
2. All assignments will be prepared for and delivered by the Saturday supervisor.  
Students will be allowed to retrieve needed materials from their classrooms at 7:55 a.m. Students will not be dismissed to go to their classroom, nor to any other room to do make up work or time.
3. Students are required to stay busy with legitimate schoolwork the entire time.
4. Absolutely no disruptions will be tolerated. Any lack of cooperation, rudeness, sleeping, failure to work, horseplay, or violation of any Saturday school policy will result in removal from the session.
5. Supervisors need not ask the student to correct his/her conduct. Students may be dismissed without prior warning; consequently, students must observe all guidelines from the start of the session.
6. If a student is removed from the Saturday school session due to inappropriate behavior, as described above, the student will have at least one additional Saturday school to serve as a result of the removal.
7. Breaks will be taken at fifty-five minutes past each hour for restroom and drink use.

## SUSPENSION AND/OR EXPULSION OF STUDENTS

The authority to suspend for a short term and to propose an extended term suspension and/or expulsion is delegated to the superintendent, building principal, or assistant principal, or by the Board of Education in accordance with the applicable statutes of the State of Kansas. The provisions of this section apply to all students enrolled in USD 273.

**Suspensions** are divided into two (2) categories:

1. In-School Suspension
2. Out of School Suspension

1. **In-school suspension** is a disciplinary measure that may be used for various types of discipline infractions that require a student be removed from the regular classroom immediately but do not require an out of school suspension. Discretion of administrative staff will be used in determining when an in-school suspension is appropriate.

An in-school suspension means to remove the student from the general student body and deny the student the privilege of attending or participating in school activities or events for a period not to exceed five (5) school days during any one time period. Students must remain in the in-school suspension room for the entire duration of the suspension. They will be escorted to the restroom at regular intervals. Lunch will be delivered.

2. **Out of school suspension** is a disciplinary measure that may be used for various types of discipline infractions and is assigned by authorized personnel. An out of school suspended student is one who has been suspended in accordance with K.S.A.728901728906 amended by the 1977 session of the Kansas legislature and, in addition, any and all regulations pertaining to student conduct adopted by the Board of Education and published in the student handbook.

C. A suspended student will have one day after his/her return to make up the work for full credit. After that time, he/she will receive no credit.

D. Suspensions will carry over from one year to the next, part of the suspension being served at the end of one school year and part being served at the beginning of the following school year. Such suspensions do not affect attendance policies regarding activities occurring during the summer. A student serving a 'split' term of suspension may attend school sponsored summer activities.

**An out of school suspension** means to remove the student from school for one of the following time periods:

- 3) "Short term" – not to exceed five (5) school days and to deny the student the privilege of attending or participating in school activities or events. Short-term suspension may extend into the next school year.
- 4) "Long term" suspension means to remove the student from school for a period in excess of five (5) school days, but not more than 90 school days, and to deny the student the privilege of attending or participating in school activities or events. Long-term suspension may extend into the next school year.

**Expulsion** means to remove the student from the school for a period not to exceed 186 school days and to deny the student the privilege of attending or participating in school activities or events. An expulsion may extend into the next school year. If an expulsion extends into the next school year, exclusion from attending or participating in school activities applies to all school sponsored events during the summer. An expelled student is not considered a student in good standing and is not entitled to the privilege of student participation or attendance at school events or credit for work missed.

## **STUDENT ATTENDANCE**

### **Doctor Notes / Calls**

If a student goes to a doctor appointment, the office needs a copy of the doctor's note and it will then be filed with the school nurse. All notes from home to inform the school of an absence or a future absence must be brought to the office and given to our secretary to record. The office will then notify the teacher of the absence. Parents are expected to notify the school by a phone call or note for any absence of their child. Also, the parent needs to call each day that their child is ill if the child is ill multiple days in a row.

If parents know that their child is going to take a family vacation during school time, the student is responsible for making up the work before he/she leaves for the vacation.

When your child returns to school after his/her absence, he/she will need to report to the office for an admittance slip before they go to class. This will also help us keep track and have notice of why a student was absent. Students must be at school no later than 11:45 a.m. through the end of the day in order to participate in programs, etc., unless approved by the principal.

### **Tardies**

#### **Please have children here on time.**

Children are tardy when not in their rooms by 8:05 a.m. We believe your child's attendance is very important for their success in school. We also believe it is important for your child's safety that parents and the school know where your child is during school hours. The law mandates that we enforce our attendance policy. We appreciate your support in improving and enforcing our attendance policy.

## **ATTENDANCE AND SCHOOL HOURS**

1. All morning students should arrive at school by 8:00.
2. Children are considered late to school if not in their classroom by 8:05.
3. All afternoon children should arrive between 12:20 and 12:25.
4. Parents are asked to call the school by 8:30 a.m. if your child is ill. We will call parents if a student is absent and we haven't received a phone call by 9:00 a.m.
5. Parents please do not allow your child to miss school unless sick. The average child misses no more than 5 -10 days of school. Children missing more than 5 -10 days of school could be asked to provide verification by a doctor.
6. When the school observes poor attendance, the administration will make a home visit and call the appropriate authorities. For more information, see the district attendance and truancy policy above on pages 10 and 11.

## **LEAVING SCHOOL DURING THE DAY**

1. Students are counted absent for a half day when they are 60 minutes late or if they leave with more than 60 minutes remaining in the day.
2. Students leaving the building early must sign out, and if they return must sign in.

## **ARRIVAL TIMES - BREAKFAST & LUNCH TIMES - DEPARTURE TIMES**

1. 7:40 Students may enter the building. Preschool through 3<sup>rd</sup> grade will enter the building through the east doors. 4<sup>th</sup> through 6<sup>th</sup> grade will enter through the north gym doors. 4<sup>th</sup> through 6<sup>th</sup> grade students may enter through the east doors if they are accompanying a younger sibling.
2. 7:40 - 8:00 Breakfast is served.
3. 8:00 Students are allowed to go to their rooms.
4. 8:05 Students are considered late if not in their room by this time.
5. 11:05 is dismissal time for A.M. Pre-School
6. Lunch Schedule:
  - 11:00 - 11:31 Kindergarten
  - 11:10 - 11:41 First Grade

- 11:20 - 11:51 Second Grade
  - 11:30 - 12:01 Third Grade
  - 11:40 - 12:11 Fifth Grade
  - 11:55 - 12:26 Fourth Grade
  - 12:05 - 12:36 Sixth Grade
7. 12:20 to 12:25 Pre-School students may enter their classroom for the afternoon session.
  8. 3:25 is our regular dismissal time for all students.

## **BEFORE & AFTER SCHOOL PLAYGROUND RULES**

1. When children arrive, preschool through 3<sup>rd</sup> grade come into the multi-purpose room and 4<sup>th</sup> through 6<sup>th</sup> come into the gym at 7:40.
2. Bikes should be parked in the rack as soon as they arrive at school. It is recommended that bikes are locked as the school is not responsible for stolen bikes.
3. No games are to be played or equipment used after school until 3:45.

## **GENERAL SCHOOL RULES**

1. Do the right thing. Use common sense and above all respect everyone in this building. This is really the only rule we should need. The others that are listed are just for further clarification.
2. No talking in halls when going to and from lunch or special classes.
3. No gum or candy at school except during a party. When teachers make exceptions in their room for an occasional treat, students only have that extended privilege when they are in their home room.
4. Be responsible for your actions. Know what appropriate behavior is. Have respect for your classmates, schoolmates & staff in our building.
5. Students and/or their parents are responsible to pay for any damage to school property.
6. Bus riders must follow the rules of the driver. The school will support the driver and remove students causing constant or dangerous problems.

## **SCHOOL DRESS**

Student attitude is a critical factor in a learning situation. Appearance is an indicator of student attitude and guidelines regarding student appearance are the purpose of this policy.

It is the responsibility of the parents to see that their children are suitably dressed for school attendance. Clothing should allow the student to function without interfering or disrupting the education of other students. If a student's mode of dress or personal grooming habits are disruptive to the educational process, steps will be taken to eliminate the source of the disruption. The following standards will be established.

1. Clothing that is revealing is inappropriate (This includes mesh shirts, halter tops, muscle shirts, bare midriff shirts, very short, tight skirts, etc.).
2. Clothing with a drug, alcohol, or violence theme and/or objectionable language or graphics is inappropriate.
3. Shoes must be worn at all times. Each child should have tennis shoes for playing in the gym.
4. Caps, stocking caps, hats or sunglasses are not to be worn in the building.
5. Pants, shorts, overalls or sweats must be worn at the waist. "Sagging and Bagging" is not permitted.
6. Clothing that has straps or suspenders must be fastened over both shoulders.
7. Shorts may be worn. Shorts that are too short, tight, cut up the side or distracting in any way are not to be worn. Spandex shorts may only be worn under another pair of shorts. Walking length shorts are suggested.
8. Students need to report to school in the clothes that are to be worn all day. Only in the case of an emergency, will a student be allowed to change his/her clothing during the school day.



## **SCHOOL SITE COUNCIL**

Teachers and parents are elected to the School Site Council to be representatives for parents and teachers during each school year. Elections take place in April of each school year. New representatives attend the May meeting and officially take office as of July 1st, of the same year.

Membership consists of the Principal, 3 Staff Members, 6 Parents, and 1 person representing the Business Community. Other community people may also be called upon during the school year to serve on various committees as needed.

Minutes from each meeting are printed in the next newsletter, and sent home with students the day prior to the beginning of the next month or on our school website.

### **Site Council Members:**

President: Amanda Schwerman  
Administrator: Brady Dean  
Lynn Feldmann  
Albert Fincham  
Luke Long  
Amber Loomis  
Chrissie Harris  
Darsey Offutt

### **P.T.O.**

Executive Board:  
Ashley Eck - President  
Amber Quayle - Vice-President  
Katie Nicholson - Secretary  
Jennifer McMillan - Treasurer  
Brady Dean - School Administrator  
Vicki Jackson - Certified Teacher  
Donna Conn - Certified Teacher  
Brittany Lienberger - Certified Teacher  
Stephanie Simmons- Parent Member  
Lindsay Rut- Parent Member  
Angie Ahlvers - Parent Member

Meeting for PTO are the first Monday of the month at 5:15 pm at BES Library.

## **SCHOOL VISITORS**

Any person seeking to visit the school must check in through the school office. Visitors will be expected to sign in and to wear a visitor's badge while in the building. This policy applies to anyone not a student or employee of the school system.

**All doors will be locked at all times. ALL visitors must report to the front office.**

## **VISITING SCHOOL**

Parents are invited to visit school at any time, with the exception of the first week, last week or just before a holiday. Friends or relatives of school age children may visit school only with prior approval of the classroom teacher and principal, with the exception of the first ten days, last ten days or the day before a holiday. We only allow visits at the appropriate grade level. (For Example: A second grader should only visit second grade.) Visits should not be on a regular basis, which would interfere with the regular school program.

## **COMMUNICATION**

1. Please do not ask us to call your child out of the room for a phone call.
2. Messages will be given to your child as soon as possible in an emergency. Otherwise, all messages are given to students over the intercom at 3:20 p.m.
3. Please ask your child each day if anything was sent home for you to look at. You should always ask for newsletters the last day of each month.
4. Set up a special time to visit with your child about the things that went on at school. Please look over their assignments they bring home.
5. Parents and teachers of students in grades 3 - 6 are encouraged to use the planner for a variety of communication that could occur between each other. When looking over daily assignments, look for other communication. This planner should be brought to school daily. Teachers will discuss various uses for the planners and how they will be used in grades 3-6. Preschool, kindergarten, first grade and second grade are not using planners.

## **SAFETY CONSIDERATIONS**

1. Children are encouraged to use crosswalks which are provided for their safety by the city.
2. At the end of the school day, children are asked to walk their bikes to the crosswalks, not ride their bikes when others are walking on the sidewalk, not ride bikes on the sidewalks near the pre-school, and not ride their bikes on the north side of the building until the buses are out of the parking lot.
3. We practice safe evacuation of the building once a month for fire drills.
4. We have one of the better tornado shelters in the City of Beloit. We hold tornado drills three times a year.
5. We practice our Emergency Response Plan twice a year.
6. If students become concerned about the behavior of classmates and believe there could be a dangerous situation forming, they should feel that they can talk about it to any adult; teachers, classroom aids, counselor, administrator, and all school staff are available to listen and take steps if it is deemed necessary. If a student feels uncomfortable about talking to school staff, the State of Kansas has set up a toll free hotline for reporting, "impending school violence". The Kansas School Hotline number is 1-877-626-8203.

## **CHARACTER EDUCATION**

As more and more pressures confront both the family and the schools, parents and staff at Beloit Elementary believe it is necessary that these two major influences in student's lives join together to provide a foundation in Character Education. Site Council members and educators are involved in the development of BES Virtues that include Respect, Citizenship, Caring, Responsibility, Trustworthiness, and Fairness. Both students and staff at BES take an active part in teaching, modeling, and demonstrating the virtues that have been selected.

## **AGE & HEALTH REQUIREMENTS**

Children may enter pre-school if they are 4 years of age on or before August 31 of the present school year. Kindergarten children must be 5 on or before August 31. Valid birth certificates are required.

All children entering preschool or kindergarten must present current immunization histories before entering school in the fall. On or before May 15th, the school will notify the parents or guardians of the following school years' immunization requirements. If these requirements are not met and the student does not have a religious or permanent medical exemption, the student could be excluded from school.

Children, ages 8 and under, entering Kansas schools for the first time are also required to have a health assessment. This assessment must be completed before the fall

school term begins, and students will be excluded from school if this requirement is not met.

## **CELL PHONES**

Many students bring electronic devices, including cellphones to school. With prior approval, these may be used for educational purposes as assigned by the teacher. If any of these items hinder the learning process, the privilege will be removed and the device will be left in the office to be picked up after school. Recording (voice or video) with a cell phone or other device is strictly prohibited unless prior approval has been granted by the teacher.

If a student's cell phone hinders the learning process:

1. On the first offense, the student will be warned and the parent will be contacted. This does not apply to unauthorized recording, which will result in the phone being taken and the parent will be responsible to pick it up from the school office.
2. On the second and subsequent offense(s), the phone will be taken and the parent will be responsible to pick it up from the school office. Students may be required to drop their phone off in the office at the start of school and pick it up when they leave for the day.

## **BIRTHDAYS & PARTIES**

We welcome a little celebration for a child's birthday. If your child has a summer birthday, we would encourage you to celebrate on the corresponding date in May. Students and parents are asked not to organize birthday parties for teachers or students or other surprise types of parties in the classroom except for a fall party (usually Halloween), a winter party (usually the last day of school before Christmas), and a February party (usually for Valentine's Day). Some classes also do something around Easter. Parents should not organize any end of the year parties during the last week of school. Classroom teachers should always be consulted with for any parties.

Nutritious snacks and drinks are encouraged for both birthday treats and classroom parties. Products containing nuts are not allowed. A list of recommended snack and beverages can be obtained from the school.

## **GRADING SCALE**

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

## **PROGRESS REPORTS**

Report cards will be given out four times a year. The first, second and third report cards will be sent following those nine-week periods. The final report card will be mailed. Conferences will be scheduled during the first and third nine-week periods. Also, student progress may be monitored online through a Family Access account. Please contact the office if you would like a Family Access account.

## **SPECIAL SERVICES**

In addition to regular classroom experiences, Beloit Elementary School students will have available to them the following special services:

Special Education	MTSS/Title One
Speech Therapy	Gifted Education
Music/Art/Tech	Band/Orchestra

## **SCHOOL NURSE**

The district nurse will conduct annual vision, hearing, height, and weight screening. The nurse or an aide will provide first aid and emergency care as authorized by the Kansas Department of Health and Environment. The nurse or her designee will administer medication in school only with written authorization from the physician and the parent or guardian. The nurse will conduct immunization screening and communicable disease control. The district nurse will be available for health counseling with teachers and parents as needed. The nurse is also involved in health education including topics such as dental health, nutrition, sun protection, drug and tobacco prevention, safety, and human sexuality and AIDS.

## **SCHOOL LUNCH & BREAKFAST**

All students have family accounts. If you have children in the elementary school as well as the high school, you may write one check and have that money put towards the family account, which will cover both breakfasts and lunches.

Students at the elementary school will be sent a notice when their family account contains less than \$10.00. You will need to send a check to bring the balance up to an appropriate amount. For those of you who have children in both schools, keep in mind that a \$10.00 balance will not last more than one or two days depending upon the number of children in your family and if they are eating double lunches or breakfasts.

1. Children who qualify for free meals, will be charged a full meal price if they eat a double meal.
2. Once a student's account reaches zero, they will be allowed to eat one more time. Thereafter, the student will not be allowed to eat a regular school breakfast or lunch.

## **ACCIDENTS, FIRST AID, AND MEDICAL INSURANCE**

School personnel are authorized to administer only first aid for minor injuries occurring at school. In case of illness or serious injury, the parents will be notified immediately.

Remember, it is important that your child know where you can be reached. We have certain emergency numbers that you have left us. If you are going to be out of town, share that information with your children, they might be able to help us find you in an emergency.

If we cannot reach you in an emergency, we will take your child to the clinic or emergency room when necessary. The school nurse, principal, or secretary will make the decision to call for emergency assistance when necessary.

The medical cost for student accidents is the responsibility of parents. USD 273 is not responsible for these medical costs. USD 273 does encourage parents to purchase the school time insurance offered at the beginning of each school year, especially when other family medical insurance is not maintained.

## **ANIMALS AT SCHOOL**

The Kansas Department of Health and Environment has established these guidelines for animals in school. Animals that are unacceptable for school visits are:

1. Wild animals
2. Poisonous animals
3. Wolf-dog hybrids
4. Stray animals
5. Aggressive animals

Exceptions to this recommendation include those instances when these animals are presented at school by professionals who have experience handling them. Specific recommendations should be observed for the following animals because of diseases that they may carry or tendency to bite: reptiles (including non-poisonous snakes, lizards, iguanas, and amphibians); psittacine birds (parrots, parakeets, budgies, and cockatiels); ferrets; fish; baby chicks; and ducks.

Animals that are brought to school should be clean and healthy. Dogs, cats, and ferrets should have a current rabies vaccination and be wearing proper restraints. Animals with fur shall remain outside due to allergies. The teacher or principal should be notified before any animal is brought to school.

## **Tornado and Fire Drill Procedures**

### **Fire**

Fire Signal = Constant ringing of buzzers

Preschool, Counseling Center, IRC K-1	---	Exit through east main entrance
Kindergarten and 1 <sup>st</sup> Grade	-----	Exit through south doors or room exits
2 <sup>nd</sup> , 3 <sup>rd</sup> , and Gifted	-----	Exit through west doors leading to the library
4 <sup>th</sup> and 5 <sup>th</sup> Grade	-----	Exit through south breezeway doors
6 <sup>th</sup> , Gym, and Technology	-----	Exit through west doors
Art, Music, MPR, Office	-----	Exit through east doors
Band, library, speech	-----	Exit through south library doors
IRC rooms, Title One	-----	Exit through room exits

## Tornado

Gym, 6<sup>th</sup> Grade, and Technology – Proceed to the Technology Classroom  
All other rooms – Proceed to the basement

## **CODE YELLOW – LOCKDOWN PROCEDURES**

Announcement over the intercom: Code yellow in the (Location)

1. Check out in the hallway for children and get them in your classroom
2. Close and lock your door
3. Please direct children to the inner wall so that they cannot be seen from the window.
4. Please contact other teachers directly using the phones if you have students that are not yours.
5. Code Green will be announced when the crisis is over. Also, administrators and law enforcement will be unlocking doors when it is safe.

### **\*\* Additional guidance for an active school shooter\*\***

Announcement: Code Yellow - Active School Shooter in the (Location)

1. **Run** - Find nearest exit and get out of the building as quickly as possible
2. **Hide** - Lock and barricade the door, look for an exit (exp. break windows), DO NOT UNLOCK DOORS UNTIL POLICE COME or the office gives a Code Green announcement.
3. **Fight** - Fight to save lives if there are no other options; what can be used in your classroom to defend yourself and your students.