


Tescott Schools Handbook 2017-2018

A Guide for Parents, Guardians, and Students



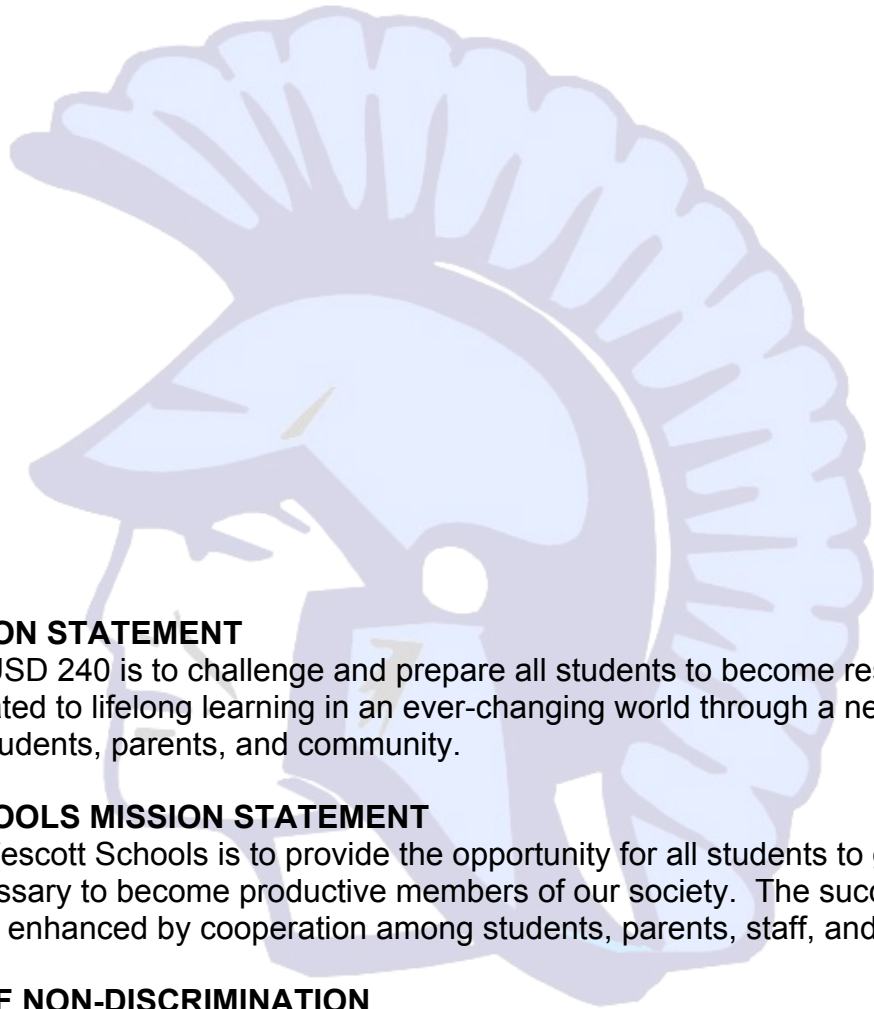
**Tescott Schools
305 N. Minnesota Ave.
P.O. Box 196
Tescott, KS 67484**

**Phone: (785)283-4774
Fax: (785)283-4347**

**Twin Valley Schools – USD 240
Principal: Steven Kimmi
Superintendent: Fred VanRanken
District website: www.usd240.org**

The purpose of this handbook is to acquaint students, parents, and/or guardians about the policies and procedures of Tescott Schools. This handbook is a guide and is not intended to be all-inclusive in covering every possible situation. This handbook may be supplemented at any time by the administration.

Please take time to familiarize with the information inside. We realize that the answers to all questions may not be found in this handbook. For additional information, contact the school.



USD 240 MISSION STATEMENT

The mission of USD 240 is to challenge and prepare all students to become responsible members of society dedicated to lifelong learning in an ever-changing world through a network of interactions between staff, students, parents, and community.

TESCOTT SCHOOLS MISSION STATEMENT

The mission of Tescott Schools is to provide the opportunity for all students to gain the skills and knowledge necessary to become productive members of our society. The successful completion of this mission is enhanced by cooperation among students, parents, staff, and community.

STATEMENT OF NON-DISCRIMINATION

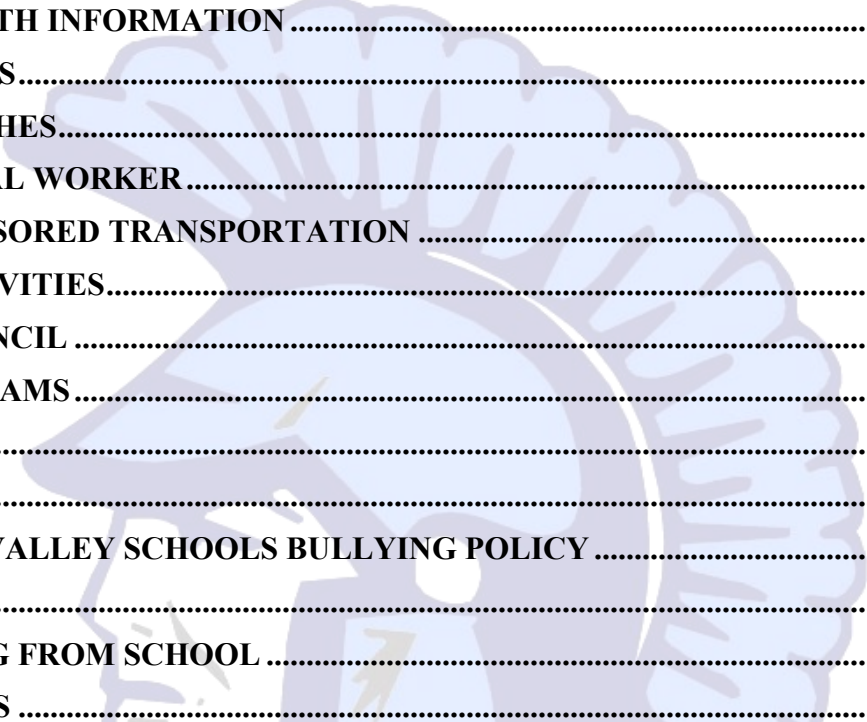
The Twin Valley School District, USD 240, does not discriminate against any applicant, employee, or student in the admission or access to educational programs, activities, or employment on the basis of race, color, religion, creed, national origin, marital status, veteran status, gender, age, or the presence of a non-job related medical condition or disability.

STATEMENT OF NOTIFICATION

Parents may request information regarding the professional qualifications of their student's classroom teacher, state assessment scores, and the building report card. Parents will be notified in writing if a teacher that does not meet the definition of *highly qualified* instructs their child(ren) for four continuous weeks.

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ACADEMIC COUNSELING

Academic counseling is available on a part-time basis. Our academic counselor provides numerous services for our students. Several of the services provided include educational planning for the future; help in seeking scholarships and other financial aid; information for applying for admission to private schools, vocational schools and colleges; career information; and providing testing information as well as test interpretation.

Students are responsible for contacting the academic counselor to address specific academic needs that are not otherwise addressed.

ACADEMIC DISHONESTY

Academic dishonesty is any form of cheating or misrepresentations of one's work and includes but is not limited to the following:

- Sharing or receiving of questions/answers on tests and/or homework assignments without expressed teacher approval
- Using a source specifically not allowed for a school assignment, quiz, test or examination
- Using technological or electronic resources unethically
- Copying written information or works of art or music without giving appropriate credit for the source (plagiarism)

Communication of this policy through the handbook is considered a warning. Students found to have participated in academic dishonesty will receive no credit for the assignment. Academic Dishonesty falls under the category of Disorderly/Defiant.

ATTENDANCE POLICY

A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her legal guardian.

There are two types of absences, EXCUSED and UNEXCUSED. The following absences are excused:

- Personal illness (a doctor's note will be required for absences of three or more days at the grade school level and five or more blocks at the junior high and high school level)
- Family crisis
- Medical or dental appointments (as verified by a doctors note).
- Extended absences, such as family requested trips, when expressly requested by guardians and prior arrangements have been made in preparation of the absence.

ALL OTHER ABSENCES ARE CLASSIFIED AS UNEXCUSED.

A call from the legal guardian is needed each day a student is absent from school, so that there is no misunderstanding as to the type of absence the student has. Failure to notify the school of a student's absence will result in an UNEXCUSED absence.

- Unexcused Absences (UAB)
 - Per state law 72-1113(c)(l), students may not inexcusably miss three consecutive days (15 attendance blocks) or five days (25 blocks) within a semester, or seven days (35 blocks) within a school year.
 - Once these totals are reached, we are mandated to report that child as truant to the County Attorney's Office.

A student may not receive credit for assignments missed during an unexcused absence. Students with excused absences are given an opportunity to make up missed work. For excused absences, students are allotted the number of day(s) of class missed to make up work.

After any excused absence, it is the student's responsibility to make the contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Students are expected to fulfill long-term assignments as originally scheduled.

Any student that will miss class due to a school sponsored activity (i.e. clubs, field trips, sports, music, drama, etc.) must check about work/make up work a least one day PRIOR to the missed class.

Senior students will be allowed two days to visit a school of higher education. Arrangements must be made through the academic counselor and building-level administration. The visits must be taken before May 1.

When a student is absent, it is the responsibility of the parents to notify the office (784-283-4774) by 9:30am each day. Consecutive absences still require notifying the office each day. If a student is absent for more than half a block, they will be marked absent for the entire block. If a student arrives after 11:50am they will be counted absent for the entire day.

AUTOMOBILE REGULATIONS

All vehicles on school property are expected to obey all traffic laws. All violations will be reported to the Ottawa County Sherriff Department.

Students are not to sit in, loiter around, or drive cars during school the school day, unless the building-level administration gives explicit permission.

BIRTHDAYS

For PreK-5th grades, birthday celebrations in the classroom are at the discretion of the teacher. Students may only hand out invitations if one is provided for each student in the class.

CLASSIFICATION OF STUDENTS

Based on grades nine through twelve, students are classified by the number of credits received.

Freshmen:	Less than 7 units of credit completed.
Sophomores:	At least 7 units of credit completed.
Juniors:	At least 15 units of credit completed.

Seniors:

At least 22 units of credit completed.

CODE OF CONDUCT

Scholarship	Tolerance	
<ul style="list-style-type: none"> • Follow directions • Have pride • Give best effort • Be prepared • Exhibit perseverance • Use formal register 	<ul style="list-style-type: none"> • Use kind words • Be respectful • Use self control 	Classrooms
<ul style="list-style-type: none"> • Follow directions • Have pride • Use formal register • Report unsafe behavior 	<ul style="list-style-type: none"> • Use kind words • Be respectful • Use self control 	Hallways
<ul style="list-style-type: none"> • Follow directions • Have pride • Use formal register • Report unsafe behavior 	<ul style="list-style-type: none"> • Use kind words • Be respectful • Use self control • Include everyone 	Cafeteria
<ul style="list-style-type: none"> • Follow directions • Have pride • Be prepared • Exhibit perseverance • Use formal register • Report unsafe behavior 	<ul style="list-style-type: none"> • Use kind words • Be respectful • Use self control • Include everyone 	Playground Gym
<ul style="list-style-type: none"> • Follow directions • Have pride • Use formal register • Report unsafe behavior 	<ul style="list-style-type: none"> • Use kind words • Be respectful • Use self control 	Restrooms
<ul style="list-style-type: none"> • Follow directions • Have pride • Use formal register • Report unsafe behavior 	<ul style="list-style-type: none"> • Use kind words • Be respectful • Use self control 	Bus
<ul style="list-style-type: none"> • Follow directions • Have pride • Give best effort • Be prepared • Exhibit perseverance • Use formal register 	<ul style="list-style-type: none"> • Use kind words • Be respectful • Use self control 	Extracurriculars Field Trips Assemblies

<ul style="list-style-type: none"> • Demonstrate appropriate care • Use proper netiquette • Demonstrate online safety • Demonstrate cyber security 	<ul style="list-style-type: none"> • Use kind words • Be respectful • Use self control • Get consent to post 	Digital Citizenship
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COMPUTER USE GUIDELINES

The USD 240 BOE has made technology available to all students in grades 7-12. There will be a mandatory orientation meeting for all new students and their parents at the beginning of the school year. Guidelines for acceptable use of the computer will be discussed and contracts signed by students and parents at this meeting. Returning students can review this information and sign the agreement at enrollment or in a meeting the first week of the school year. Each student is required to pay a non-refundable insurance fee due at enrollment.

Students who willfully violate the Acceptable Use Policy regarding the school computers are subject to the follow consequences:

1 st Offense	Loss of device for one week
2 nd Offense	Loss of device for two weeks
3 rd Offense	Loss of device for the remainder of the semester

CONDUCT AT SCHOOL-SPONSORED EVENTS

High standards of sportsmanship are expected at all extracurricular activities, both on and off campus. Derogatory remarks and improper language toward officials, team members, and/or opponents will not be tolerated. Students will be expected to treat facilities provided for them with respect. Students who have vandalized school property may face dismissal from the group and will pay for any damage done.

DISCIPLINE

Students are expected to assume their share of responsibility in maintaining an atmosphere conducive to teaching and learning in all classes and activities in which they participate under school control.

Activity	Parent Notified	Conference	Office Detention	1 AHD	2 AHDs	Behavior Contract	1-Day OSS	2-Days OSS	3-5 Days + Hearing	Police Notified
Alcohol (Possession, Use, Sale)	1st								1st	✓
Arson	1st								1st	✓
Battery	1st								1st	✓

Destruction of Property*	1st			1st		1st				
Disorderly/Defiant	2nd-5th	1st	2nd	3rd	4th	5th	5th			
Dress Code Violation	2nd-5th	1st	2nd	3rd	4th	5th	5th			
Drugs (Possession, Use, Sale)	1st								1st	✓
Fighting	1st							1st	2nd	✓
Out of Area, Skipping, Cutting	1st			1st	2nd	2nd				
Sexual Battery	1st								1st	✓
Sexual Harassment	1st								1st	✓
Stealing, Theft, Larceny*										✓
Tardiness	5th	3rd	4th	5th		5th				
Threat/Intimidation				1st	2nd	3rd	3rd			
Tobacco (Possession, Use, Sale)	1st						1st	2nd	3rd	✓
Traffic Violation	1st					1st				✓
Trespassing	1st			1st						✓
Vandalism	1st				1st			2nd	3rd	✓
Weapon Possession	1st								1st	✓

*Restitution required

Building-level administration has the authority to adjust the consequences/actions based upon the circumstances of each individual case and district policy. This list is not all-inclusive. Other acts, which disrupt the normal educational environment, will be dealt with according to the merits of the individual situation.

After Hours Detention (AHD) - Detention time assigned by building-level administration will be served after hours. Failure to complete the time will result in progressive suspension assignments.

Out of School Suspension (OSS) – Building-level administration may suspend any student from school for violations of Section 1 KSA 72-8901. Such suspension shall be subject to the limitations set forth in the adopted policies of the Board of Education. Parents of any suspended student will be contacted within 24 hours to be informed of the reasons for the suspension and may schedule an appointment for a private conference to discuss the matter.

Students suspended on an OSS will be released to the custody of their parents, they will not be at school, on school property, nor attend any school activities until their suspension is over.

DRESS CODE

Each student attending Tescott Schools shall be responsible for maintaining appropriate dress and appearance. Students are expected to keep themselves well-groomed and neatly dressed at all times during school hours and school activities. If a student by his/her behavior or appearance, interferes with the learning of others, or constitutes a threat to the safety or health of others, they

will be asked to change their dress/attire. Final interpretation of the dress code, including the appropriateness of any item of clothing not mentioned, is at the discretion of building-level administration.

- No shirts advertising alcoholic beverages, tobacco products, illegal drugs, or obscene/questionable remarks
- No clothing that is determined to be gang affiliated by local law enforcement
- No part of any undergarment should be seen
- No shirts with wide-cut armholes
- No sleepwear or slippers
- No halter-tops, t-back tank tops, spaghetti strap shirts, and bare midriff clothing
- Shorts and skirts must reach the students fingertips within reason when the student's arms are naturally at their side
- Hats or hoods (on jackets) will not be worn in the building during the school day
- Sunglasses are permitted in the building only with a doctor's prescription
- Chains and chain billfolds, etc. are prohibited at school and school events

Dress up days and other special apparel days will be held as approved by building-level administration. The standards of dress indicated above are also applicable to all extracurricular activities. Furthermore, teachers of lab classes or other specialized classes and activity sponsors may require more specific dress for that individual class or activity.

DRUG FREE SCHOOLS

The unlawful possession, use, or distribution of illicit drugs and 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, 102 St. 1928. (Cf.LDD)

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, KSA 72-8901, *et seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents.

ELECTRONIC DEVICE POLICY

Personal electronic devices are valuable communication tools; however, these devices can be disruptive to the learning environment and pose potential legal issues for students (i.e. inappropriate pictures, cheating, bullying, etc.).

To protect students' academic learning time and to maintain an appropriate learning environment, **THE USE OF PERSONAL ELECTRONIC DEVICES IS NOT PERMITTED IN CLASSROOMS.** The use of such devices is allowed before and after school, between classes, and during lunch. It is also a violation of this policy for a student to be using a personal electronic device in any part of

the building during class time. Disciplinary issues involving cell phone usage falls under the category of Disorderly/Defiant.

ELIGIBILITY POLICY

In order to participate in any extracurricular activity a student must be passing all of their classes. For grades 6-12, eligibility will be based on the student's semester grades. Eligibility is on a three-week basis, with a one-week probationary period. If a student is not passing all classes, he or she will be ineligible for one week. If after one week, the student has raised the grade or grades to passing in all subjects, the student would be eligible for the remaining two weeks. If the grades are not passing at the end of the first week, the student will also be ineligible for the next two weeks.

On the first day of each three-week grading period, the academic counselor will check grades. Notification will be sent to the student(s), parents, coaches and sponsors of any student(s) who are not eligible for participation in activities during the three-week eligibility period.

EMERGENCY CLOSURES

The decision to close school because of severe weather is made by the Superintendent. School closure will be announced over the local news media and the School Messenger system.

EMERGENCY DRILLS

The school will conduct tornado, fire, and intruder drills. These drills will be scheduled throughout the school year to alert students to the procedures and to remove the student body to an area of safety. It is the expectation of USD 240 that students follow all staff directions.

ENROLLMENT

All new preschoolers and kindergarteners must have a record of a physical examination, birth certificate, and a completed immunization record at the time of year enrollment.

In-district students enrolling after the school year has begun must wait 24 hours before attendance begins. Out-of-district students who wish to enroll must complete an application with the office. Building-level administration will notify the family of whether or not they have been tentatively approved, at which time student attendance may begin. Final approval will be given at the next Board of Education meeting.

There are certain fees that will be assessed at the time of enrollment. These may include, but are not limited to, textbook rental, activity, etc. See the attached fee schedule and/or district website for more information

ENTRANCE AGES

The age requirements to enroll in specific grade levels is outlined below:

- Pre-K – Any child who will reach 4 years of age by August 31st
- K – Any child who will reach 5 years of age by August 31st

- 1st Grade – Any child who will reach 6 years of age by August 31st

EXTRACURRICULAR ALCOHOL/TOBACCO/DRUG GUIDELINES

Any student participating in any extracurricular activity subject to the following guidelines in regards to alcohol, tobacco, and drugs:

No student may be in possession of or use the following at any time during the season of the activity:

1. Alcoholic beverages
2. Tobacco or tobacco products
3. Drugs or drug paraphernalia that are not prescribed by a licensed physician.
4. Any controlled substance prohibited by law.

Building-level administration reserves the right to require additional conditions to be met before reinstatement after any suspension.

1st time violation the student will be suspended from attendance or participation from all District Activities for two weeks and at least two activities. If the suspension happens at the end of an activity season and there are not two activities remaining in that season, then the suspension may be longer than two weeks or until the individual has missed two activities. Students may practice with the team at the discretion of the individual coach.

2nd time violation the student will be suspended from attendance or participation from all District Activities for the remainder of the activity season. If the suspension happens at the end of an activity season and there are not at least four activities remaining in that season, then the suspension may be extended up to four weeks or until the individual has missed four activities. Student may not practice during this suspension. Before being reinstated the student may be asked to under-go an alcohol/drug evaluation (at their own expense) in an approved drug/alcohol program.

3rd time violation the student will be suspended from participation or attendance at all District Approved Activities for the remainder of the year. Before being reinstated the following year the student will be asked to under-go an alcohol/drug evaluation (at their own expense) in an approved drug/alcohol program. Proof of complete of the program will be required. No practice will be allowed during this suspension.

The suspension begins at such time as a student is judged by the building-level administration to have violated the rule and continues from that date. At the conclusion of the suspension, the student may be reinstated provided he/she has met any and all additionally agreed upon conditions during that period.

Proof of violation shall be defined as follows:

1. Admission of a violation of rules by the student or their parents to the coach, staff or administrator.

2. Being observed in violation of these guidelines by any certified Tescott coach, certified staff or administrator.
3. Being observed or cited by law enforcement.

These rules become effective with the 1st day of practice and remain in effect until the completion of the last contest for a respective sport. The head coach of each respective sport may have additional alcohol/tobacco/drug related rules for team members that they will be expected to follow.

In addition, students found in possession or use of these items on school grounds or at school activities will be subject to disciplinary action as prescribed on the disciplinary rubric.

FIELD TRIPS

Throughout the school year, field trips will be taken to enrich our instructional program or as a reward. Signed consent forms must be returned to the school before a student can participate in the trip. All field trips will utilize school-sponsored transportation unless otherwise noted.

FLEX SCHEDULE GUIDELINES

Seniors who are on schedule to graduate in eight semesters may apply no later than October 1st of their senior year (unless a waiver is granted by building-level administration) for permission to attend school part-time (flex schedule) the second semester of their senior year. All completed applications with student and parental signatures shall be submitted to the academic counselor and will be reviewed by building-level administration and the academic counselor. If approved, the application shall be signed by all involved parties and filed in the student's permanent file.

Seniors who attend part-time second semester are to be in the building only during class or with consent of building-level administration. Seniors attending part-time during second semester shall be allowed to participate in senior class activities and must be passing at least five new subjects of unit weight or they will not be eligible for KSHSAA activities.

FOOD AND DRINK

Students are allowed to have water bottles in the classrooms, as allowed by classroom teachers. Food is not allowed in the classroom, except for specific activities that are approved by building-level administration. The Student Council vending machine in the commons will only be available before school, during lunch, and after school.

GRADING POLICY

For grades PreK-6, there are four 9-week grading periods. For grades 7-12, there are two semester grading periods. All students will receive quarterly report cards.

The levels of performance for Standards Based Report Cards are as follows:

- 4 = Exemplary – Students can consistently and successfully complete the skill connected to the standards

- 3 = Proficient – Student understands the skill connected to the standard, but may need assistance from the teacher and/or may have minor errors.
- 2 = Approaching – Student is able to complete part of the skill, but does not demonstrate understanding of the standard. Further teaching is required.
- 1 = Academic Warning – Student has made an attempt but is unable to complete the skill due to lack of understanding of the standard. Further teaching is required.

Letter grades will be based on the following percentages:

- A = 100% - 90%
- B = 89.9% - 80%
- C = 79.9% - 70%
- D = 69.9% - 60%
- F = 59.9% and below

HIGH SCHOOL GRADUATION REQUIREMENTS

Subject Area	Credits	Specific Requirements
English	4	All credits must be earned in English, Composition, and/or Literature
Social Studies	3	One credit must be in American History One credit must be in American Government One credit must be in World History or World Geography
Science	3	Credits must include Biological and Physical Science
Mathematics	3	Any three of our math course offerings
Physical Education/Health	1	One half credit must be Physical Education One half credit must be Health
Fine Arts	1	One credit in a Music, Forensics, or Art course.
Speech	0.5	One half credit must be Speech
Electives	8.5-12.5	All other classes besides those listed above will be considered elective classes.
Total Credits Required	28	

HONOR ROLL

An Honor Roll will be published following each quarter. The honor roll categories are as follows: Alpha 4.0 GPA, Principal's 3.5-3.99 GPA, and Scholastic 3.0-3.49 GPA. At the close of the school year, those students that have been on the honor roll three of the four quarter will receive an academic letter.

INDIVIDUAL PLAN OF STUDY

Prior to high school each student must plan a tentative four-year Individual Plan of Study (IPS). The academic counselor will provide the necessary form and information needed for this task. The students, the students' family, and appropriate school staff will review the IPS regularly. See the school website for more information.

LETTERING

Students may letter in extracurricular activities by following the guidelines set by the coach and/or sponsor. Guidelines for lettering might include, but is not limited to, playing time, contribution to the team, attitude, and personal improvement. Individual questions regarding the lettering of a student should be directed to the head coach or sponsor of the activity.

Students may receive an academic letter if they are on the Honor Roll for the first three quarters of the school year.

LOCKERS

Lockers are provided for each individual student. Each locker is for that individual and for no one else. Accessing other students' lockers will result in disciplinary action. Locker doors should be kept closed when not in use. Lockers should be kept clean and neatly arranged. Tops of lockers and the hall floor should be kept free from articles at all times. Any decoration that results in the permanent damage of the locker falls under the category of Destruction of Property.

LOST & FOUND

Tescott Schools has a Lost and Found in the school cafeteria. Students and families who are missing items are encouraged to check the Lost and Found. At the end of each semester, any items not claimed will be discarded or donated to local charitable organizations.

MONEY

It is suggested that students do not bring money to school. Students who do choose to bring money to school are solely liable for this money. The school will not reimburse any students for money losses.

MOVIES

Teachers may show movies in class to enrich the instructional program or as part of a reward. With approval from building-level administration, movies with the following ratings may be shown:

- G Rating – Grades K-4
- PG Rating – Grades 5-8
- PG13 Rating – Grades 9-12

Movies with a PG13 Rating will be previewed by building-level administration. Movies rated higher than PG13 will not be permitted.

OUTSTANDING FEES, UNRETURNED OR DAMAGED PROPERTY

Parents will receive notifications throughout the school year for any outstanding fees. The replacement cost of any school property not returned or returned damaged will be added to a student's account. These debts should be taken care of promptly. A final notice of any outstanding fees will be mailed to your home at the end of the school year. All outstanding debt must be paid prior to graduation; a student's diploma will be held until the obligations are resolved.

All fees should be paid to the office. Our office accepts cash and/or personal checks. In the instance a check is returned by the bank, the checking account holder is responsible for any fees assessed to the school by the bank. Repeated returned checks will result in the school requiring the parent/guardian to pay on a cash-only basis.

PLANTS & ANIMALS IN SCHOOL

Before any plant and/or animal are brought into the school, permission from building-level administration and the teacher must be given.

RESIDENCY POLICY

Students who are afforded an education in the facilities of this district are residents of the district. When they cease to be a school resident of the district, the district shall cease to furnish them with the educational facilities of this district, **except as set forth below**:

- Non-resident students desiring to enroll in the district schools must complete an “Out-of-District” application for admission. This includes students who move out of the district during the school year. The building principal, the superintendent, and the Board of Education must approve this application prior to attendance in the school by the student. The final decision to approve a student rests with the Board, and it is under no obligation to accept any non-resident student. A parent/principal conference is required of all applicants, and the principal will investigate the conditions and background of each applicant and report to the superintendent.
- The admission status of all non-resident students who have previously been admitted for attendance will be reviewed before the beginning of each school year, and a recommendation of renewal or non-renewal of said student for the coming school year will be given to the superintendent and the Board for their approval or non-approval each school year.

SALINA AREA TECHNICAL COLLEGE

USD 240 has adopted the policy that members of the Junior and Senior classes may attend the Salina Area Technical College (SATC) for credit toward high school graduation. Any student that is interested in the program should check with the academic counselor. Credit earned from Salina Area Technical College cannot be substituted for any course that is required for graduation. Any student choosing this option is responsible for getting to and from Salina and is also responsible for registration fees, uniform and tool costs. Students who do not meet the SATC’s attendance requirements may be liable for additional tuition. Students leaving campus to attend SATC may not return to school without the consent of building-level administration.

SCHOOL DANCES

Students bringing outside dates need to notify the office in advance. All outside dates must be currently enrolled in high school or former Tescott Schools students under the age of 21. Building-level administration reserves the right to either approve or disapprove of outside dates as they see fit. During school dances, students will not be permitted to leave the building. Once the student

has left the building, they will not return unless permission has been obtained before leaving. Building-level administration may issue additional rules as the need arises.

SCHOOL FUNDRAISERS

Classes and other school-sponsored groups may be involved with fund raising projects throughout the school year with permission of building-level administration. Per USD 240 District Policy, no student may sell anything on school grounds for personal gain.

SCHOOL HEALTH INFORMATION

Communicable Diseases – Any students diagnosed by a physician as having a communicable disease shall be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. Students will be remitted to regular classes upon termination of the illness. Also, parents should notify the school when their child acquires a communicable disease.

Students who are ill should never be sent to school. If a student has a temperature of 100 degrees they are to remain home until they have been fever free for 24 hours without the use of Tylenol or Ibuprofen. If your child has a rash or infectious looking skin disorder, the school has the right to ask the parent to obtain a physician's note indicating the child is not infectious and can remain in school.

Illness of a Child – When a student gets sick at school, the parent or guardian will be contacted. Under no circumstances will a child be sent home during the school day without the knowledge of parents or guardians. If the parent cannot be reached and the illness is not critical in nature, we will care for the child until the parent or guardian picks up the child. The school strongly urges parents to have additional contact numbers to aid in reaching parents.

Health Assessments/Physicals – Child Health Assessments at School Entry Law (K.S.A. 72-5214):

1. Requires ALL children entering a Kansas school for the first time or up to the age of nine to have a health history and physical examination including screenings.
2. The qualified persons who are authorized by law to perform the exam are nurses who are certified through the Kansas Department of Health and Environment or physicians.
3. A copy of the above assessment must be given to the school.

Athletic Physicals –

1. ALL students engaged in any activities governed by the KSHSAA and/or board policy, shall be required to have a physical examination every year. Forms may be obtained at the school office or KSHSAA website.
2. A copy of the above physical must be given to the school.

Immunization – The immunization law as enacted by the Kansas Legislature applies to every pupil enrolled in a Kansas school. In accordance with the policy for the Kansas State School Immunization Law and the Twin Valley Schools Board of Education Policy, your student will need immunizations completed within 60 days of the first day of school to continue attendance for school.

If your student does not complete the immunization requirements after the 60 days, your student may be excluded according to K.S.A 72-5211a.

Parents shall be notified if children need additional immunizations. These notifications shall include a statement establishing the date after which inadequately immunized children will not be allowed to attend school. Parents will be informed the reason for exclusion, the conditions under which the pupils may return to school, and the opportunity for a hearing on the matter upon request of any parent or guardian.

Kansas Law (K.S.A. 72-5209) requires every pupil enrolling in any school shall present certification from a physician or local health department that the pupil has received the following immunizations.

K-12 th Grades

Diphtheria, Tetanus, Pertussis (DTaP): Five doses required prior to Kindergarten entry. Four doses are acceptable if dose 4 is given on or after age 4. A single dose of Tdap is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since the last Td.

Poliomyelitis (IPV/OPV): Four doses required prior to Kindergarten entry. Three doses are acceptable, with one dose required after age 4.

Measles, Mumps, Rubella: Two doses required. Second dose required prior to Kindergarten entry.

Hepatitis B: three doses required.

Varicella (chickenpox): Two doses required. Second dose required prior to Kindergarten entry. No doses are required when student has a history of varicella disease documented by a licensed physician.

PreK – For students entering Preschool, we encourage them to get their Kindergarten vaccinations during Preschool as the school is a K-12 building. Listed below are the additional required vaccinations for Preschool:

- Haemophilus influenzae type b (Hib): Four doses required for children less than 5 years of age.
- Pneumococcal conjugate (PCV): Four doses required for children less than 5 years of age.
- Hepatitis A: Two doses required for children less than 5 years of age.

If you choose not to have your child immunized, medical or religious exemption forms will need to be on file for your child to be in compliance with district policy. Medical exemptions must be signed by the physician each year.

The school maintains health record for all students, including a record of communicable diseases, immunizations, and health screenings at school.

Medication – To meet state school regulations, the school will need to have written orders from your child's physician to receive and dispense prescription medication(s) at school.

A “Permission for Medication” form should be obtained. To allow the school to dispense prescription medications, this form will need to be signed by a parent/guardian and the physician. The medication must be in the original prescription container. The first dose of a new medication must be given at home. Students needing non-prescription medications at school will need to have written parental permission only. The “Permission for Medication” form will need to be signed by the parent/guardian only. The medication must be in the original container. The first dose of a new medication must be given at home.

Prescription and non-prescription medication should not be in the control of a student at any time. If you and/or your doctor feel medication is required at school, an adult should bring the medication to school office.

Please contact the school’s nurse if your student has a food allergy, needs to carry an inhaler at school, and/or has an EpiPen.

In accordance with state law, injectable epinephrine is stocked at student buildings for use by staff who reasonably believe a student with unknown history is displaying signs and symptoms of a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911 and notification of parents.

Head Lice – Kansas Law (K.A.R. 28-1- 6) requires students who are infested with head lice be excluded from school until they have been treated with an antiparasitic drug. Kansas regulation no longer requires children to be nit free before returning to school. Please check your child’s hair regularly for lice. If head lice or nits are discovered, please notify the school nurse.

Hearing, Vision, and Dental Screenings – Mandated screenings include vision, hearing and dental. The Central Kansas Co-op performs the hearing screenings in grades PreK-3, 5,7,and 10. New students and those with an IEP will be screened in 4,6,9,11,12. The school nurse will conduct vision screenings in the same grades listed above. Dental screening is required in grades PreK-12.

Parents/guardians may opt out their student for the above screenings, but will need to contact the school nurse for more information.

Parents/guardians will be notified if the child is recommended for further evaluation. Records of these screenings will become part of the child’s school health record.

Wellness Policies – USD 240 follows the State Wellness Guidelines. We encourage all students to bring water bottles to be used in the classroom and encourage healthy snacks for classroom snacks. Caffeinated beverages are not allowed in sack lunches to be consumed in the cafeteria. For more information on the State Wellness Guidelines refer to the school website.

SCHOOL HOURS

Classes will begin at 8:15 a.m. and will be dismissed at 3:25 p.m. The building will be unlocked from 7:45 a.m. – 3:45 p.m. Students may enter the building prior to 7:45 a.m. only if special arrangements have been made with a supervising staff member. All students except those under the direct supervision of a sponsor will be out of the school building by 3:45 p.m.

SCHOOL LUNCHES

The cost of breakfast is \$1.95 for grades K-12. The cost of lunch is \$2.70 per meal for K-6th grades and \$2.80 per meal for 7-12th grades. Extra milk is \$.50 each. Ala carte items will be offered at an extra charge. Students must have funds in their account to be able to charge ala carte items. Notices of money due will be sent out through School Messenger. Notices on delinquent accounts will be sent home with students and by mail. Lunch bills must be kept paid. Students will not be served a regular school lunch when meal account balances reach -\$20.00 or more past due. Students will be offered a Peanut Butter & Jelly when the lunch bill is delinquent.

If students prefer to bring a lunch from home it will be eaten in the lunchroom, no food is to be taken out of the lunchroom without the permission of building-level administration. It is preferred that all lunches be paid for in advance, by the month. The lunch period is a “closed” lunch period requiring the student body to remain on school grounds during this time.

Each day student’s will be offered the complete lunch which includes a serving of: Milk, Bread, Meat, Fruit, and Vegetable. The servings of fruit and vegetables may be a combination of a serving of a fruit and a serving of a vegetable, or two servings of different fruits, or two servings of different vegetables. The five food items shown above comprise the school lunch pattern and provide approximately one-third of the daily nutritional needs.

SCHOOL SOCIAL WORKER

A Licensed Master’s level Social Worker fills the position of the school social worker. School Social Workers adhere to specific regulations as determined by the National Association of Social Workers and the Kansas Behavioral Sciences Regulatory Board (BSRB).

Please be advised that Social Work practice includes therapeutic techniques, however it is not the intention of the Bennington or Tescott Schools to provide extensive psychotherapy to students, staff or family members. Services provided may include counseling and/or transition to more intensive emotional, drug and alcohol and/or social services. Social workers are required to work closely with other providers for best overall health of client, and therefore clients and/or parents may be asked to provide a Release of Information so that the primary health physician may be contacted.

In accordance with best social work services, it should be understood that CONFIDENTIALITY of information received from clients is top priority. The social worker’s primary responsibility is to clients, working to promote the general welfare of society. The social worker should respect the privacy of clients and hold in confidence all information obtained in the course of professional service. Sharing of information may be done, with consent, only for compelling professional reasons.

In accordance with best social worker services there exists DUTY TO WARN and DUTY TO REPORT. Please be advised that exceptions to CONFIDENTIALITY do exist, and it is a MANDATED REQUIREMENT to report and warn to parents and/or social authorities in the cases

of danger to self or others as well as reports of sexual, physical, or mental abuse to child protective services for the State of Kansas.

SCHOOL-SPONSORED TRANSPORTATION

The driver of any school-sponsored transportation has complete jurisdiction over the vehicle and all students in the vehicle. The State of Kansas regulations for transporting students will be posted in all school vehicles. Students shall abide by these regulations or maybe denied the privilege of riding the bus. Any misbehavior that takes place on school-sponsored transportation will be addressed according to the discipline matrix. This decision to suspend bus privileges will be made by building-level administration.

Students that are transported by bus, either on a regular route or on any activity trip, should be aware of the fact that there are prescribed regulations by the State of Kansas for the transporting of students. Each bus will have a set of these regulations posted and each student shall abide by them or may be denied the privilege of riding the bus. This decision to suspend bus privileges will be made by building-level administration. The bus driver, working through the sponsor, has complete jurisdiction over any passenger at any time in the school bus.

Food and beverage shall not be allowed on school buses except for the following: Lunches brought to school, activity/field trips, and special functions designated by building-level administration and the school sponsor.

The school will provide transportation for any off-campus, school-sponsored activity. Students may not drive themselves. It is understood that all students will return to campus by school-sponsored transportation, unless written permission from a legal guardian is received prior to the event. Once a legal guardian signs out a student, the legal guardian takes full responsibility of the student at that time.

STUDENT ACTIVITIES

Participants in school-sponsored activities will comply with all school rules and regulations. In addition, all students participating in any extracurricular activities are expected to comply with KSHSAA rules.

Before any student may participate in or attend any extracurricular activity they must have a Code of Conduct and Expectation Agreement on file with the Activities Director. Additionally, students wishing to participate in any athletics must also have on file:

1. KSHSAA Parent and Guardian Consent Form
2. KSHSAA Concussion and Head Injury Release Form
3. Student Physical

STUDENT COUNCIL

The Student Council is comprised of 11 students from grades 9-12. It includes an elected Student Body President, Vice-President, and Secretary-Treasurer, as well as two members from each class.

TITLE I PROGRAMS

The Elementary and Secondary Education Reauthorization Act provides federal funds to local school districts for supplemental education in qualified schools. Title I funds are provided to give additional help to students in reading and math. Teachers, mentors, or tutors are assigned to work with students in large or small groups and on an individual basis.

TELEPHONE

There is a telephone in the office for students needing to call home or parents needing to call students. Students needing to use the phone must get permission from building-level administration or the administrative secretary. Students will not be called out of class for a phone call unless it is an emergency as determined by building-level administration or the administrative secretary.

TRANSCRIPTS

Tescott Schools will mail, at no charge, transcripts to universities and colleges. Students requesting transcripts must notify the academic counselor. Please allow two school days for transcript requests to be completed.

USD 240 TWIN VALLEY SCHOOLS BULLYING POLICY

The board of education prohibits bullying in any form on school property and at school-sponsored activities. Bullying is defined by USD240 as the intent to harm, an imbalance of power, and repetitive. Students who exhibit bullying behavior are subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

VISITORS

Visitors during school hours will be limited to students' legal guardians and other persons that have school business. Any visitors who are not legal guardians must get approval from building-level administration at least 24 hours in advance of a visit. Visitations are limited to a maximum of one hour unless otherwise permitted by building-level administration. All visitors to the school must check in and out in the office.

WITHDRAWING FROM SCHOOL

In the event that a student needs to withdraw from school, they must checkout through the office. A withdrawal form must be completed and signed by all teachers to whom the student is assigned. Unless a student has official withdrawn, student records (such as health records, grade cards, and transcripts) cannot be mailed from the office to the student's next school. Withdrawing during a semester may result in the students receiving no credit for the semester.

WORKING K-9'S

In order to foster and maintain a safe environment for the students and staff, the board of education will provide random searches of the school grounds throughout the school year by the Ottawa County Sherriff's office. These searches are random and will be performed by non-aggressive certified dogs and registered handlers. Any violation of school policy and/or the law will result in disciplinary action by the school and/or law enforcement. Parents will be notified if their child is found to have any such violations.

