

All-School

Cunningham USD332 Handbook

ALL-INCLUSIVE SCHOOL INFORMATION

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MISSION STATEMENT

The mission of Unified School District #332, West Kingman County, is that all students learn to communicate effectively, acquire fundamental life skills, develop responsibility to self and society, and set goals for lifelong learning in a global society.

PRE-SCHOOL MISSION STATEMENT

Our mission is to provide a safe and consistent learning environment that nurtures children's social, emotional, physical, and cognitive development.

GOALS

1. Prepare students academically for entrance into kindergarten so that they are on or above their expected academic level to afford the best opportunity for success in the next school year.
2. Prepare students emotionally to enter kindergarten with confidence and the ability to interact academically and socially in an age-appropriate manner.
3. Prepare students so that their motor skills are age-appropriate for entrance into kindergarten.
4. Prepare students in their social and self-discipline skills so that they can enter kindergarten ready to learn and able to interact in a positive manner appropriate to their age.

OBJECTIVES

1. Students will advance their pre-reading skills through an eclectic language curriculum.
2. Students will advance their mathematical skills through a math curriculum that utilizes hands-on approaches and practicing basic memory and recall skills.
3. Students will receive exposure to science and social studies content areas through experiential learning activities, both inside and outside of the classroom.
4. Students will be introduced to music and art through participatory activities and exposure to the appreciation of advanced curriculum items through visual, auditory, and kinesthetic means.
5. Students will improve their school learning environment behavior skills through a consistent and structured system of behavior modifications that include routines, reinforcement of choices, instruction to develop critical thinking, and reinforcement of the utilization of appropriate language skills, both verbal and nonverbal.
6. Students will improve their fine and gross motor skills through an engaging and experiential-based program.

PUBLIC NOTICE

FORMAL NOTICE OF DISCLOSURE OF STUDENT INFORMATION

The schools are sometimes requested by reputable organizations to provide information on students such as name, address, telephone listing, date and place of birth, participation in officially recognized activities, weight and height of members of the athletic teams, dates of attendance, awards received, and the most recent school attended. The schools will not release personal information unless notified in writing by

parents that some or all of this information is to be withheld. The notification must be received by the school before August 19, 2025.

Cody Dunlap
K-12 Principal, Cunningham Schools

DISCRIMINATION POLICY

It is the policy of the West Kingman County Unified School District No. 332 that there will be no discrimination of race, religion, color, sex, national origin, age, or disability in any education programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Title IX and Section 504 Coordinator at the Board of Education Office, 104 W 4th Street, Cunningham, Kansas 67035, 620-298-3271, or Regional Office for Civil Rights, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, MO 64153, 816-891-8103.

SCHOOL PERSONNEL

BOARD OF EDUCATION

Katie Hellman
Abby Bock
Jason Osner
Travis Thimesch

Brent Miller
Bjorn Halderson
Nick Rogers
Aimee Ogg, Treasurer

CUNNINGHAM SCHOOL STAFF

ADMINISTRATION			
Last Name	First Name	E-Mail	Position
Arnberger	Kelly	Kelly.Arnberger@usd332.com	Superintendent
Dunlap	Cody	Cody.dunlap@usd332.com	PrK-12 Principal
LICENSED PERSONNEL			
Last Name	First Name	E-Mail	Job Assignment
Albers	Sheena	Sheena.Albers@usd332.com	Kindergarten
Beat	Kelsey	Kelsey.beat@usd332.com	Title
Cook	James	james.cook@usd332.com	HS Math
Fitzsimmons	Jerree	jerree.fitzsimmon@usd332.com	Library/Tech
Fox	Theresa	theresa.fox@usd332.com	Grade 3
Hansard	Bailey	bailey.hansard@usd332.com	HS Ag Teacher/FFA
Huelskamp	Sebastian	sebastian.huelskamp@usd332.com	Shop/CTE
Huelskamp	Rebecca	becky.huelskamp@usd332.com	Language Arts
Johnson	Lynnea	lynnea.johnson@usd332.com	HS Teacher
Kerschen	Eric	eric.kerschen@usd332.com	PE/Weights

Kerschen	Nicole	nicole.Kerschen@usd332.com	Vocal/Instrumental Music
McGuire	Amy	amy.Mcguire@usd332.com	JH Teacher
McGuire	Lance	lance.mcguire@usd332.com	HS Social Studies
Milford	Christy	christy.milford@usd332.com	PT- HS English
Nelson	Jared	jared.nelson@usd332.com	HS Science
Nix	Ashley	ashley.nix@usd332.com	Grade 5
Prim	Amanda	amanda.prim@usd332.com	PreK3
Ramirez	Andrew	andrew.ramirez@usd332.com	Spanish
Ricke	Bart	bart.ricke@usd332.com	Health/PE/7-9 Science
Ricke	Ingrid	ingrid.ricke@usd332.com	Grade 2
Strohl	Kylea	kylea.strohl@usd332.com	Grade 1
Vahsholtz	Carrie	carrie.vahsholtz@usd332.com	Grade 4
Walters	Kayla	kayla.walters@usd332.com	PE/Weights

CLASSIFIED PERSONNEL

Last Name	First Name	E-Mail	Job Assignment
Fox	Tera	tera.fox@usd332.com	Cook
Heatherman	Jennifer	jennifer.heatherman@usd332.com	Custodian
Mattal	Shannon	shannon.mattal@usd332.com	Cook
McCurry	Heather	heather.mccurry@usd332.com	Transportation
Mills	Sheri	sheri.mills@usd332.com	HS Secretary
McRenolds	Debbi		Cook
Ogg	Aimee	aimee.ogg@usd332.com	Secretary
Schultz	Barb	barb.shultz@usd332.com	GS Secretary
Terrell	Linda	linda.terrell@usd332.com	Transportation
Thompson	Dale	dale.thompson@usd332.com	Custodian
Webster	Stacy	stacy.webster@usd332.com	Clerk

PUPIL ADMISSION REQUIREMENTS

JUNIOR HIGH AND HIGH SCHOOL

Any pupil enrolling in USD332 must present proper documentation from their former school, such as a credit transcript.

When such a transcript is not presented, the pupil may be enrolled and tentatively classified until a transcript can be obtained from their parent school.

Any student entering public school in Kansas for the first time must present an accredited Kansas Certification of Immunization, a copy of an official birth certificate, and a copy of a health evaluation.

Age Limit – Any boy or girl must enroll and attend school until he/she reach the age of 16.
(General Statutes #72-4801)

RESIDENT STUDENTS:

A resident student is eligible for school attendance and lives with a parent or guardian who is a district resident. Homeless children, as defined by Kansas law and located in the district, will also be admitted as residents. "Parent" includes natural, adoptive, step-parents, and foster parents, while "person acting as a parent" refers to a guardian, conservator, or someone providing care and support, with written consent from the child's legal custodian.

NON-RESIDENT STUDENTS:

Non-resident students are those who do not meet the definition of a resident student.

NON-RESIDENT ACCEPTANCE POLICY

- Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.
- Policy JBCC in the BOE handbook

STUDENT WELFARE

THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act requires that all schools provide homeless students with immediate access to education, even if the child lacks school records, a birth certificate, medical/immunization documents, or proof of residency.

The Cunningham Public Schools has a strong commitment to ensure that all homeless children and youth receive a meaningful opportunity to enroll and attend all public schools in the district. The Cunningham Public Schools office acts as a resource for families in need and school personnel facing questions or assistance related to homeless children and youth. If you would like more information about the Support Services in Cunningham, contact Cody Dunlap, Principal.

Under the McKinney-Vento Homeless Assistance Act, a student is considered homeless if he or she has lost housing and is present:

- living in a shelter
- living in a hotel, motel, or a campground due to lack of housing
- sharing housing with relatives or others due to a lack of housing
- living at a train or bus station, in a park, or a car
- living in an abandoned building
- youth not living with a parent or guardian
- in other situations that are not fixed, regular, or adequate for nighttime residence.

Homeless students have the right to:

- Go to school, no matter where they live or how long they have lived there. They must be given access to the same public education, including preschool education, as provided to other children.
- Continue in the school they attended before becoming homeless, or the school they last attended, if that is your choice and is feasible. If a school sends a homeless child to a school other than the one requested, the school must provide a written explanation and offer the right to appeal the decision.
- Receive transportation to the school they attended before the family became homeless, or the school they last attended if requesting such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment. Enroll and attend classes in the school of their choice, even while the school they are seeking to attend resolves a dispute over the enrollment.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and school programs.

TITLE I FAMILY ENGAGEMENT

Cunningham USD #332 teachers and staff are dedicated to providing a high-quality educational program that challenges all students to reach their full potential. When schools and parents work together, children thrive—both academically and throughout life. Education is a shared responsibility, and parents play a vital role as their child's first teachers. Their support for both their child and the school is essential to success at every stage.

To ensure students develop strong foundational skills and knowledge, we will:

- Hold educators accountable for effective teaching.
- Hold students accountable for their learning.
- Encourage and support parental involvement in education.

We will continuously assess student growth, implement timely interventions, and refine our instructional methods to enhance learning outcomes. Additionally, Cunningham teachers and staff will collaborate with parents and the community to develop, evaluate, and improve our Title I program.

Welcoming All Families into the School Community

- Cunningham invites parents and families to be involved in their students' education by visiting the school building, attending school meetings, volunteering in the classroom for/during school activities, and/or assisting their students with assigned work.
- Cunningham will sponsor/provide events to enrich the partnership between home and school.

Communicating Effectively

- All school and district policies are available to families upon request, including on the district website.
- Cunningham staff welcomes frequent communication between home and school.

Supporting Student Success

- Cunningham will build the school's and parents' capacity for strong parental involvement, through family nights and other resources.
- The school will, with the assistance of the district, assist parents of children served by the school in understanding how to monitor their child's progress and how to work with educators.

- Schools will provide parents/guardians with opportunities to participate in setting student goals, monitoring progress, and making instructional decisions.

Speaking Up for Every Child

- Support for students will be demonstrated by regular parent/teacher conferences, Title I activities, and family nights throughout the year, and individual assistance to students provided through differentiated support systems in both reading and math.

Sharing Responsibility

- Cunningham will hold an annual meeting to inform parents that the school participates in Title I, the requirements of Title I, and their parental rights.
- Meetings will be held at various times to encourage parents to attend. Parents will be notified about meetings through school newsletters and the web page.
- The school will incorporate the School-Parent Compact as a part of its Family Engagement Policy. It will be included on the school's web page. It will also be signed by the teacher, parent(s), and student when the student enters the program.
- The school will, with the assistance of the district, assist parents of children served by the school in understanding the state's academic content and achievement standards, the state and local academic assessments, the requirements of Title I, and how to monitor their child's progress and work with educators.
- As appropriate, the school will, with the assistance of the district, provide materials to help parents work with their child to improve their child's academic achievement and foster parental involvement.
- Within reason, the school will ensure all information regarding the school and parent programs, meetings, and other activities will be communicated. Alternative language is available upon request.

Collaborating with Community

- Cunningham will make copies of the Family Engagement Policy available to parents at Title I parent activities/meetings, post the policy on the school website, and provide copies to parents of new students upon enrollment. Copies will also be provided to families upon request.

Note: Title I of the Elementary and Secondary Education Act provides financial assistance to state and local educational agencies to meet the needs of educationally deprived, at-risk children. The goal of Title I is to provide instructional services and activities to meet the needs of disadvantaged children identified as failing or most at risk of failing the state's challenging performance standards.

SPECIAL EDUCATION CONCERNING RESTRICTED INFORMATION

The South Central Kansas Special Education Cooperative is a cooperative organization developed by 15 Unified School Districts to provide special education services to exceptional students as mandated by Public Law 94-142, a federal mandate, and Kansas Statutes Annotated 72-933 and 72-966, Kansas mandates.

The Unified School Districts participating in SCK-SEC are: #438, Skyline; #382, Pratt; #332, Cunningham; #331, Kingman; #361, Anthony-Harper; #511, Attica; #255, Kiowa; #254, Medicine Lodge; #422, Greensburg; #300, Coldwater-Protection; #350, St. John-Hudson; #349, Stafford; #474, Haviland; and #424, Mullinville. Financing for this service is provided by Federal Flow Through Funds of P.L. 94-142, State Categorical Unit Reimbursement, and assessment of participating districts by pupil enrollment.

As required by K.S.A. 1977, Supp. 72-6214, the following publication regarding the policy of privacy rights of identifiable student records, files, and data is submitted:

Confidentiality of information shall be the responsibility of the local director of special education.

ACCESS RIGHTS OF PARENTS

1. Parents or their duly authorized representative shall be permitted to inspect and review any personally identifiable data relating to their children without unnecessary delay (in no case more than forty-five days after the request has been made) and before any hearing related to the identification, evaluation, or placement of the child. (Note: The agency may presume that the parent has the authority to exercise this right unless the agency has been advised that the parent does not have the authority under applicable state law governing such matters as guardianship, separation, and divorce.)
2. If any record includes data on more than one child, parents shall inspect and review only the data relating to their child. If this is not feasible, parents must be informed of the data specific to their child.
3. Parents shall be provided a response to reasonable requests for explanation or interpretation of the data by a qualified professional.
4. Records that name all persons obtaining access to a child's records (excluding parents and authorized employees of the agency), the date access was given, and the purpose for which the person was given access to the records shall be maintained.
5. A listing shall be kept of the types and locations of data collected and maintained by the agency. This listing shall be made available to parents upon request.
6. No charge shall be made to parents to search for or to receive data. The agency may charge a fee for copies of records that are made if the fee does not effectively prevent parents from exercising their right to inspect and review those records.

RIGHT TO HEARING TO AMEND RECORDS

1. Parents may request appropriate amendments to records that they believe to be inaccurate, misleading, or in violation of the privacy or other rights of the child.
2. Within a reasonable period, either (1) the records shall be amended as requested, or (2) the parents shall be notified of the agency's decision to refuse the request and advised of their right to a hearing to challenge the data.
3. Upon parental request, a hearing shall be conducted to determine whether or not the challenged data are inaccurate, misleading, or in violation of the legal rights of the child.
4. If a hearing is requested, it shall be held within a reasonable period after the request, and place of the hearing.
5. The hearing shall be impartial; that is, conducted by a party who does not have a direct interest in its outcome.
6. Parents may present evidence relevant to the issues and may be assisted or represented by individuals of their choice (including an attorney) at their own expense.
7. Parents shall be notified in writing, within a reasonable period, of the agency's decision. This decision shall be based solely upon the evidence of the hearing and shall include a summary of the evidence and the reasons for the decision.
8. If, as a result of the hearing, the agency decides that the record should be amended as requested, it shall so amend the record.
 - a. If the agency decides not to amend the record, it shall inform the parents of their right to enter into the records a statement about the challenged data, which gives their reasons for disagreeing with the decision of the agency.
 - b. This statement shall be maintained in, and treated as part of, the child's records as long as the records or the contested portion thereof is maintained by the agency.
9. If parents are in disagreement with the results of the hearing, they may appeal to the Kansas State Department of Education, which shall review the pertinent facts and attempt to resolve the

disagreement through communications with the parents and the agency.

PARENTAL CONSENT POLICY

If parental consent is denied in any of the following cases, the agency shall attempt to resolve the matter through individual conferences.

If the parents continue to withhold consent, the agency must either accept their decision or seek a court order requiring compliance. To support this process, the agency shall maintain records of all communications and consultations with the parents.

Parental consent must be obtained before personally identifiable data is collected:

- Disclosed to anyone other than officials of the agency collecting or using the data, under Section 438 of the General Education Provisions Act, which applies to educational agencies.
- Used for any purpose other than identification and evaluation to determine the need for special education and related services.
- Used for any purposes other than those previously specified to the parent.

Additionally, parental consent must be sought before a child undergoes a comprehensive evaluation, as outlined in the local comprehensive plan.

CHILDREN'S RIGHTS POLICY

When a child reaches the age of majority (18 years), any permissions, consents, or rights previously granted to the parents shall transfer solely to the child, provided that:

1. The child is not considered a dependent as defined by Section 152 of the Internal Revenue Code of 1954.
2. The nature and severity of the child's exceptionality have been taken into consideration.

If further information is desired relative to school-age or preschool exceptional or handicapped children's service, please contact the SCK-SEC office at 412 Sandy Lane, Pratt, Kansas 67124-1110 (Phone 620-672-7500).

SCHOOL ATTENDANCE

A student is considered absent if they are not present at school, regardless of the reason.

ABSENT POLICY

USD 332 asks all students to attend school regularly. Absences will be handled by labeling each as unexcused or excused. If a student reaches chronic absentee status, a doctor's note may be required for further excusals. Chronic absenteeism is defined as 10% of the school year, which is approximately 17 days for USD 332.

ACTIVITIES ON DAYS ABSENT

Students should not attend activities if they have been absent from school unless prior arrangements have been made through the principal.

- **DEFINITION OF A FULL-DAY ABSENCE**

A student missing four (4) or more hours of a school day will be considered absent for the entire day under this policy.

NOTIFICATION OF ABSENCES

- If a student is absent, school personnel will call the parent/guardian.
- If the parent/guardian cannot be reached, the parent/guardian should call the school or the student must bring a note on the following school day, or the absence will be considered unexcused.

EXCUSED ABSENCES

The following are considered excused absences:

- Personal illness
- Professional appointments (doctor, dentist, etc.)
- Serious illness or death of a family member
- Emergencies requiring the student's presence at home
- Obligatory religious observance
- Participation in district-approved or school-sponsored activities
- Working for parents
- Family trips (with prior approval)
- Special situations (subject to approval by the building principal)

UNEXCUSED ABSENCES

An absence is unexcused if it occurs for an unnecessary reason. Some examples include:

- Oversleeping
- Haircuts or hair appointments
- Car repairs
- Shopping

(This list is not exhaustive. If you have questions about whether an absence is excused or unexcused, contact the principal.)

RESTRICTIONS FOR ABSENT STUDENTS

- Students who are absent for a significant part of the school day (excused due to illness or unexcused) may not be on any USD #332 property for any reason.
- This includes a ban from all extracurricular activities and practices for that day.

TARDY POLICY

Tardiness to school will not be tolerated.

- Students arriving at school after the 8:00 a.m. bell will be counted as tardy. Students must report to the office and sign in. Failure to sign in will result in the student being marked absent until he/she does sign in.

LEAVING SCHOOL EARLY

1. Any student who needs to leave the building during the school day must check out through the office before leaving.
2. Students must have parental confirmation to be gone or leave during the school day.
3. Perfect attendance will not be affected for students leaving for short, important errands that take less than fifteen (15) minutes.

BAD WEATHER

The following television stations will notify parents, students, and teachers of any decision for early dismissal or no school. The Blackboard Connect System will call all telephone numbers that have been given to the school office for this purpose.

Television: KSNW TV – Channel 3, Wichita
 KAKE TV – Channel 10, Wichita
 KWCH TV – Channel 12, Wichita/Hutchinson

FIRE, TORNADO & CRISIS DRILLS

Fire drills will be held 4 times a year, tornado drills 2 times a year, and crisis drills 3 times a year, as required by Kansas State Law. Evacuation routes are posted in each room.

KEEPING STUDENTS AFTER SCHOOL

When it becomes necessary to detain a pupil after school for any extended time, the parents will be notified. All students, both town and country children, must be given one day's notice so that they may make arrangements to stay.

RELEASE OF STUDENTS

Students will be released from school only to parents or legal guardians. Please contact the office professionals if another person is authorized to pick up your student.

ACTIVITIES ON DAYS ABSENT

Students should not attend activities if they have been absent from school unless prior arrangements have been made through the principal.

ACTIVITY TRIPS - RELEASE OF STUDENTS TO PARENTS

***Student must ride to the activity via school transportation to participate in the activity.

- A student will be released to his/her parents. The parent must make personal contact with the sponsor or office, allowing sufficient time for verification.
- The student will be released to an adult at the parent's request. The parent must make personal contact with the sponsor or office, allowing sufficient time for verification.
- The school will not release a student to a minor even with parental permission.
- The sponsor will have a release form for the parent to sign acknowledging their student to ride home with them.

RETURNING FROM OUT-OF-TOWN ACTIVITIES

- Sponsors of out-of-town activity trips should be assured that all students have been picked up or have proceeded to walk home (if they live in town) before the sponsor leaves the school.
- All students should have access to the use of a telephone to call their parents if needed.
- No student is to be left standing outside of a building or in a building waiting to be picked up.
- The activity sponsor should be the last person to leave the school building or grounds.

STUDENT HEALTH

SUPERVISION OF MEDICATIONS

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel.

DIAGNOSIS AND TREATMENT:

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

If medication is necessary for a student to remain in school, the school may assist with its supervision.

- A written order from a licensed medical professional (or parent for non-prescription medication) must be provided to the building administrator.
- Parents must submit a written request for the school's cooperation, releasing the district and personnel from liability.
- School personnel are only required to supervise medication with proper written authorization.

ADMINISTRATION OF DRUGS:

1. The school employee administering medication will verify that it is in the original container, properly labeled, and authorized by a medical professional.
2. Two containers (one for home, one for school) should be requested from the pharmacist.
3. Only oral medications will be administered unless in an emergency.
4. Any changes to medication, dosage, or timing require new written permissions and a newly labeled container.
5. All medication must be kept in a locked container, including those needing refrigeration.
6. A record of each medication administered will be kept, including student info, medication details, and time/date.
7. After administration, students will be observed for reactions.
8. If a doctor authorizes a student to carry an inhaler, they must ensure it is not used by others.
9. The school employee does not assume legal responsibility beyond acting in their official capacity.

MEDICATIONS WILL NOT BE CARRIED TO AND FROM SCHOOL DAILY.

1. Medications will be inventoried every semester.
2. The out-of-date stock should be returned to the parent or destroyed.
3. Over-the-counter medications should not be maintained on any school premise, including athletic areas, unless written parental permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided the parents or medical personnel are notified in advance of the date and reasons for the discontinuance.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care provider.

BLOODBORNE PATHOGENS

Because of the danger of transmitting the HIV and Hepatitis B viruses through blood and other body fluids, students are instructed to get a teacher, custodian, or principal in the event a student has been cut or is vomiting. The student should not come in contact with the blood or body fluids of another student.

COUNSELING SERVICE

The counselor is available to see students almost any time there is a need. Students may come to the counseling center before school, during lunch or activity period, or after school.

PERSONAL COUNSELING

The school social worker is available to assist students with personal concerns, acquiring essential social skills, and/or behavior support, as needed.

- Students may be referred to the social worker by student self-referral, school staff, parents/guardians, or community members.
- The social worker may meet with students individually or in social skills groups.
- When deemed needed, make referrals to community resources to address concerns and help the student be successful. For more information or to make referrals, please contact your school social worker or administrator.

Parents are encouraged to call the school if there are any problems to be discussed regarding a student or performance at school.

KANSAS SCHOOL SAFETY HOTLINE

A hotline for parents and students is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. The number is 1-877-626-8203

PERSONAL COMMUNICATION DEVICES

PERSONAL COMMUNICATION DEVICES (PHONES, SMART WATCHES, BLUETOOTH HEADPHONES) ARE TO BE INACCESSIBLE TO STUDENTS DURING THE HOURS OF 8:00 AM to 3:30 PM.

STUDENTS THAT BRING DEVICES TO SCHOOL WILL DEPOSIT DEVICES INTO A STORAGE CONTAINER, TO BE CLOSED UNTIL 3:30 PM, OR WHEN THE STUDENT LEAVES FOR THE DAY.

CELL PHONES MAY BE CONFISCATED BY ADMINISTRATION FOR FAILURE TO COMPLY WITH THE ABOVE STATED RULE. IF CONFISCATED THE FOLLOWING PUNISHMENT WILL BE ADMINISTERED:

- 1ST OFFENSE - 30-MINUTE DETENTION
- 2ND OFFENSE - 1 DAY ISS
- 3RD OFFENSE - 1 DAY OSS
 - Continued for every consequence thereafter

BEHAVIOR AND DISCIPLINE POLICY

Students are expected to behave in a manner that is appropriate for the activity they are participating in. They must respect the rights of others and follow all safety rules and regulations.

Teachers have both the authority and responsibility to maintain discipline within the school building, on school grounds, and at all school activities. The principal will support their decisions.

RULES OF BEHAVIOR

The following rules of behavior exist for three reasons:

1. The safety of all students.
2. The protection and care of school property.

3. The establishment of the best learning conditions possible.

Each Student will be responsible for knowing the rules of behavior:

1. The student shall walk in hallways, classrooms, and to the gymnasium for music and P.E.
2. The student will enter and exit the building using the sidewalk at all times.
3. The student shall speak in normal conversational tones or not at all inside the buildings.
4. The student shall throw paper and trash in the proper receptacles provided.
5. The student shall respect the rights and possessions of others.
6. The student shall not swear or use disrespectful language.
7. The student shall refrain from throwing snow, rocks, or other such objects on school grounds as well as coming and going from school.
8. Students shall not bring playground equipment from home unless approved by the classroom teacher or building principal.
9. Students shall not chew gum or eat candy during school hours. An exception would be an authorized party during the school day.

DESTRUCTION OF PROPERTY

Defacement or abuse of school property, vandalism, or theft will subject students to a penalty. Students who maliciously destroy or deface school property will be expected to make payment in full, and they are also subject to suspension, expulsion, and possible police referral.

CONDUCT

All students have the right to attend USD #332 without physical, verbal, or emotional harassment. To support this, a **"hands-off" policy** is enforced—students must not touch others or handle another's property without permission.

Prohibited Activities Include:

- Borrowing personal property without permission
- Public displays of affection
- Intimidation, threats, or profanity
- Disruptive behavior, including defiance or disrespect toward staff

Illegal Activities Prohibited at School and Events:

- Possession, use, or sale of alcohol, drugs, or tobacco
- Possession of weapons, including pocket knives
- Any conduct that disrupts school operations or learning

The best kind of discipline is self-discipline. However, sometimes external pressure may be brought to bear such as reprimands, after-school detention, "volunteer" work details, suspension, or expulsion.

BULLYING POLICY

Bullying is strictly prohibited on USD 332 property, in a USD 332 vehicle, at any district bus stop, or during any USD 332-sponsored activity or event.

The term "district" includes district facilities, premises, and district-provided transportation, as well as district bus stops. This policy also applies to any district-sponsored or district-approved activity or function, such as field trips or athletic events, where students are under district supervision or employees are engaged in district business.

REPORTING OF PROHIBITED CONDUCT

All students who believe they have been victims of bullying must report the incident to an administrator or teacher.

- Any administrator or teacher who receives a bullying report must promptly forward it to the principal.
- All administrators, teachers, and classified staff who witness bullying must take immediate and appropriate action to stop it, as directed by district policy and the building principal. They must also report the incident to the principal without delay.
- Each building principal is responsible for ensuring that all reports of bullying are thoroughly investigated.
- When determining the appropriate response to bullying incidents, the building principal or their designee shall consider existing policies and regulations related to the nature of the conduct.
- Confidentiality will be maintained throughout the investigation as much as possible. However, the district's obligation to conduct a thorough investigation, take appropriate corrective action, and ensure due process for all parties may require limited disclosure of information.
- Filing a complaint or reporting prohibited conduct will not negatively affect a student's status or grades.

Retaliation against anyone who files a formal or informal complaint, testifies, assists, or participates in a bullying investigation is strictly prohibited. Any individual found to have engaged in retaliation may face disciplinary action, including but not limited to:

- Expulsion (for students)
- Termination of employment (for employees)
- Exclusion from district property or programs
- Exclusion from conducting business with the district

Knowingly filing false or malicious complaints of prohibited conduct, or repeatedly submitting unfounded complaints, may result in corrective or disciplinary action against the complainant.

****Discipline for Prohibited Conduct. See Suspensions and Expulsions

BULLYING TRAINING

The faculty and staff of USD #332, including teachers, paraprofessionals, office staff, cafeteria personnel, bus drivers, and custodial staff, will receive training on bullying, prevention of bullying, and means of intervention with the student who is bullying, the student being bullied, and bystanders/witnesses.

Staff Training

- The staff training will include information on the district policy, how to intervene in an instance of bullying, how it relates to the district's discipline policies, and how to make appropriate referrals.
- Training needs will be assessed, and staff development will be provided.

Student Training

- The student body of USD #332 will receive age-appropriate training on bullying.

HAZING/INITIATIONS

Incidents involving initiations, hazing, intimidation, and/or related activities that are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. (Refer to USD 332 Bullying Policy)

STUDENT SEARCHES

Administrators are authorized to search students' clothing, belongings, and lockers if there is reasonable suspicion that district policies, rules, or directives are being violated.

SUSPENSION POLICY

SHORT-TERM SUSPENSION (OSS)

- Out-of-school suspension is assigned for behavior and attendance infractions and will be from one (1) to ten (10) days.
- While on suspension, the student is not to be on or around any USD #332 activity or facility.
- Absences during OSS are to be considered unexcused, and those students are not to be at any USD #332 property for any reason. This includes a ban from all extracurricular activities and practices.
- **School work may NOT be made up for credit while a student is serving an out-of-school suspension.** ***See the HOMEWORK/MAKE-UP WORK section for details.

SUSPENSION/EXPULSION

A student may be suspended or expelled for reasons outlined in Kansas law or BOE policy by the following certified personnel: superintendent, principal, assistant principal.

- A short-term suspension may not exceed ten school days; a long-term suspension may not exceed 90 school days.
- An expulsion may be for a term not exceeding 186 school days.
- A student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy.
- Expulsion hearings shall be conducted by the superintendent and/or other certificated employee or committee of certified employees of the school in which the pupil is enrolled, or a hearing officer appointed by the board, or another person appointed by the board.
- Expulsion hearings for weapons possession shall be conducted by the superintendent/designee.

ILLEGAL DRUGS/TOBACCO/ALCOHOL

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

This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226.

- This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board.
- The board shall receive a report after each of these reviews is conducted.
- All the district's students shall be made aware of the legal, social, and health consequences of drug, tobacco products, and alcohol use.
- Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs, tobacco products, or alcohol.
- Students shall also be informed that the use of illicit drugs and the unlawful possession and use of tobacco products and alcohol are both wrong and harmful.
- The board has adopted a comprehensive drug and alcohol abuse prevention program as part of the district's curriculum.
- The curriculum is age-appropriate and developmentally based to reach students of all ages and levels of education within the district.

POLICY

Students shall not manufacture, distribute, dispense, possess, use, or be under the influence of illicit drugs, controlled substances, tobacco products, or alcoholic beverages on school property or at any school activity.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials by the administration and will be subject to the following sanctions:

- Students determined to have or have had alcohol, tobacco, or drugs will receive suspensions from school/sports for a length of time corresponding to the level of infraction. Substances requiring less than misdemeanor charges are considered Level 1.
- Illegal drugs, including misuse of prescription medications, are considered a more serious Level 2 infraction.
- The more severe substances in Level 3 included: Heroin, in all forms, Meth in all forms, Cocaine in all forms, LSD, Ecstasy, and Valium and drugs equally rated by authorities as being dangerous.
- Level 4 is the most severe infraction and pertains to the distribution of any substance Level 1 or greater.
- Written certification of enrollment in an acceptable drug, tobacco, and/or alcohol rehabilitation program will be required. Name(s) of acceptable programs are on file in the principal's office.
- If at any time the student fails to make satisfactory progress in the program, the suspension/expulsion shall be reimposed.
- These offenses are based on one school year and do not carry over to the next school year.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, K.S.A. 72-8901 et seq.

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

WEAPONS POLICY

Students are prohibited from knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon on school grounds or at any school-sponsored activity, function, or event, whether on or off campus.

This policy applies to:

- Any weapon,
- Any item used as a weapon or destructive device, and
- Any facsimile of a weapon.

Prohibited Items

- Pocket knives, box cutters, or X-Acto knives are not allowed on campus unless used in class under direct staff supervision.
- Possession of a firearm will result in expulsion from school for one year (186 school days), unless the superintendent recommends a modification on a case-by-case basis.
- Possession of a facsimile weapon may result in suspension or expulsion.
- Expulsion hearings for weapon possession will be conducted by the superintendent or their designee.

Reporting & Legal Consequences

- Students violating this policy will be reported for a felony or misdemeanor offense.
- Violations will be referred to the appropriate law enforcement agency(ies).
- If the student is a juvenile, the case will also be referred to the Department for Children and Families (DCF) or the Commissioner of Juvenile Justice.

GANGS POLICY

No student shall engage in any act that promotes or furthers gangs or gang-related activities.

A gang is defined as any ongoing organization, association, or group of three or more individuals, whether formal or informal, that has one of its primary activities as the commission of criminal acts and is identified by a common name, sign, colors, or symbols.

PROHIBITED CONDUCT

Students are prohibited from engaging in the following gang-related activities:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items that indicate gang membership or affiliation.
- Communicating verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.) to signify gang membership or affiliation.
- Tagging or defacing school or personal property with gang-related symbols or slogans.
- Engaging in intimidation or extortion related to gang activity, including demanding payment for protection or insurance.
- Inciting or participating in intimidation or physical violence related to gang activity.
- Soliciting or recruiting others for gang membership.
- Committing any illegal act or violating school district policies in connection with gang-related activity.

ENFORCEMENT & CONSEQUENCES

- The principal or designee will establish a list of gang-related items, symbols, and behaviors, which will be maintained in the school's main office.
- Students will be informed of prohibited items, symbols, and behaviors through the student handbook.
- If a student is found wearing gang-related attire for the first time (and is not involved in an altercation), they will receive a warning and be allowed to immediately change or remove the attire before facing suspension.

- To prevent inappropriate or accidental accusations, only the following hand signs are permitted on campus:
 - “Okay”
 - “Number 1”
 - “Thumbs up”
 - “Hang loose”
 - “I love you.”
 - Forward-facing “peace” sign
 - Counting numbers with fingers

This policy is in place to maintain a safe and supportive learning environment for all students.

BEHAVIOR CONTINUUM

Behavior	Number of Incident(s)	Minimum Action	Maximum Action	Extracurricular/ KSHSAA Activity Action
Tardiness	1-3	Informal Talk	Parental Involvement	N/A
	4+	Detention	ISS 1-3 days	
Unexcused Absence	First day	Informal talk	Detention	N/A
	Repeated	Detention	1-4 days ISS	
Defiance of Authority	First	Detention	1-3 days OSS	N/A
	Repeated	1-3 days OSS	3-5 days OSS	
Inappropriate Student Conduct	First	Detention	1-3 days ISS	N/A
	Repeated	1-3 days ISS	1-3 days OSS	
Automobile Misuse on school grounds	First	Parental involvement	Notify Authorities	N/A
	Repeated	Notify Authorities	Notify	

			Authorities/Loss of parking privileges	
Alcohol or Drugs	First Repeated	1-3 Days OSS 5 Days OSS	Expulsion/Notify Authorities	Min - 14 days no practice/games Max - dismissed from all activities
Fighting	First Repeated	1-3 Days OSS 3-5 Days OSS	3-5 Days OSS Expulsion	Min - 14 days no practice/games Max - dismissed from all activities
Bullying	First Repeated	Warning/Documentation 1-3 Days ISS	Warning/Documentation 3-5 Days OSS	Min - N/A Max - 14 days no practice/games
Threats or Harassment	First Repeated	1-3 Days ISS 3-5 Days OSS	1-3 Days OSS Expulsion	Min - N/A Max - Dismissed from all activities
Sexual Harassment	First Repeated	1-3 Days ISS 3-5 Days OSS	3-5 Days OSS Expulsion	Min - 14 days no practice/games Max - dismissed from all activities
Bus Misconduct	First Repeated	Parent Conference Short-term Suspension from Bus	Loss of Riding Privilege Permanent Loss of Riding Privilege	N/A
Forgery or Lying	First Repeated	Detention 3-5 Days ISS	1-3 Days ISS 3-5 Days OSS	N/A

Cheating	First	Loss of Work Credit	Loss of Academic Credit	N/A
	Repeated	Loss of Work Credit/1-3 days ISS	Loss of Academic Credit/1-3 days OSS	
Tobacco	First	3 Days OSS	3-5 Days OSS	Min - 14 days no practice/games
	Repeated	3-5 Days OSS, Policy Involvement	Suspension, Police Involvement	Max - Dismissed from all activities
Vaping	First	3 Days OSS	3 Days OSS	Min - 14 days no practice/games
	Repeated	3-5 Days OSS, Police Involvement	3-5 Days OSS, Police Involvement	Max - Dismissed from all activities
Vandalism	First	1-3 Days ISS, Damage Payment	Expulsion, Damage Payment	Min - 14 days no activities/games
	Repeated	3-5 Days OSS, Damage Payment	Expulsion, Damage Payment, Police	Max - Dismissed from all activities
Physical Assault	First	1-3 Days OSS	Expulsion, Notify Authorities	Min - 14 days no games/activities
	Repeated	3-5 Days OSS	Expulsion, Notify Authorities	Max - Dismissed from all activities
Skipping Detention	First	Double the time	1 Day ISS	N/A
	Repeated	1-3 Days ISS	1 Day OSS	
Issuing False Alarm	First	3-5 Days OSS, Notify Authorities	Expulsion, Notify Authorities	N/A
	Repeated		Expulsion, Notify	

		3-5 Days OSS, Notify Authorities	Authorities	
Theft	First	1-3 Days ISS	3-5 Days OSS, Notify Authorities	N/A
	Repeated	3-5 Days OSS	Expulsion, Notify Authorities	

GRIEVANCE PROCEDURE

The Board of Education recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices, or differences in interpretation of policy that might arise between USD #332 and its employees.

PROCESSING GRIEVANCES

- A. Should a grievant or the representative feel, after oral discussion with the supervising principal, that the grievance rights under the USD 332 policy have been violated, they may initiate a grievance.
- B. The grievant and/or the representative shall, within 180 days of the date the grievance occurred, present the facts, in writing, to the supervising principal. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.
- C. Should the grievant decide that the reply of the supervising principal is unsatisfactory, the Grievant shall, within ten (10) working days, submit an appeal to the Superintendent of Schools. The decision of the Superintendent of Schools shall be made, in writing, to the grievant or the representative within ten (10) working days.
- D. Should the grievant decide that the reply of the Superintendent of Schools is unsatisfactory, the matter may be appealed, within ten (10) working days, to a Grievance Committee which shall be established as follows:
 1. The grievant or the representative may designate one (1) member.
 2. The Superintendent of Schools shall appoint one (1) member.
 3. The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
 4. In the event the grievant representative and the USD #332 representative cannot agree upon a third member of the Grievance Committee within ten (10) working days, the President of the USD #332 Board of Education shall designate a third member.
 5. Grievance Committee, as provided in “3” shall meet within ten (10) working days after the appointment of the third member of the Committee to set the matter for hearing and shall render its decision as promptly as possible.
 6. A decision of the Grievance Committee may be reached upon the concurrence of any two (2) members.

7. The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the Superintendent of Schools and shall be
 8. available to the grievant, the grievant representative, or the USD #332 representative.
- E. In the event the decision of the Grievance Committee is unsatisfactory, either the grievant or the Superintendent of Schools may, within ten (10) days after receipt of the decision of the Grievance Committee, file a written notice of appeal to the Board of Education.
- F. Upon receipt of the notice of appeal, the President of the USD #332 Board of Education shall cause the transcript of the hearing before the Grievance Committee to be filed with the local Board of Education, which shall review such record. The decision of the Board of Education upon such review shall be final.
- G. If the decision is deemed unsatisfactory by the grievant, a complaint of alleged discrimination may be filed with the Kansas Commission on Civil Rights, Equal Employment Opportunity, or the Department of Health, Education, and Office for Civil Rights.

Elementary

ELEMENTARY SCHOOL INFORMATION

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ELEMENTARY HANDBOOK

SCHEDULE

- Breakfast Served 7:30-8:00 AM

- K-12: 8:00 a.m. to 3:30 p.m.

- Preschool Afternoon – 12:00 p.m. – 3:30 p.m.
- Preschool Morning – 7:55 a.m. – 11:25 a.m.

PARENT-TEACHER CONFERENCES

- October 27 & 29, 2025 - 4:30-7:30 pm
- March 3 & 5, 2026 - 4:30-7:30 pm

Please call the school anytime if you have any questions.

ARRIVAL / DISMISSAL

LEAVING SCHOOL EARLY

The school day is defined by the hours 8:00-3:30. All parents/guardians are expected to come through the main office during those hours. All other doors will be locked at that time. Parents wishing to drop their students off before school may do so in the admin hallway between 7:40 and 8:00 am.

Students leaving with parents will be called out from class to meet parents/guardians in the office. The office will grant permission for parents to leave the office and go into the building for any reason.

Any student who finds it necessary to leave the building during the school day must check out through the office before leaving. Students who need to be gone from school for a portion of the day should provide the office with this information in advance. Students will not be allowed to leave school early without parental confirmation.

KEEPING STUDENTS AFTER SCHOOL

When it becomes necessary to detain a pupil after school for any extended time, the parents must be notified. All students, both town and country children, must be given one day's notice so that they may make arrangements to stay.

RELEASE OF STUDENTS

Students will be released from school to parents or legal guardians unless the office has been notified in advance of the changes.

BICYCLES

Bicycles should not be ridden during the school day and should be parked in the bicycle rack or designated area.

FEES

TEXTBOOK

Students of USD #332 are on a complete textbook rental system. The fee for PreK-12 is \$60.00.

SCHOOL LUNCHES/BREAKFAST

- The cost of student lunches will be \$2.95 for grades Kindergarten through 8, \$3.20 for grades 9 through 12, and \$4.80 for teachers and school personnel. Lunches are to be paid in advance. Any guest eating in the lunchroom will pay \$4.80 for lunch.
- The cost for student breakfast will be \$1.70 for grades Pre-kindergarten through 12, \$3.05 for teachers and school personnel, and \$3.55 for guests.
- Those students who bring sack lunches are expected to eat them in the lunchroom with the student body. No pop or juice is allowed in the lunchroom.

ACADEMICS

GRADING SCALE

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - Below	F

REPORT CARDS

Report cards will be mailed out every nine weeks. If you have questions, please feel free to contact the school and set up an appointment so we can answer your questions.

INCOMPLETE

Students who have incompletes due to unfinished work or absences at the end of the nine weeks are required to submit incomplete work by the end of the following week. Exceptions must be cleared through the student's teacher and the principal. Failure to comply with the above will cause an incomplete to be changed to a failure.

MAKE-UP WORK

If you are absent from a school activity, you will be expected to get your assignments and be prepared to fully participate on the day you return. If a student is not passing or does not have all of their assignments turned in, then they may be denied attendance to the activity.

HOMEWORK

Homework is beneficial for all students except the very young. It provides them the opportunity to take some responsibility for their own work and teaches them some self-discipline. Assignments may be given to students on the day of scheduled evening activities. All assignments made on these days should be of a length that students can complete these assignments in class or by the completion of the school day.

BEHAVIOR / DISCIPLINE

RULES OF BEHAVIOR

- The following rules of behavior exist for three reasons:
 1. The safety of all students.
 2. The protection and care of school property.
 3. The establishment of the best learning conditions possible.
- Each Student will be responsible for knowing the rules of behavior:
 1. The student shall walk in hallways, classrooms, and to the gymnasium for music and P.E.
 2. The student will enter and exit the building using the sidewalk at all times.
 3. The student shall speak in normal conversational tones or not at all inside the buildings.
 4. The student shall throw paper and trash in the proper receptacles provided.
 5. The student shall respect the rights and possessions of others.
 6. The student shall not swear or use disrespectful language.
 7. The student shall refrain from throwing snow, rocks, or other such objects on school grounds, as well as coming and going from school.
 8. Students shall not bring playground equipment from home unless approved by the classroom teacher or building principal.
 9. Students shall not chew gum or eat candy during school hours. An exception would be an authorized party during the school day.

DISCIPLINE

- Students are expected to respect the rights of others and follow safety rules and regulations.
- Teachers have both the authority and the obligation to insist upon disciplinary regularity in the school building, on the school grounds, and at all school activities. Such insistence will be backed by the principal.

LUNCHROOM

1. All teachers will walk their students to the lunchroom.
2. The students should not disturb other students in line and should wait quietly.
3. The students should eat in a group with the teacher keeping an eye on them.
4. Students may not leave until the teacher dismisses them.
5. There will be no straws carried out of the lunchroom.
6. Students who bring their lunches will eat in the lunchroom.
7. No pop is allowed in the lunchroom.
8. There will be no sharing of food items.
9. No food may be taken out of the lunchroom.
10. Students may go back for seconds.

BUS/VAN RULES

- Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in his/her hands.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Pupils must not throw waste paper or other rubbish on the floor of the bus.
- Pupils remain seated and must never extend their arms or heads out of the bus windows.
- Pupils must not move about within the bus while it is in motion.
- Any damage to the bus is to be reported at once to the driver.
- Soft drinks of any kind will not be permitted on the school bus.
- Activity sponsors and bus drivers must work cooperatively in maintaining discipline going to and from out-of-town activities. Sponsors shall insist on students remaining in their seats and observing classroom conduct, except for ordinary conversation, to enable the bus driver to carry out his/her responsibilities. The bus driver has the authority to stop the bus and consult with the sponsors if the degree of safety is questionable.
- Students will ride their assigned bus unless arrangements are made with the principal/office in advance.
- No pop or snacks on buses.

PLAYGROUND EQUIPMENT

1. Swings:
 - Students will be seated and swing back and forth
 - No bailing out
 - No winding up the swings
 - No climbing up poles
 - Pushing is allowed, but not running through
2. Module:
 - No playing tag on the playground equipment
 - No running up the slipper slides
 - No throwing sand
 - Please go up the ladder
 - Do not jump off the platforms
 - Use both hands going up and down the ladder
 - Use the playground equipment as they are intended
 - Other rules may be added for your safety
 - No balls are to be kicked on the tennis courts. Any lights broken will be the responsibility of the offender to pay the cost of fixing or replacing.

ACTIVITY TRIPS - RELEASE OF STUDENTS TO PARENTS

1. Students are expected to ride with the class and teacher to the activity. PreK may have exceptions due to traveling with car seats.
2. The student will be released to an adult at the parent's request. The parent must make personal contact with the sponsor, or a note must be presented to the office allowing sufficient time for verification.
3. The school will not release a student to a minor even with parental permission.
4. The parent will sign a release form for their student to ride home with them.

RETURNING FROM OUT-OF-TOWN ACTIVITIES

Sponsors of out-of-town activity trips should be assured that all students have been picked up or have proceeded to walk home (if they live in town) before the sponsor leaves the school. All students should have access to the use of a telephone to call their parents if needed. No student is to be left standing outside of a building or in a building waiting to be picked up. The activity sponsor should be the last person to leave the school building or grounds.

JH/HS

JUNIOR HIGH AND SENIOR HIGH SCHOOLS INFORMATION

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SCHOOL ATTENDANCE

A student is considered absent if they are not present at school, regardless of the reason.

ABSENT POLICY

ACTIVITIES ON DAYS ABSENT

Students should not attend activities if they have been absent from school unless prior arrangements have been made through the principal.

- **DEFINITION OF A FULL-DAY ABSENCE**

A student missing four (4) or more hours of a school day will be considered absent for the entire day under this policy.

NOTIFICATION OF ABSENCES

- If a student is absent, school personnel will call the parent/guardian.
- If the parent/guardian cannot be reached, the parent/guardian should call the school, or the student must bring a note on the following school day, or the absence will be considered unexcused.

EXCUSED ABSENCES

The following are considered excused absences:

- Personal illness
- Professional appointments (doctor, dentist, etc.)
- Serious illness or death of a family member
- Emergencies requiring the student's presence at home
- Obligatory religious observance
- Participation in district-approved or school-sponsored activities
- Working for parents
- Family trips (with prior approval)
- Special situations (subject to approval by the building principal)

MAKE-UP WORK POLICY

- Students have three (3) days for each day missed to make up work for full credit.
- In extreme cases of prolonged absence (more than one week), an extended deadline may be granted if arrangements are made before the due date.

UNEXCUSED ABSENCES

An absence is unexcused if it occurs for an unnecessary reason. Some examples include:

- Oversleeping
- Haircuts or hair appointments
- Car repairs
- Shopping

(This list is not exhaustive. If you have questions about whether an absence is excused or unexcused, contact the principal.)

RESTRICTIONS FOR ABSENT STUDENTS

- Students who are absent for a significant part of the school day (excused due to illness or unexcused) may not be on any USD #332 property for any reason.
- This includes a ban from all extracurricular activities and practices for that day.

TARDY POLICY

Tardiness to school/class will not be tolerated.

1. Students arriving at school after the 8:00 a.m. bell must report to the office and sign in. Failure to sign in will result in the student being marked absent until such time as he does sign in.
2. In-school tardiness should be avoided as it disrupts the learning environment. Each student is expected to be in class and ready when the bell rings.

The definition of tardy is the second bell to ten (10) minutes. Otherwise, the student will be counted as absent.

***Students will be exempt from in-school tardiness for the following reasons:

- 1. The teacher keeps students after the bell.
- 2. If you have to use the restroom, go to your assigned class and report, and then go to the restroom.

The building principal will develop a plan of action to discipline students who are tardy to class.

LEAVING SCHOOL EARLY

Students will not be allowed to leave early without parental confirmation via a note or phone call.

Any student who needs to leave the building during the school day must check out through the office before leaving. Students who need to be absent for part of the day should inform the office in advance.

Perfect attendance will not be affected for students who leave for a short, important errand (such as going to the bank) and are gone for less than **fifteen (15) minutes**. Whenever possible, these absences should occur at the end of a class period.

COLLEGE VISITATION DAYS

Seniors are allowed one college visitation day with prior approval from the Principal's Office. Additional days may be granted for exceptional circumstances. College visits must be with a college official and cannot be taken the day before or after a school vacation. Written parental permission is required. One official visit will not count against perfect attendance.

Work-Based Learning Opportunities

1. Open to seniors on a 1:2 hour ratio
 - a. Opportunity highly encouraged to tie to class already taken (ex. A&P for Health WBL environment)
2. Must be in good academic standing
3. Qualifications outlined by KSDE must be met (WBL Guide, pg 201)
4. Discretion given to counselor and building principal on case-by-case basis

MAKE-UP WORK

If you miss school for a school activity, you must get your assignments and be prepared to fully participate upon your return. Make-up sheets will be provided before the activity and must be signed by affected teachers. Students who are not passing or have incomplete assignments may be denied participation, except for required activities like yearbooks or music festivals.

Truancy is defined as:

1. Any three consecutive unexcused absences.
2. Five unexcused absences in a semester.
3. Seven unexcused absences in a year.

Before reporting to the Department of Children and Family (students under the age of 13) or (students over 13) being reported to the county attorney, the parents must be notified by the principal.

THE SCHOOL DAY

TIME

K-12: 8:00 a.m. to 3:30 p.m.

BREAKFAST

K-12: 7:30 AM-8:00 AM

BELL SCHEDULE-GRADES 7-12

Class Periods	Class Begins	Class Ends
Zero Hour	7:00 a.m.	7:50 a.m.
1 st Period	8:00 a.m.	8:50 a.m.
2 nd Period	8:52 a.m.	9:42 a.m.
3 rd Period	9:44 a.m.	10:34 a.m.
4 th Period	10:36 a.m.	11:26 a.m.
Seminar	11:28 a.m.	11:53 a.m.
Lunch JH/5th period	11:55 a.m.	12:25 p.m.
Lunch HS/5th period	12:25 a.m.	12:50 a.m.
6 th Period	12:52 p.m.	1:44 p.m.
7 th Period	1:46 p.m.	2:38 p.m.
8 th Period	2:40 p.m.	3:30 p.m.

BUS/VAN RULES

- No unnecessary conversation with the driver. Avoid loud talking or distractions. Your safety is in their hands.
- Observe classroom conduct, except for ordinary conversation.
- Do not throw waste or rubbish on the floor.
- Remain seated at all times; never extend your arms or head out the windows.
- Do not move around the bus while it is in motion.
- Report any damage to the driver immediately.
- No soft drinks or snacks are allowed on the bus.
- Activity sponsors and bus drivers must work together to maintain discipline during out-of-town activities. Students must stay seated and observe proper conduct.
- Students will ride their assigned bus unless prior arrangements are made with the principal/office.

AUTOMOBILES

Any student who has a valid driver's license or permit may drive to school.

- All students are allowed to park vehicles north or south of the 6th-12th classroom wing or on Main Street.
- Please park properly, so you do not block anyone from getting out of their parking space.
- Cars, trucks, motorcycles, and bicycles should be locked at all times.
- Any accidents, thefts, or vandalism occurring on school property should be reported to the principal as well as to the police. The school, however, assumes no liability or responsibility for damage or loss to student vehicles in the parking area.
- ***Students are not permitted to drive cars, motorcycles, scooters, or similar conveyances during the hours that school is in session.***
- **Students are not to sit in or go to their cars during the school day.**
- High school students should be especially watchful of grade school students. Students who drive recklessly will not be allowed to drive to school.
- Students are requested to obey the traffic signs and follow the correct line of traffic. Those students who fail to obey the traffic signs will not be allowed to drive to school.

LUNCHROOM

- Students may not leave the lunchroom until the teacher dismisses them.
- There will be no straws carried out of the lunchroom.
- Students who bring their lunches will eat in the lunchroom.
- No pop is allowed in the lunchroom.
- There will be no sharing of food items.
- No food may be taken out of the lunchroom.
- Students may go back for seconds.

******The above rules do not apply to personal lunches taken on trips or activities.

FOOD/DRINKS

- All snacks and coffee/pop/juice/energy drinks need to be consumed before the beginning 1st hour bell.
- After 8:00 am, snacks should not be allowed in the classroom, and the only drink allowed is water.
- *Permission may be granted for those students who did not eat breakfast before zero hour or morning practice.*
- Snacks may be kept in lockers during passing periods.

- If snacks or drinks are sold by a school organization, those will be allowed, unless a mess or distraction is made.
- Gum is allowed at the teacher's discretion.

DRESS CODE

Shorts are allowed under the following provisions to ensure student safety and prevent disruption, harassment, or safety hazards:

- Shorts (measured from the shortest point, including slits or irregular shapes) must be longer than the student's fingertips when their arms are extended in a standing position with shoulders in a normal posture.
- Shorts must not reveal undergarments at any time.
- Shorts should be made of non-translucent material and cannot be made of spandex or any other form of clinging material.
- Skirts above the knee will adhere to the same rule as shorts.
- Pants, shorts, and skirts must be free of holes or designs that intentionally or unintentionally reveal undergarments or skin above the extended fingertip length while standing with shoulders in a normal posture. (Cheerleading uniforms and athletic uniforms worn on campus with administrative permission are exceptions to the dress code limitations, provided they are worn properly for their respective events.)

Upper torso clothing must cover the abdomen from below the waist to the neck, ensuring that it does not cause complaints of harassment or disrupt the learning environment.

- Shirt straps must be at least two inches wide unless covered by an outer shirt.
- Clothing must fit sufficiently under and around the arms to avoid exposing undergarments.
- Clothes designed to be underwear, except for t-shirts, meeting all other guidelines, are not to be worn as outer garments.

Clothing promoting or displaying messages related to drugs, alcohol, tobacco, violence, sex, gang activity, or that communicates a message offensive, lewd, profane, harassing, threatening, or disruptive (including devil or demon worship) is prohibited.

All apparel and grooming must meet administrative and staff approval. Any staff member who believes a student has violated these guidelines may ask the student to come into compliance. Students who refuse will be sent to the office for appropriate disciplinary action.

HATS

Hats must be removed during the school day, except on themed days or weeks when exceptions are made.

LOCKERS

Lockers are assigned to all 6-12 students during registration or the first day of school. Locker exchanges must be approved by the high school office.

- Do not leave valuables, such as electronics or money, in your locker, and avoid bringing large amounts of cash.
- Students may check out a lock for \$2.50, refundable at the end of the year or when returned. Personal locks are not allowed.
- Only use your assigned locker, unless permitted by the office.
- Food, drinks, or candy should not be stored in lockers.

GYM LOCKERS

Lockers issued for P.E. or athletics should be locked and kept in good repair at all times. If you are going to be out of the locker area, lockers need to be locked.

USE OF THE LIBRARY

- The use of the library is for all students and teachers.
- The library will be available for use at any time the school building is open.
- All books may be checked out for two (2) weeks.
- A student will lose library check-out privileges if he/she has any overdue library materials.
- The library can be used for study, viewing, listening, and reading. It is NOT a place to visit with friends, eat candy, sleep, etc.
- Respect the needs of others for quiet in the library.
- Treat library materials carefully and return materials on time.
- Enhance your education by using the library.

ASSEMBLIES

Assemblies are an educational part of the curriculum, offering both learning and entertainment. Students should demonstrate respect and appreciation, as performers are aware of their audience. Talking, whispering, whistling, stamping feet, or booing is disrespectful. Yelling is only appropriate at pep assemblies.

STUDENT VISITORS FOR A DAY

Visitors, including friends and relatives, may cause disruptions or liability issues, especially during physical education or recess. To prevent interruptions to the educational process, all visitors must have prior approval from the principal.

STUDENT FEES

BOOK RENTAL

- Students of USD #332 are on a complete textbook rental system. The fee for PreK-12 is \$60.00.

TECH FEES

- Each student enrolled in a shop or technology class will be charged \$20.00 per class.
- Each student in grades 6-12 will be provided with a Chromebook for a charge of \$50.00 per student.

DRIVER EDUCATION-SUMMER ONLY

- District \$80.00
- Out-of-District \$180.00

****Activity fee does not include free entry to HOPL tournaments or KSHSAA events.**

Students who have not paid the activity fee at enrollment must pay for admittance to junior high and high school athletic events and the All-School Play.

SCHOOL LUNCHES/BREAKFAST

- Milk will be served to kindergarten students each afternoon. A student will receive ½ pint of milk with meals. Any additional milk will be purchased at \$.50.
- The cost of student lunches will be \$2.95 for grades Kindergarten through 8, \$3.20 for grades 9 through 12, and \$4.80 for teachers and school personnel. Lunches are to be paid in advance. Any guest eating in the lunchroom will pay \$4.80 for lunch.
- The cost for student breakfast will be \$1.70 for grades Pre-kindergarten through 12, \$3.05 for teachers and school personnel, and \$3.55 for guests.
- Those students who bring sack lunches are expected to eat them in the lunchroom with the student body. No pop or juice is allowed in the lunchroom.

REFUND POLICY

Students who withdraw from school before the end of the school year may request a refund of class fees. The following refund schedule will be followed:

to the end of the first quarter.....75%
 to the end of the second quarter.....50%
 to the end of the third quarter.....25%
 to the end of school.....No Refund

STUDENT ENROLLMENT PLAN

GRADE CLASSIFICATION

Students must meet a minimum credit requirement to be promoted to the next grade level.

Freshman	Sophomore	Junior	Senior
8 th Grade Promotion	6 Credits	12 Credits	18 Credits

COURSE REQUIREMENTS

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
English –1 yr Math –1 yr Science–1 yr Computer Application –1yr	English–1 yr Math–1 yr Biology–1 yr Health & Physical Ed–1 yr	English–1 yr American History–1 yr Science–1 yr Speech– ½ yr	English –1 yr American Government– ½ yr Personal Finance– ½ yr

GRADUATION REQUIREMENTS

Twenty-four (24) credits are required to graduate from Cunningham High School. The requirements are:

- ☐ **English Language Arts** - 4 cr (Speech incl)
- ☐ **Mathematics** - 3 cr
- ☐ **Social Studies** - 3 cr (World History, World Geo/Psych, Am Hist, Am Gov)
- ☐ **Financial Literacy** - 0.5 cr

- ☐ **Science** - 3 cr (Phy Sci, Bio, Animal Sci-Bio II-Chemistry-Physics)
- ☐ **Health** - 0.5 cr
- ☐ **PE** - 0.5 cr
- ☐ **Computer Apps/Sci** - 1 cr
- ☐ **Fine Arts** - 1 cr (Choir, Band, Art)
- ☐ **Electives** - 8 cr (1 elective must be STEM)

STEM includes Comp Sci, Advanced Math/Science/CTE, etc

TOTAL 24 units

KANSAS SCHOLARS CURRICULUM REQUIREMENTS

- ☐ 4 Years of English
- ☐ 4 Years of Math including Algebra I, Algebra II, Geometry, and one unit of advanced math selected from Analytical Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions, or Calculus. (Students taking Algebra I in 8th grade may use the course to count toward their Kansas Scholars Curriculum for scholarship consideration, as there are 4 units required for scholarship consideration. However, it is important to note that mathematics courses taken in middle school or junior high will not count toward the Qualified Admissions math curriculum. Students are **strongly** encouraged to take math courses in all four years of high school.)
- ☐ 3 Years of Science – One year each in Biology, Chemistry, and Physics
- ☐ 3 Years of Social Studies – One unit each in U.S. History, U.S. Government, World History, World Geography, or Economics
- ☐ 2 Years of Foreign Language

HONOR ROLL REQUIREMENTS

The following regulations shall be followed in determining which students are eligible to be placed on the scholastic honor roll of Cunningham High School.

4.00.....A 3.00.....B 2.00.....C 1.00.....D 0.00.....F

- Points will be totaled, and the sum will be divided by the number of classes to which points have been assigned.
- A point average of 3.50 or above will qualify a student to be placed on the honor roll, 3.00 or above, honorable mention.
- Students with a grade of F are not eligible for scholastic honors regardless of point average.
- The grade point average will be based on grades in all classes.

- Students who maintain an honor roll average (3.50) throughout the year will be honored by the school board with a special activity.
- The grades given to students who take college classes will not count for G.P.A. in those courses.

VALEDICTORIAN/SALUTATORIAN SELECTION

1. Valedictorian/Salutarian will be determined by G.P.A. earned with semester grades for classes taken during years 9th, 10th, 11th, and 12th grades. Students must attend the entire senior year to be eligible for these awards.
2. G.P.A. will be determined to the nearest thousandths with A=4.00, B=3.00, C=2.00, D=1.00, F=0.00.
3. Completion of the Kansas Scholars Curriculum.

COURSE ENROLLMENT

- All classes are to be chosen during the spring pre-enrollment or final enrollment in August. Dropping or adding classes during the semester will be approved only for the most exceptional cases.
- Each high school student must enroll in a minimum of seven subjects.
- High school schedules will be study hall-free. A student may be assigned a study period with principal approval.

CLASS CHANGES

All class changes should be made during the first week of school. Changes over time will be difficult and could result in the loss of some credit for the student. No subject may be dropped without the advice and approval of the principal. Parents will be notified of such class changes.

INSTRUMENTAL & VOCAL MUSIC

Vocal and Instrumental music will be an elective class for 6th—8th grade students. Students who miss concerts are expected to make up for the missed concert by writing a report.

PARTICIPATION IN MUSIC ACTIVITIES

- Fall, Winter, and Spring music concerts are **required** for all students participating in Band and Choir Classes.
- Band and Choir students are encouraged to participate in solos and ensembles for League Music Festival in the spring.

- Dress codes for each concert will be established by the Music Director.
- All students in Band Class are **required** to play in the Pep Band during football and basketball seasons.

STUDENTS BEING WITHHELD FROM P. E. CLASS

Physical Education is a required course, and therefore, participation is required of all students unless they have a doctor's permit exempting them for medical reasons. If the student does not dress out, they may be assigned other work to make up for that class time.

TEACHER'S AIDE

All Student Aides must be seniors who are in good standing.

GRADES

GRADING SCALE

A..... Superior Work	100 – 90.....A
B..... Definitely Above Average	89 – 80.....B
C..... Average Work	79 – 70.....C
D..... Definitely Below Average	69 – 60.....D
F..... Failing	59 – Below.....F
I..... Incomplete	100 – 90.....A
W..... Withdrawn	89 – 80.....B
P..... Passing	79 – 70.....C

REPORT CARDS

Report cards will be mailed out every nine weeks. If you have questions, please feel free to contact the school and set up an appointment so we can answer your questions.

HELP FROM TEACHERS

Teachers are to be in their rooms at 7:45 a.m. This is for students to get in and get help if needed.

PROGRESS REPORTS

Progress reports will be mailed home during the 5th week in both the 2nd and 4th nine-week grading periods. During the 1st and 3rd nine weeks, we will have conferences

so we can alert parents to any problems their son/daughter may have in a particular class. We encourage all parents to attend these conferences, whether their son/daughter is doing poorly or not.

PARENT-TEACHER CONFERENCES

October 26, 2026 - 2:00-8:00 pm

March 5, 2027 - 2:00-8:00 pm

HOMEWORK

Homework is beneficial for most students, teaching responsibility and self-discipline. Assignments may be given on days with scheduled evening activities, but they should be of a manageable length, allowing students to complete them either in class or by the end of the school day.

INCOMPLETE

Students who have incompletes due to unfinished work or absences at the end of nine weeks are required to submit incomplete work by the end of the following week.

Exceptions must be cleared through the student's teacher and the principal. Failure to comply with the above will cause an incomplete to be changed to a failure.

CLASS REQUIREMENTS OUTSIDE REGULAR SCHOOL HOURS

Pupils enrolled in certain classes will be expected to participate in all outside programs and contests, including state and league competitions, school programs, special performances, and field trips. Attendance and participation in these out-of-school time activities are part of the student's grade.

- Examples include: vocal and instrumental music, FACS, fashion shows, speech, yearbook, etc. Computer publication students may have to return after school is out to complete their portion of the yearbook.

CRITERIA FOR ONLINE CLASSES

Taken for High School Credit Only

1. Students will pay for tuition and books, the district will refund the cost of the course and books when the course is completed with a passing grade.
2. The courses are open to juniors and seniors. In some cases, an underclassman could take online classes if it would benefit the student.
3. Grading for the course would be an average of all lessons and the final test.
4. Attendance will be considered before enrollment.

5. The final test will be proctored by a teacher, the counselor, or the principal.
6. Students who have not passed courses previously and have not made an effort to pass courses will not be allowed to participate in online classes.

CONCURRENT COLLEGE CLASSES

- Students must be willing to pay for tuition and books.
- Grades will be posted on transcripts upon receiving a transcript from the College.
- Courses will be open to Sophomores, Juniors, and Seniors who qualify.

Qualifications:

3.0 GPA or better

High Attendance rate

Approved by Principal

USD 332 STUDENTS IN GOOD STANDING

1. Absences, tardiness, office referrals, and grades will be checked regularly to determine each student's status within the criteria.
2. The D/F list will be run weekly.

Quarterly acknowledgement will be given based on maintaining the criteria in the previous quarter.

COUNSELING

EDUCATIONAL COUNSELING

- Regarding anything about a student's high school education and planning for education beyond high school.
- This includes not only college but also junior college, vocational school, and military service opportunities. Scholarship and financial aid for education are also included.
- Scholarship information can be found on the school website in the top menu listed under "Scholarships for Students."

VOCATIONAL COUNSELING

- Includes placement of students in part-time jobs during school and advisement for students planning to go directly to work after graduation from high school.
- Special access to state-wide job opportunities and Kansas Civil Service jobs are available.

EVALUATION

- Group and individual tests are administered, scored, and interpreted regularly, and students participate in national programs such as ACT and National Merit Testing.

TECHNOLOGY

ACCEPTABLE USE

The purpose of the internet in USD #332 is to support research, education, and collaborative work for both students and staff. While users may encounter controversial material, it is their responsibility to avoid accessing such content. The district prohibits the procurement of materials not aligned with its educational goals.

Internet access must adhere to district expectations for proper, legal, and ethical use.

Unacceptable use includes, but is not limited to:

- Transmission of material in violation of State or Federal laws, including copyright regulations.
- Use for personal, commercial activities, or political lobbying.
- Accessing or obtaining explicit or objectionable material.
- Transmission of offensive, harassing, or discriminatory content.
- Disruption of network services or damage to hardware/software.
- Unauthorized access or modification of files, passwords, or data belonging to others.
- Use of personal software without prior authorization from the building administrator, who ensures its virus-free and legal status.

USD #332 reserves the right to determine whether specific network uses, including e-mail use, are consistent with this acceptable use policy and will remove user accounts and/or restrict user access to prevent unauthorized activity.

PARENT/STUDENT AGREEMENT

This agreement must be signed by the parent/guardian, the student, and a school representative before the student is granted access to the Internet and other online services. The agreement will be reviewed annually with students to reinforce district and school expectations for internet use. A copy of the signed agreement will be filed in the Principal's office at each building.

DEVICE POLICIES

- The laptop and book bag issued to you are the property of USD #332. The computer is on loan to the student and must be used in accordance with these Policies and Procedures, the District's Acceptable Use Policy, and applicable laws.
- Use of the device, network, Internet, and email is a privilege, not a right. Violations of these regulations may result in denial of access to the school's computer systems and/or more serious disciplinary actions.
- Devices are provided solely for educational purposes to support the learning objectives of Cunningham High School, USD #332.
- The parent/guardian must sign and return the Computer Loan Form Agreement before the device is issued. A \$50.00 user fee must be paid to receive the laptop, and parents/guardians will be given the student's login credentials for supervision.
- **Students returning a laptop to the school that has recognizable damages to the ports, screen, or outer case, will be charged an additional \$50.00 user fee plus a warranty fee of \$35.00 to receive another computer.**
- **Students returning laptops damaged beyond warranty repair will be charged the full price for the computer.**
- A replacement fee will be charged for lost chargers.

TECHNOLOGY EXPECTATIONS

- Students are not allowed to download applications. District technology staff will approve all applications for students' use.
- Students will follow the Cunningham High School and USD #332 Acceptable Use Policy when using the laptop computer at home or school.

DAILY REQUIREMENTS

- **Students are required and expected to bring their computers to school each day with the battery charged. Computers should be plugged in each night to ensure a charge for the following day.**
- Students will be allowed to recharge their laptops during the school day if additional charging is needed.
- Laptops can be fragile, and if dropped, they may break. Therefore, they should only be used on a flat, stable surface such as a table.
- Follow normal school rules - no running, fighting, pushing, shoving, etc., around any computer.
- Cunningham School laptops are school equipment, and students have the same responsibility to care for them as if they were any other school equipment.

GENERAL INFORMATION

- The laptop is school property and may be checked in or revoked for disciplinary reasons at any time.
- Students should not play non-academic games during the school day unless directly related to a school assignment or activity (e.g., Chess Club). The Internet should only be used for research or projects supervised by USD #332 faculty.
- Each student is issued a school email for responsible communication with faculty. Inappropriate language, threats, or offensive content—including screensavers, backgrounds, and images—are prohibited.
- Internet activity is monitored by Bark for Schools to ensure student safety.
- All device issues must be reported to the Media Tech for repair. Students and parents may not attempt repairs or seek outside repair services.

SECURITY PROCEDURES

- Each laptop is assigned to an individual student and must not be shared or swapped. It should always be in the student's possession or secured in a designated area.
- Passwords must remain confidential and never be shared.
- All internet access, email, and media on district devices belong to USD #332 and may be reviewed, limited, or revoked at any time.
- Students must not share personal information online.
- Lost or stolen laptops must be reported to the administration immediately.
- Internet activity is filtered and monitored, with periodic history checks. Bark for Schools detects potential safety concerns across Google Workspace and Chrome.

GENERAL CARE

- Students must handle laptops with care and keep them clean. Stickers, writing, engraving, or other defacement is prohibited and may result in loss of privileges.
- Laptops should be transported in a school-approved backpack and kept away from extreme temperatures, liquids, food, and pets.
- Never leave a laptop in a car, even if locked. Avoid stacking heavy objects on it or overloading the backpack.
- Use caution when plugging in power cords, and report any inappropriate or careless use to a teacher or staff member immediately.

CONSEQUENCES OF INAPPROPRIATE USE

The use of any district technology is a privilege and not a right. Students are expected to

use the computer in accordance with these Policies and Procedures, the District Acceptable Use Policy, and any applicable laws. Failure to use this computer in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of Cunningham School and USD #332:

- Student Conference
- Parent conference
- Cancellation of student use or access privileges, including the privilege of taking the computer home
- All school disciplinary actions
- Civil or criminal liability under applicable laws

INSURANCE POLICY

USD #332 will be using self-insurance to cover the laptops in the 1:1 Initiative. The \$50.00 fee will cover each student for the following reasons:

- Theft, burglary/robbery, accidental damage, power surge, fire, vandalism, and natural disaster. Any damage or loss.
- **Not** covered by the insurance will be the responsibility of the student or guardian.:
 - Accessories for the laptop that will fall under this category, and will be the responsibility of the student/parent, may include the carrying bag, power cord, battery, and any other accessories not covered by the warranty.

****If the \$50.00 fee cannot be afforded, a work-study schedule will be developed so that the fifty-dollar fee is paid through the work program.**

INTERNET E-MAIL PROCEDURES

Students shall not expect privacy when using district e-mail or computer systems.

- E-mail messages shall be used only for approved educational purposes.
- Students must use appropriate language in all messages.
- Students are expected to use the system following the guidelines approved by teachers or administration.

Any e-mail, computer application, or information in district computers or computer systems is subject to monitoring by the staff and/or administrator.

- The school retains the right to duplicate any information created by students in a computer system or on any individual computer.
- Students who violate these rules, or any other classroom rules, relating to computer use are subject to disciplinary action up to and including suspension from school.