

OSAWATOMIE HIGH SCHOOL



STUDENT HANDBOOK
2025-2026

OSAWATOMIE HIGH SCHOOL

1200 TROJAN DRIVE

OSAWATOMIE, KS 66064

(913) 755-2191

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Principal Greetings

Dear Parents and Students,

Welcome to the new school year at Osawatomie High School! Whether you are returning or joining us for the first time, we are excited to have you as part of our vibrant and dynamic school community. As your principal, I am committed to ensuring that each student has a rewarding and successful academic year.

At Osawatomie High School, we believe in fostering an environment where every student can thrive academically, socially, and emotionally. Our dedicated faculty and staff work tirelessly to provide a safe, supportive, and challenging learning experience. We are proud of the diverse opportunities available to our students, ranging from rigorous academic programs to a variety of extracurricular activities and sports.

Our school handbook is an important resource designed to help you navigate the policies, procedures, and expectations that support our school's mission and values. Please take the time to read through it carefully and discuss it as a family. Understanding and adhering to these guidelines is essential for maintaining a respectful and productive school environment.

Communication between home and school is key to a successful educational experience. We encourage you to stay involved and engaged with your child's education. Please feel free to reach out to teachers, counselors, or administrators with any questions or concerns you may have. We are here to support you and your child every step of the way.

Throughout the year, we will be hosting various events and activities that we hope you will participate in. These events provide excellent opportunities to build community, celebrate achievements, and support our students. Stay connected with us through our school website, newsletters, and social media channels to stay informed about upcoming events and important announcements.

We are excited about the possibilities this new school year holds and look forward to working together to make it a memorable and successful year for all our students. Thank you for your continued support and partnership.

Here's to a fantastic school year!

Warm regards,

Dr. Malcolm W. Birnell
Principal
Osawatomie High School

School Song

Once again now our schoolmates assemble
With fain, we lift our hearts in song
To our High School, our dear Alma Mater
Let gladness the moments prolong,
We are proud of our lads and our lasses
Of honors won in days gone by
So here's a cheer for our old high school
For our old high school, our dear old high,
Here's to our classes; Here's to our lasses;
Here's to the lads they adore,
Here's to the senior so mighty; Juniors so flightly;
Freshies and Sophomores.
Let mirth and gladness banish all sadness
And as the days go by, you'll find us ready and steady
Boosting for our Old High.

School Fight Song

Mission & Vision

District Mission:

The Osawatomie community is committed to excellence in our schools, developing students who achieve their full potential as lifelong learners.

District Vision:

Every Student. Every Chance. Every Day.

SECTION 1: GENERAL INFORMATION

Introduction

Welcome to Osawatomie High School. The staff at Osawatomie High School is committed to fulfilling our mission of creating a learning climate that will enable students to build a foundation of knowledge, skills, and self-discipline for innovative thinkers, ready for the twenty-first century. High standards for each student regarding academic performance, extracurricular participation, and responsible citizenship are the foundation of the school.

The following information is presented to help students and parents/guardians understand the regulations and policies in place at Osawatomie High School. Please use this handbook as a reference guide to help answer questions that may arise throughout the school year.

Administration

Dr. Malcolm W. Birnell, Principal malcolmbirnell@usd367.org

Mr. Jordan Kupersmith, Assistant Principal/Athletic Director kupersmith@usd367.org

Osawatomie High School

1200 Trojan Drive
Osawatomie, KS 66064

(913) 755-2191
www.usd367.org

Affiliations

Osawatomie USD #367 is an accredited district through the Kansas State Department of Education.

Osawatomie High School is a cooperating member of the Kansas State High School Activities Association (KSHSAA) and the Pioneer League. As a member of both, we are committed to adhere to the rules and regulations of the KSHSAA and the Pioneer League.

Pioneer League

Burlington, Santa Fe Trail, Anderson County, Iola, Prairie View, Osawatomie, Wellsville

Counseling Services

Osawatomie High School's counseling services are directed at assisting students in many ways such as personal growth, transitions beyond high school, course decisions, and personal concerns. Various services may be provided on an individual basis or in small and large groups, utilizing the supportive skills of counselors and other personnel. Parents/guardians, students, peers, and staff may refer a student to his/her school counselor or other personnel to arrange assistance and referrals to other community agencies when necessary.

Counselor

Amy Peterson Counselor amypeterson@usd367.org

Daily Bell Schedules

Monday, Tuesday, Thursday, Friday

Period 1	7:55 - 8:43
Period 2	8:47 - 9:35
Period 3	9:39 - 10:27
Period 4	10:31 - 11:19
Period 5 <i>Lunch</i>	11:23 - 12:37
<i>Lunch 1</i>	11:23 - 11:48
<i>Lunch 2 Dismiss at 12:09</i>	12:13- 12:37
<i>Interventions</i>	12:41 - 1:01
Period 6	1:05 - 1:52
Period 7 <i>Trojan Time</i>	1:56 - 2:16
Period 8	2:20 - 3:07

Wednesday Schedule

PLC	7:30- 9:00
Period 1	9:00-9:45
Period 2	9:49 - 10:34
Period 3	10:38 – 11:23
Period 4 Lunch	11:27-12:40
1 st Lunch	11:27-11:51
2 nd Lunch	12:15-12:40
Period 5	12:44-1:29
Period 6	1:33-2:18
Period 8	2:22-3:07

1st lunch 11:27-11:51 Class time is 11:55-12:40

2nd lunch 12:15-12:40

Class time is 11:27-12:11

SECTION 2: ACADEMICS

Academic Awards

Osawatomie High School's foundation is built on a strong academic program that challenges students to achieve more than they thought they could previously. When students have high expectations placed upon them, they strive to meet the expectations. When students achieve at a high level, it is our responsibility to recognize their achievements for what they have accomplished. To do this, students will be recognized at Academic Awards Assemblies.

Honor Roll

Honor rolls are computed and published at the end of each semester. The Honor Rolls will reflect the academic achievement of students for the semester and will be computed based on GPA.

- Honor Roll with Distinction - Earn at least a 3.8 GPA with no grade below a C
- Honor Roll - Earn at least a 3.2 GPA but less than a 3.8 GPA with no grade below a C

Academic Letter

The OHS Academic Letter will be presented to each student during the fall of the following school year with the exception of seniors who will receive their letter at their Senior Awards Night. In order for a senior to receive a letter at the Senior Awards Night, he/she must earn a letter during his/her senior year and be in attendance the entire year. A first year qualifying student will receive the academic letter, pin, and bar. Each subsequent qualifying year, the student will receive a bar.

Academic letters will be awarded to students who meet the following criteria:

- Must be enrolled in at least six credit hours of graded classes with two of them being in a core area (English, Math, Science, Social Studies, or Foreign Language)
- Must maintain a 3.5 GPA for the entire year (two semesters)
- Earn a grade of a "C" or better in all current courses
- Credit earned through summer school or through credit recovery is not applicable to the academic letter

Perfect Attendance Award

The award will be awarded to students who were not absent or tardy from any class for the entire school year.

Exceptional Attendance Award

The award will be awarded when a student is absent no more than one school day/8 school periods.

President's Award for Educational Excellence

The award will be awarded as follows:

- Cumulative GPA of a 3.5 or better after the 7th semester
- During a student's junior or senior year, score in the 85th percentile in reading and/or math on the ACT/SAT

ACT/SAT Award

Students who have received a composite score of a 30 or higher on their ACT and/or a composite score of a 1400 or higher on the SAT will receive the award.

Advanced Education Release

The Advanced Education Release Program will apply only to seniors who are on schedule to graduate in eight semesters. Advance Release students will only be allowed in the eighth semester. No special course(s) will be scheduled or arranged to enable the students to participate in the program without the approval of the principal.

As per the Kansas State Department of Education graduation requirements, students are to complete eight semesters of high school. A student, who for sound educational and vocational reasons, wishes to graduate from high school in less time than eight semesters may request a waiver of this policy. Per USD #367 policy, the student will meet with the guidance counselor and submit a written application to the principal. The deadline for application is November 1. Students who choose early graduation will be allowed to participate in the spring graduation ceremonies but will be considered alumni for all student activities except for prom and senior trip.

In Addition:

- The student must be in a position to graduate without complications.
- The student must file an application with the counselor prior to the beginning of the eighth semester.
- Classes must meet on consecutive hours each day.
- When classes are over, students must leave the campus unless they have permission from the administration.
- To be eligible for athletics and activities, the student must be enrolled and attending five new classes each semester (excluding Rise Above).
- Once a student has enrolled in a class and begins attending, he/she is not allowed to drop the class in the middle of the semester.
- The student is responsible for turning in required career portfolio work, which will be housed in student services.
- Part-time students will forfeit any possible valedictorian and/or salutatorian status.

Alternative Education Program

The Alternative Education Program of Osawatomie High School is presented in two separate phases. The main purpose of Phase I is an intervention to keep at-risk students in school. Phase 2 is to encourage students who have dropped out to return to the classroom to complete credit for a high school diploma. Students requiring an alternative program who are also in a special education program will continue to be served at the East Central Kansas Academy alternative program.

Program Goals

- Decrease the dropout rate of Osawatomie High School Students.
- Provide students with a positive academic experience to increase their self-confidence.
- Maintain improved learning skills on an independent level.
- Improve attendance.
- Provide students with academic skills necessary to be literate citizens.
- Improve graduation rate.

Phase I Criteria

- Students who are disruptive in the traditional school setting.
- Students who have repeated and failed classes are required for graduation.

Phase 2 Criteria

- Students who have dropped out of school and want the opportunity to earn a diploma without returning to a traditional school day.
- Students who are behind in credits and need to earn credits to graduate with their classmates.

Student Selection/Placement

Students will be placed in the program by a selection committee consisting of the high school principal, assistant principal, counselor, and the program's coordinator.

Phase 1 Program Design

8:00 to 3:00 - Participation will coordinate with the High School Bell Schedule. Students will be assigned classes from the course offering of a computer program. Class assignments will be made on an individual basis according to the graduation requirement needs of each student. The computer program instruction may be supplemented with offline work to align with the Osawatomie High School curriculum.

Phase 2 Program Design

8:00 to 5:00 - Participation will be on a contract basis. Students will contract work (instruction) times to complete the requirements for graduation. Credits will be earned by completing both computer instruction online and offline requirements necessary.

Support Staff

The program will be served by paraprofessional(s) under the supervision of the program coordinator. The coordinator will be responsible for providing the individualized plans of instruction for the participants.

Student Expectations

Student participants will be expected to maintain the following standards to remain in the computer program:

- Regular Attendance
- Show respect for instructors, other students, and school property
- Follow the prescribed instructional plan
- Be an active participant in the class
- Maintain a certain 2.0 GPA or Above

Alternative Student Behaviors

All standards and expectations listed in the Student/Parent Handbook and Student Code of Conduct apply to all students enrolled at Osawatomie High School including Alternative Education Programs. Students enrolled in Alternative Schools must adhere to the Code of Conduct including behaviors such as substance use/possession, gross disrespect, defiance, and more (See Student Code of Conduct).

Assessments / Standardized Tests / End of Course Exams

Exams are given each year to evaluate growth the student has experienced and to continually evaluate Osawatomie USD #367 curriculum. Final exams are given to all students in all courses.

Grades 9-12	Final Exams (all courses)
Grade 9	Pre-ACT (required by all freshmen)
Grade 10	State Assessment - English Language Arts, Math
Grade 11	State Assessment - Science, HGSS
Grade 11	The PSAT (optional)
Grade 11	ASVAB (optional)
Grade 11	ACT (optional)
Grade 11	Work Keys (optional)

College Entrance Exams

2026 National Test Dates Schedule

Test Date	Regular Registration Deadline Late Fee Applies After This Date	Late Registration Deadline	Photo Upload and Standby Deadline
September 6, 2025	August 1	August 19	August 29
October 18, 2025	September 12	September 30	October 10
December 13, 2025	November 7	November 24	December 5
February 14, 2026	January 9	January 23	February 6
April 11, 2026	March 6	March 24	April 3
June 13, 2026	May 8	May 29	June 5
July 11, 2026*	June 5	June 24	July 3

*No test centers are scheduled in New York for the July test date.

Career Education

Career education is a developmental process designed to help students prepare for life roles in the family, the community, occupations, and avocations. Career education enables students to examine attitudes, interests, aptitudes, and abilities to relate them to career opportunities and make valid decisions regarding further education and future endeavors. At the secondary level, it will incorporate career exploration, career guidance, and vocational training opportunities, with the latter designed to equip students to enter postsecondary training for occupational areas, and/or enter specific occupations directly out of high school.

Job Shadowing

Through a job shadow, students will have the opportunity to observe what a job/career is like in the workplace by visiting the actual work site. This allows students to gain a better understanding of various careers and may begin to make connections between their skills and interests in the career. Ultimately, the job shadow will help students make decisions on their education and career choices.

Classes for College Credit (Dual Credit)

College classes are offered in conjunction with area colleges and universities. Students receive college credit as well as high school credit.

Class Rank

A student's class rank is determined by computing the student's points earned cumulative GPA to date.

Grade Cards / Progress Reports

Grade reports are available to parents/guardians at parent conferences, the end of the semester and/or upon request. Students and parents can access current grades online through the Parent Portal by using an ID and password.

Progress reports are given as a reference to students and parents to indicate the student's progress at that point in time. Semester grades are the final grade for the course. The semester posting of grades is the official record of how each student has done in the course. These records are placed on the permanent record of the student and may be requested by colleges, universities, vocational schools, and prospective employers.

Grading Scale

A+ 97-100%

A 93-96%

A- 90-92%

B+ 87-89%

B 83-86%

B- 80-82%

C+ 77-79%

C 73-76%

C- 70-72%

D+ 67-69%

D 63-66%

D- 60-62%

F 59%

Late Work Policy

- To encourage responsibility and academic accountability, the following policy will be applied to all late assignments:
- **1 Day Late** – 10% deduction
- **2 Days Late** – 20% deduction
- **3 Days Late** – 30% deduction
- **4 Days Late** – 40% deduction
- **5 or More Days Late** – Assignment receives a **0**

Additional Notes:

- The deduction is based on the total points possible for the assignment.
- This policy applies to all assignments unless otherwise stated by the teacher.
- Exceptions may be made for excused absences or extenuating circumstances, in accordance with school policy. Students must communicate with the teacher as soon as possible.

Graduation Information

Graduation Requirements (USD #367)

Graduation Requirements to receive an Osawatomie High School diploma student must complete 25 credits for graduation.

All students who have successfully completed the graduation requirements for an Osawatomie High School diploma and are in good standing (the student has paid fees, fines, or all financial obligations, and fulfilled all disciplinary obligations) may participate in graduation exercises. Students will not walk or receive their diploma until all requirements are met. Students should meet with their counselor to make sure they are meeting these requirements.

**Graduation requirements and grading scales for a student with a disability may be determined according to the student's Individualized Education Program (IEP).*

CREDIT REQUIREMENTS	
ENGLISH LANGUAGE ARTS	4
MATH	3
SCIENCE	3
SOCIAL STUDIES	3
PHYSICAL EDUCATION	1
PERSONAL FINANCE	0.5
BUSINESS ECONOMICS	0.5
BUSINESS COMMUNICATIONS	0.5
FINE ARTS	1
ELECTIVES	8.5
TROJAN TIME (Skills, Drug & Character Education, Career Planning)	0.5 Each Year
INDIVIDUAL PLAN OF STUDY	Electronic Portfolio
TOTAL REQUIRED CREDITS	25

Graduation Requirements (Kansas State Diploma)

All students are required to have 21 credits. This diploma meets the minimum state requirements. These students will not graduate with their class, be OHS alumni, or be on the hall picture composite.

English Language Arts	4 units
Science	3 units
Math	3 units
Social Studies	3 units
Physical Education	1 unit
Personal Finance	1 unit
Fine Arts	1 unit

Kansas Scholars Curriculum

While specific high school courses are no longer required in the qualified admission process, the Kansas Board of Regents has identified the Kansas Scholars Curriculum as the recommended pre-college curriculum. Students planning on pursuing a university education directly after high school will likely be best prepared by following the prescribed course sequence. In addition, students completing the Kansas Scholars Curriculum will have one stop toward eligibility for the Kansas State Scholarship.

CREDIT REQUIREMENTS	
ENGLISH LANGUAGE ARTS	4 (must be taken each year of high school)
MATH	4 (Algebra 1, Algebra 2, Geometry, & one credit with Algebra 2 as a prerequisite)
NATURAL SCIENCE	3 (must take Biology, Chemistry, & Physics)
SOCIAL STUDIES	3 (must include US History, Government, & World History)
FOREIGN LANGUAGE	2
CRITERIA PER INSTITUTION	
EMPORIA STATE UNIVERSITY	ACT score of 21+ or a cumulative GPA of 2.25+
FORT HAYS STATE UNIVERSITY	ACT score of 21+ or a cumulative GPA of 2.25+
PITTSBURG STATE UNIVERSITY	ACT score of 21+ or a cumulative GPA of 2.25+
WICHITA STATE UNIVERSITY	ACT score of 21+ or a cumulative GPA of 2.25+
KANSAS STATE UNIVERSITY	ACT score of 21+ or a cumulative GPA of 3.25+
KANSAS UNIVERSITY	ACT score of 21+ or a cumulative GPA of 3.25+ OR an ACT score of 24+ or a cumulative GPA of 3.0+
***For all institutions except KU, a cumulative GPA of 2.0+ is required for any college courses taken while in high school. KU requires a GPA of 2.5+.	

Graduating with Honor

Each students' final GPA will be truncated to determine honor level.

Beginning with the class of 2025, new criteria will be used to determine the valedictorian.

- Criteria 1 - Meet the requirements for the Kansas Scholars Curriculum
- Criteria 2 - ACT score

Honors Cords

Beginning with the class of 2023, students may wear recognition cords at the graduation ceremony for the following honors/reasons:

Summa Cum Laude: 4.0 and up

Magna Cum Laude: 3.8 - 3.9

Cum Laude: 3.5 - 3.7

National Honor Society

Tribal regalia

****No other recognition cords will be allowed during the graduation ceremony without prior administration approval.***

Graduation Day Speeches

The valedictorian and salutatorian will be eligible to submit a speech for graduation day. The administration will approve the speech entered, and if approved, the speech **may** be presented to the class at the graduation ceremony.

Incomplete Grades

Students who fail to complete a course within the grading period will receive an “F” on their grade report.

Individual Plan of Study

All Kansas students will develop an Individual Plan of Study (IPS) based on their career development and interests. An IPS is both a product a student develops and a process the school implements to guide students in developing future plans. A student's IPS is developed cooperatively between the student, school staff members, and family members.

There are four minimum components of a student's IPS:

- A graduated series of career interest inventories to help students identify preferences towards career clusters
- Eighth through Twelfth-grade course-builder function with course selections based on career interest
- A general post-secondary plan (workforce, military, certification program, two- or four-year college
- A portable electronic portfolio

Multi-Tiered Systems of Support

Osawatomie High School believes that all students can be successful. To help ensure the success of our students, Osawatomie High School has implemented a Multi-Tiered Systems of Support (MTSS) program with required interventions. All students are supported at OHS. It is important that all students feel they have a support network while at Osawatomie High, and our MTSS system helps ensure this process. Appropriate interventions are determined by the OHS PLC teams and classroom teachers. These interventions may include but are not limited to:

- MTSS referrals
- Trojan Time
- Mentoring
- Classroom pullouts
- Before and after-school contracts
- Other interventions based on student needs

If these interventions are not successful, more intensive interventions may be required which include:

- At-Risk Program
- Online learning
- Tutoring
- Alternative schedule and/or placement

National Honor Society

Membership in the National Honor Society is an honor bestowed upon a student. The National Honor Society is a prestigious organization predicated on service to the school and community by students who exhibit the highest standards of scholarship, leadership, character, and service. Those students inducted into the organization must have demonstrated scholarship, leadership, character, and service throughout their high school matriculation and be willing to continue that service through their graduation from OHS.

Selection for membership is by a majority vote of the faculty council following the completion and submission of student activity information packets and letters of recommendation. The faculty council consists of five faculty members as chosen by the advisor and principal. During the selection process, the student's identity is withheld from the faculty council to ensure complete anonymity and to remove any potential bias.

Membership

To be eligible for membership, the candidate must be a member of either the junior or senior class and must have a cumulative grade point average of 3.75 or higher. Academic Eligibility does not ensure induction. Candidates will also be evaluated based on service, leadership, and character. Once selected, members have the responsibility to continue to demonstrate the above qualities.

Juniors and seniors who are interested in applying for induction must attend an application meeting. The induction ceremony will be scheduled for the end of February or the beginning of March.

Obligations of Membership

With induction into the National Honor Society, a member assumes certain obligations as outlined by the local chapter. First and foremost, all members are expected to maintain the standards that were used as the basis for their selection. Students are required to complete hours of community service each school year. Service hours must be approved ahead of time and will be verified after students turn in the form.

Two Year Members

A minimum of 5 hours must be completed by the end of their first school year.
A minimum of 20 hours must be completed before graduation.

One Year Members

A minimum of 10 hours must be completed before graduation.

Dismissal

Members who fall below the standards that were the basis for their selection will be warned in writing by the adviser and given a reasonable time to correct the deficiency. Members who fall below the standards a second time will be dismissed. In the case of a flagrant violation of school rules, the law, or engagement in any illegal activity (on or off campus) the student shall be considered for dismissal.

The Faculty Council in compliance with the rules and regulations of the National Honor Society shall determine the procedure for dismissal. Failure to meet deadlines may result in a faculty council meeting and could lead to dismissal from the NHS.

In conclusion, it is important for parents and students to remember that membership in the National Honor Society is both an honor and a responsibility. Membership is not granted to everyone. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

Parent Portal

Skyward Parent Portal is offered to allow parents to securely access unofficial information about their child's schedule, attendance, report cards and transcripts.

Special Services Courses

It is the policy of the Osawatomie USD #367 to provide a free and appropriate education for students with disabilities, including those who need special education and related services. Special Services Courses require an Individual Education Plan (IEP).

Technical Center Education Programming

Vocational training programs shall be an integral part of the comprehensive high school concept. These programs shall provide students with the basic skills to enter the world of work, to obtain additional vocational skills and/or to continue their formal education. Vocational education, as a core component of comprehensive education, will share with other aspects of the high school curriculum in the development of character, attitudes, and work skills.

Off-Campus Programs

FHTC Automotive Careers

NCCC HVAC Careers

NCCC Welding Careers

FSCC CNA Careers

FSCC Criminal Justice Careers

FSCC Water Technologies

The cost for each program will be \$100 for each year. Junior and senior students have the option to enroll in a program. Students must ride school transportation to and from the off-campus program.

Students participating in a pathway program may earn embedded credit(s) in particular classes depending on the program. The students can earn "technical credit(s)" in the following areas. Technical credits do not meet the Kansas Board of Regents requirements for college admissions but will meet the graduation requirements from Osawatomie High School in a specific subject(s). For students to earn embedded credit(s), students must:

- complete the pathways program successfully
- be on track for graduation.

PROGRAM	LENGTH OF PROGRAM	TECHNICAL CREDITS	CREDIT AVAILABLE
FHTC Automotive NCCC Welding NCCC HVAC	2 years	Math ELA Science	0.25 per semester 0.25 per semester 0.25 per semester
FSCC Criminal Justice	1 year	History Elective ELA Science	0.25 per semester 0.25 per semester 0.25 per semester
FSCC CNA	1 year	Science	0.5 per year
FSCC Water Technologies	1 - 2 years	Math Science	0.25 per semester 0.25 per semester

SECTION 3: ATTENDANCE

Attendance in school is viewed as a necessary priority if students are to see success within the classroom. Osawatomie High School feels punctuality and attendance are the responsibility of the student. The development of responsibility among students is a prime objective of the school staff as they work with parents in the community.

Osawatomie School District attendance expectations for all students is at least 90% attendance.

Absence from class will be treated as a void from a potential learning experience. Daily class attendance is important because some educational experiences cannot be duplicated in make-up work.

Types of Absences

The school administration will classify absences into three categories:

1. School Activity: School related event or reason that does not count as a student absence.
2. Excused: Parents notified school within two days of absence with valid reason for absence.
Examples of Excused Absences
 - A. Personal illness - A physician's note may be required for chronic or excessive absenteeism.
 - B. Serious illness or death of a member of the family or close friend
 - C. Obligatory religious observances of the student's own faith
 - D. Participation in a school-approved student activity
 - E. Verified physician or dentist appointments
 - F. Court appearance
 - G. Emergency situations requiring immediate action
 - H. An absence which has been requested in writing and approved in advance by the building administration.
3. Unexcused: No valid notification given by parents to school within two days of absence, students will be assigned a disciplinary action.

Student Absences

Students who are absent from school will have 1 day plus 1 to complete assignments from when they are absent. After that time students will be deducted 10% for every day the assignment is late up to 5 days and a zero will be assigned unless the student has made arrangements with their teacher.

Release from School

After a student has reported to school, he/she is not to leave at any time, except after reporting to the office and receiving permission. Parents or guardians of the student must be contacted before the student will be allowed to leave. Students will not be allowed to take students home. Under no circumstances can students leave school without prior approval of the principal's office. Failure to comply will result in an unexcused absence and disciplinary action.

Skippping School

Skippping school is defined by Osawatomie High as:

1. Not attending school after leaving home to do so.
2. Leaving school without permission from the office.
3. Not attending a class the student is enrolled in without a legitimate pass to do so.
4. Leaving class without permission.
5. Unexcused absences from school.

In the event a student skips school, the following procedure will be followed:

1. Students will be assigned a disciplinary action from the OHS administration.
2. Repeated violations will result in increasing severity of disciplinary action.
3. Habitual violators will be referred to the Miami County Attorney for truancy prosecution.

Excessive Absences/Truancy

If a student plans to receive maximum learning experiences, these learning experiences have to be based on 100% attendance. Research has shown that participants in academic and laboratory classes should be in active attendance not less than 90% of the time for satisfactory academic results.

A student who has exceeded eight (8) excused and unexcused absences per semester in a class shall be defined as having excessive absences. At this point, the student and their parents/guardians will be notified that all future absences will only be excused for one of the following reasons listed below:

1. Illness or a visit to a doctor's office that is confirmed by a doctor's note.
2. Funeral of an immediate family.
3. Court hearing that requires the presence of the student.
4. Absences that are approved by the building principal prior to the absence.

Student absences that are not excused for one of the reasons above will result in disciplinary action against the student. Students with excessive absences, will be referred to the county attorney for truancy.

Tiered System of Support for Attendance:

Tier I: Building Administration will monitor all students' attendance. All buildings will call each day that a student is absent.

Tier II: Building Administration will monitor the attendance of students for which they have attendance concerns reaching the 10% threshold, and parent contact will be initiated.

Tier III: If excessive absences continue, the student will be referred to the Building SAT team. A SAT Team meeting with parents will occur to find solutions.

Tardiness

Tardiness to school or to class causes a disturbance to the learning environment. Unexcused tardies will be subject to the following policy:

Unexcused tardy Policy

- 3-6 **unexcused tardies** during a semester, will receive a Tier 1 intervention and communication to the parent/guardian and be documented in Skyward from each classroom teacher.
- 7-8 **unexcused tardies** during a semester, will Category 2 Code of Conduct Consequences range from office/after school detentions, parent conference, behavior contract etc.
- 9-10 **unexcused tardies** during a semester, the student will be assigned, by the administration, any Category 2 and Category 3 Code of Conduct consequences ranging from after school detention, loss of privilege's, to In-School Suspension, student behavior contract etc.
- 11 plus **unexcused tardies** during a semester, the student will be assigned, Category 2 and Category 3 Code of Conduct consequences ranging from extended In-School Suspension, Out-of-School Suspension, reported for Truancy, review for alternative interventions or support services.
- Parents will be notified at each level of consequence.
- If a student is more than 10 minutes late for a class without an excused pass, it will be counted as an unexcused absence.

Arriving at School

Students arriving at school after the final morning bell must report to the office. Failure to sign in will result in the student being marked absent until such time he or she does sign in. All doors will be locked at 8:00 am with the exception of the front doors by the office. You will have to enter through those doors for the remainder of the day. Upon arrival at school, students will be allowed to be in the lunchroom or the halls with lockers in them. Nowhere else is permitted.

Advance notice of Absence

Advance make-up work may be given by teachers to students who need to be gone. However, it will be the student's responsibility to plan ahead and forewarn each instructor of a planned absence. Class work is to be made up prior to leaving if possible.

Notifying the School

Parents are requested to call the school before 9:30 am when a student is absent. If parents do not call, the school will call the parent throughout the day. All students whose absence has not been accounted for by phone must report to the office the next day with a note from their parents. Otherwise, the absence will be recorded as unexcused.

Professional Appointments

Parents are urged to schedule all medical and dental appointments outside of regular school hours. WE feel strongly that student class time should not be interrupted by non-emergency appointments and would appreciate parental cooperation in this matter.

Attendance-Perfect and Exceptional

To earn perfect attendance a student must be neither absent nor have excessive tardiness from any class for the entire school year. Exceptional attendance is awarded when a student is not absent for more than one school day.

SECTION 4: STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

Please scan the QR Code or enter the Google hyperlink to view the full Student Code of Conduct Handbook.



Code of Conduct...OSD 367-C2024-2025 Final 7-14-25

<https://docs.google.com/document/d/17Aprb5qWhXSlpwT2F-5iKHfMf90jt6Ur/edit?usp=sharing&ouid=114686983100660231933&rtpof=true&sd=true>

STUDENT CODE OF CONDUCT

Ensuring a safe and positive learning environment is our district and community's foremost commitment. The Board of Education has established a Code of Student Conduct that all schools are expected to uphold, and every student is expected to adhere to. We encourage families to review this important information together at home. Should you have any questions or need further details regarding these policies, please reach out to your school administrators.

In addition to these policies, Osawatomi Public Schools promotes positive expectations and fosters supportive experiences emphasizing kindness, compassion, and leadership among students. Our Student Guiding Principles of Trojan Pride: **R**espect, **I**ntegrity, **R**esponsibility, and **P**erseverance are defined and modeled daily. We strive to create an inclusive environment where every student, regardless of differences, feels respected, accepted, and safe.

We value the dedication of our students and families in supporting our mission to uphold safe schools and enhance emotional well-being. Our community is committed to ensuring that every school is "A Safe School for All."

Mission and Beliefs:

The mission of the Osawatomi School District K-12 Student Code of Conduct is to cultivate an educational environment that promotes academic achievement, personal growth, and social responsibility. We are dedicated to ensuring that every student feels secure, respected, and valued. Through clear behavioral expectations and equitable enforcement of rules, we aim to foster a school community where students thrive, forge positive relationships, and prepare responsibly for their futures.

Students are encouraged to always act with **Trojan Pride**. All interventions and consequences are at the discretion of the administration. The maintenance of good discipline is essential to the educational process and is the dual responsibility of home and school. To ensure maximum educational benefits for all students, each student has the responsibility to know and abide by the rules and procedures of the school, and repeated unacceptable behavior infringes upon the rights of each student to learn.

Trojan Pride:

Teamwork—Working collaboratively with others towards common goals.

Respect—Showing consideration and regard for oneself and others.

Oppportunity—Embracing chances for growth and development.

Joy of learning—Finding happiness and fulfillment in acquiring knowledge.

Achievement—Striving for and celebrating personal and academic success.

Nurturing—Providing a supportive and caring environment and looking out for each other.

Perseverance—Persisting through challenges and difficulties.

Responsibility—Taking ownership of one's actions and obligations.

Integrity—Acting honestly and ethically in all situations. Even when no one is looking.

Diversity—Valuing and respecting all differences among individuals.

Excellence—Pursuing the highest standards in all endeavors.

BELIEFS: We Believe...

- All children can learn.
- A quality education enables students to acquire skills, learn knowledge, and develop necessary abilities and behaviors to succeed in all stages of life.
- Education is the shared responsibility of every student, parent, teacher, staff and community member.
- All children and adults must have high standards for themselves and have high expectations for others.
- Education must develop and nurture respect and dignity for self and others.
- A safe environment is essential to a quality education.

Parents or legal guardians of students are responsible for the actions and conduct of their children on and off school premises. Other agencies, such as the police department, juvenile department, and the courts have responsibilities, either defined by law or by the purpose of the agency, to assist juveniles whenever possible.

Teacher/Staff Authority

Each teacher has the responsibility and the authority to establish a classroom atmosphere which is conducive to learning. Whenever a student is creating a disturbance, the teacher should make every reasonable attempt to correct the student's behavior. If the student fails to respond to the teacher's directives, the student will be sent to the administrative office to confer with the administration. Failure to report to the office will result in mandatory assigned discipline. If a student is asked to leave class, it is his/her responsibility to go directly to the principal's office. Students have a responsibility to follow the instructions of all teachers and staff, even if they do not have a class with that teacher or staff member.

USD 367 believes in a safe and secure environment for students and staff. Student abuse of district staff physically will not be tolerated. Abuse of staff, both verbally and electronically, may not be tolerated.

For the first offense, a student will be out of school and suspended for five school days. A second offense will result in a ten-day out-of-school suspension. A third offense will result in expulsion for 180 school days. All the above actions are at the discretion of the building principal/superintendent and legal counsel.

Early Interventions for Low-Category Behaviors:

The Behavior Intervention Support Team (BIST) Model is an approach designed to help students make better behavior choices and create a positive learning environment. Here are the key components:

1. Early Intervention: Addressing behavior issues promptly to prevent escalation.
2. Caring Confrontation: Teachers and staff use calm, non-punitive language to address inappropriate behavior.
3. Accountability: Students are encouraged to take responsibility for their actions and understand the impact on others.
4. Safe/Calming Seat: A designated area where students can go to calm down and reflect on their behavior before returning to the classroom.
5. Processing: Students discuss their behavior with an adult to understand what went wrong and how to make better choices in the future.
6. Support Plan: Develop individualized plans for students who need ongoing support to improve their behavior.
7. Focus on Relationships/Repairing: Building strong, positive relationships between students and staff to create a supportive school environment.

The BIST Model aims to create a consistent and supportive approach to behavior management, helping students learn from their mistakes and develop self-regulation skills.

Student behaviors that continue to disrupt learning will result in an office referral. The Student Code of Conduct provides four categories of behaviors and progressive consequences. Below is a brief list of key policies and sections covered in more detail in the Student Code of Conduct (direct link is found above).

Further information is provided in the Student Code of Conduct regarding:

- **Harassment/Discrimination**
 - Sexual Harassment (board policy JGEC)
 - <https://meetings.boardbook.org/Public/File/2595?file=eda526db-81b2-4a24-93f4-89a16bf3416b>
- Bullying (board policy JDDC)
 - <https://meetings.boardbook.org/Documents/FileViewerOrPublic/2595?file=c78a9a10-920b-46db-ac2c-ecfb6abd89c2&isFromMeeting=False>
 - JDDC Bullying Plan:
 - <https://meetings.boardbook.org/Public/File/2595?file=dc5808a1-d686-47ef-b72e-2db212bf7dfa>
- Due Process
- Search Seizure
- Dress Code
- Cell Phone Policy
- Interventions (BIST, Detentions, Suspensions, Dress Code, Cell Phone Policy etc)
- Conduct Definitions
- Assigned consequences for behavior

Key District Policies

Sexual Harassment JGEC

(See GAAC, GAAD, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The Director of Curriculum and Instruction, 1200 Trojan Drive, Osawatomie, Kansas 66064, 913- 755-4172 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. The “complainant” means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is

filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has the responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias.

Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of

the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known
- the conduct allegedly constituting sexual harassment; and
- the date and location of the alleged incident, if known.
- An explanation of the district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;

- Address any district policies and/or conduct rules which apply to the facts;
- A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

A copy of the written determination shall be provided to both parties simultaneously. The range of disciplinary sanctions and remedies may include, but may not be limited to,

supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed.

The appeal decision-maker will describe the result of the appeal and the rationale for the result. The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give an opportunity to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

- The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:
 - The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
 - At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;
 - The parties voluntarily and in writing consent to the informal resolution process; and
 - The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator.

Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved: 3/6/23

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18; 6/20; 7/20; 6/21; 9/22

SECTION 5: STUDENT INFORMATION/SERVICES

Announcements

The primary means of communication with students about school-related activities is through announcements. Announcements will be read daily. If you have something to put in the announcements, it must be approved by one of the administrators and then turned into the principal's secretary before the start of the school day on the day that you would like it to be announced. All other announcements must be submitted by an activity sponsor or faculty member.

Arrival/Departure and Supervision

It is recommended that students not arrive at the building before 7:30 a.m. Students should leave the building by 3:15 p.m. unless they are being supervised by a staff member. All doors will be locked at 8:00 a.m. Students must enter through the front doors for the remainder of the day. Once students enter the building in the morning, it is expected that they stay in the building unless being checked out by a parent/guardian.

Assemblies

Assemblies are an opportunity for staff and students to gather, learn, and build school spirit. Students are expected to conduct themselves in a considerate, respectful, and responsible manner. All assemblies are required, and students will sit in an assigned area. Students who fail to attend assemblies will be subject to the discipline policy.

Cafeteria

Students eating in the cafeteria have several food options available to them daily. Breakfast is available each morning. To maintain a pleasant environment in the cafeteria, students are asked to return all trays, and make sure their table is clear of garbage. Students are also expected to exercise polite, courteous behavior at all times. Students may be asked by the supervisors to help clean the area where they are eating. Students are expected to cooperate and provide assistance when asked.

College Visits

Students with Junior and Senior status may take a total of six college visits (two as a junior and four as a senior) if the student completes the **Planned Absence Form** prior to the visit and provides proof of the visit to the school counselor once they return. Pre-approved college visits do not count against attendance contracts.

Dances and Special Events

School dances and special events are limited to high school students. If an OHS student is on the ballot, they may bring a guest who is no more than one year removed from high school to homecoming by filling out the dance request form and turning it in by the due date.

For prom, out-of-school dates must be less than 21 years of age (20 years old or younger), provide a photo ID, and be approved by the administration.

In order to attend dances at OHS, you must be a high school student in good standing.

Good standing may include:

- No major discipline offenses
- Not under suspension
- All fines and fees paid (prom)
- All discipline served
- Must be signed up by the deadline

Deliveries

All deliveries for students may be held in the main office until the end of the school day. Students are not allowed to have food delivered to the school.

Driving and Parking

Parking on the school property is a privilege, not a right.

Requirements to drive to and park at OHS:

- Student must have proper licensure
- Student must register the vehicle and license plate information with the office
- Students are only allowed to park in the approved student-level lots
- Driving of vehicles in a careless or reckless manner is strictly forbidden (privileges may be revoked)
- Speed limits on school property shall not exceed 10 miles per hour (privileges may be revoked)
- Once students arrive and park at school, students are expected to enter the building and stay on campus

**Students with repeated violations may have parking privileges revoked.*

The school retains the authority to conduct routine patrols of any vehicle parked on the school property. The interior of a student's vehicle on school property may be searched if the school administration has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or school district policy.

Fees/Fines/Waiver of Fees

All students are expected to pay various fees. A schedule of fees is included in the registration packet and available on Skyward. Those students whose families are eligible for a fee waiver may apply for a reduction or waiver of required fees. This waiver does not carry over from year to year but must be completed annually. Waiver forms are available in the main office and during enrollment. Students will be assigned fines for situations such as damage or loss of textbooks, overdue materials from the library, damage to school property, or general vandalism.

Food and Drinks

Reasonably sized water bottles are permitted. Students are not allowed to order food, and have it delivered to the school.

Fundraising

Students may raise funds for school-sponsored events on school grounds following approval from the school's administration. Fundraising by students on school grounds for other than school-sponsored events organizations is not allowed. All money raised in the name of the school becomes the property of the school club, organization, or district. The administration will coordinate all fundraising activities. The club sponsor and the bookkeeper must account for all fundraising money. Students failing to turn in money earned in the name of the school will have their names turned over to the school resource officer for appropriate action that may include charges being filed by the county attorney.

Hall Passes

The school will utilize a digital hall pass system (E-hall pass) for student travel during the school day. Students in the halls during class time must have a valid e-hall pass. A student in the halls during class time without a pass and appropriate identification will be subject to the school's discipline plan.

Library

The purpose of the library is to support student learning. Many different services are offered including computers, printing, research materials, and help desk. The library is a place for collaborative group work, testing, and independent study. Students must follow the expectations and procedures when using the library.

Lockers

Academic lockers, PE lockers, athletic lockers, and combination locks will be issued upon student request for the new school year. **Students are to remain in their assigned lockers.** Lockers should be kept locked at all times. Students are cautioned against giving their combination to other students because of the increased probability of lost or stolen items. Each student is responsible for keeping his/her assigned locker clean. Damages caused by misuse of tape, etc. will be charged to the student. Any locker malfunction shall be reported to the main office. At the conclusion of the school year all lockers will be cleaned by the student and all materials will be removed immediately. If materials are left after the conclusion of the school year, they will be donated to a charitable cause. Students will return their combination locks to the main office at the end of the year during locker clean-out. A \$20 fine will be charged to any damaged or missing combination locks.

Lost and Found

A lost and found table is located on a table near the cafeteria. Unclaimed items will be donated periodically.

Schedule Changes

Every attempt is made to offer courses to students as requested by students at pre-enrollment. If conflicts develop, the student's alternative courses from their course enrollment form may be used. Students may request a schedule change with their counselor during the first three days of the semester. Schedule change requests after the first three days of the semester will require the approval of the principal. Students must maintain a full schedule of classes.

Student Leadership

The Student Council is a representative organization that meets specific needs of students through service, free discussion, and communication. The Student Council promotes student participation in the solution of problems that affect the student body.

Transcripts

Semester marks are recorded on the student's permanent record card. The semester marks represent the grade earned by the student for the entire semester's work. Students who wish to have transcripts (copy of permanent record card) sent to colleges for admission purposes should submit the online Transcript Request Form.

Visitors

All visitors must enter through the front doors of the building and report to the office. No visitors are allowed without the permission of the administration.

SECTION 6: TECHNOLOGY

Vision

USD #367 offers a comprehensive system of technology. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.

USD #367 assumes responsibility for the management of structure, hardware, and software that allows users access to information technologies for educational purposes. District equipment includes (but is not limited to) laptops, computers, printers, scanners, networks, video and audio recorders, cameras, photocopiers, and telephones. Software includes all computer software. Networks include (but are not limited to) all voice, video, and data systems, including the district's internal network and their connection to the internet.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with the educational objectives for USD #367. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review all technology systems accessed by users. Such monitoring may be conducted without notice. Acting as agent of USD #367, the administration will determine whether specific use of the technology systems is appropriate and consistent with this acceptable use policy. The use of district technology systems is a privilege and may be revoked at any time. USD #367 is not responsible for any actions taken by the users that is not in line with educational objectives.

Student Chromebook Loan Agreement

Students and parents need to review the following:

- Key Technology Messages
- Student Laptop Regulations
- Technology Acceptable Use Policy Agreement
- Student Chromebook Loan Agreement

Chromebook Borrowing Policy

Students may borrow one chromebook and one charger per semester without repercussions.

- Borrowed chromebooks/chargers must be returned the same day they are borrowed.

There will be progressive consequences for failure to return chromebooks and or charges up to loss of technology privileges.

OSAWATOMIE PUBLIC SCHOOL CELL POLICY

Purpose:

The purpose of this policy is to ensure that the use of cell phones and other electronic devices does not interfere with the educational environment that interferes with classroom instruction and to promote responsible use of technology.

Cell Phone General Guidelines:

High School (9-12)

High School students who are in good standing are extended the privilege of possessing personal **electronic devices** (cell phones, music devices, games, etc.). Cell phones and personal electronic devices are allowed on school grounds during designated times:

- Before and after school,
- During passing periods
- During lunch.
- Phones must be turned off and stored away during class time unless a teacher permits use for educational purposes.

Student will be required to place their cell phone in the phone holder when they enter each classroom:

- **Their phones must be turned off or placed on silent and placed in the phone holder in each classroom until the end of the class/instruction.**

Prohibited Use (All grades)

- Use of cell phones to cheat, harass, or bully.
- Recording or photographing without explicit permission.
- Use of cell phones in restrooms or locker rooms.

Classroom Consequence for Cell Violations:

1. First Offense: Verbal warning
2. Second Offense: Confiscation of the phone, FOCUS Seat/Teacher/Student Conference and picked up at the end of class
3. Third Offense: Confiscation of the phone, parents/guardians pickup from the office

Refusal to comply will result in administrator confiscation of the phone, a meeting with parents/guardians, and additional disciplinary actions such as detention or loss of privileges, daily check-in etc.

Emergency Use:

- In case of an emergency, students may request permission to use their cell phone from a teacher or administrator.
- **Parents are encouraged to contact the school office for urgent messages to students.**
 - **In the event of an emergency, the student will communicate with the classroom teacher for permission to step into the hallway to answer the call and promptly return to class.**

Exceptions of Use:

- Exceptions to this policy may be made for students with special needs or medical conditions requiring immediate access to a cell phone.

Plagiarism / Student Use of Artificial Intelligence (AI)

Academic dishonesty includes but is not limited to, cheating, fabricating or falsifying information or sources, improper collaboration, submitting the same paper for different classes without permission, and plagiarism. Plagiarism is an act of literary theft and is therefore considered an act of academic dishonesty. Plagiarism is defined as the act or instance of using or closely imitating the language, work product, and/or thoughts of another author without authorization obtained or credit given. It involves the passing off or submission of another author's work as one's own. This includes the use of AI technology. This includes but is not limited to, submitting assignments digitally or via hard copy.

All of the following are considered plagiarism:

- **Turning in someone else's work as your own.**
- **Copying words or ideas from someone else without giving credit.**
- **Failing to put a direct quotation in quotation marks.**
- **Giving incorrect information about the source of a quotation.**
- **Changing words by copying the sentence structure of a source without giving credit.**
- **Copying so many words or ideas from a source that it makes up a majority of your work, whether you give credit or not.**
- **Submitting work generated by AI technology**

SECTION 7: ATHLETICS/ACTIVITIES

Introduction

Taking advantage of programs will be educational, rewarding, and challenging. The Osawatomie High School encourages you to take advantage of as many programs as your time and talent will permit. We encourage students to experience a variety of athletics and activities, rather than specializing in one program. Naturally, due to conflicts in seasons, practice times and schedules, some choices will have to be made by you. If a student would like to participate in more than one sport/activity during a single season, it will be necessary to have the permission of both coaches/sponsors. If either of the coaches/sponsors has concerns and does not grant the student permission, the student must select one sport/activity. Good luck to you as you strive to grow emotionally, mentally, socially, and physically through athletics and activities.

Goal Statement

Student activities are an integral part of the total secondary educational program, providing experiences not otherwise attainable, which will help students to acquire knowledge, skills, and emotional patterns necessary as attributes of good citizenship.

Sport Registration

OHS in accordance with the KSHSAA, requires that all students meet the specific requirements before the athletic season begins to be able to participate in an athletic program.

Requirements:

- Parental Permission
- Physical Examination
- Health Insurance Release Form
- Concussion Form
- Drug, Alcohol, and Tobacco Contract
- All required documents signed and on file in the school office

Varsity Letter Requirements

The coach or sponsor of each activity will determine the requirements for earning a letter. The first time a student receives a letter, he/she will receive a chenille letter (O), the gold pin representing the activity and a gold bar. Students who have previously earned a letter in the activity will only receive a gold bar to represent the year.

Parent Communication

When your child becomes involved in the USD #367 athletic/activity programs, they will experience some of the most challenging and rewarding moments of their lives. USD #367 realizes that both parenting and coaching can be difficult, challenging and ultimately rewarding experiences. By establishing an understanding of each position, we are able to accept the actions of the other and provide a greater benefit to your child. As parents, when your child becomes involved in an athletic program, you have a right to be informed of the expectations that will be placed on your child as a participant. This will begin with clear communication from the coach.

It is important to understand that there may also be times when things do not go the way you or your child wish. At these times, the expectation is that the student-athlete will initiate a discussion with the coach about their concerns. We believe this approach is both the most likely way to a positive resolution, and it is a

valuable learning experience for the student-athlete. Athletic coaches have been instructed to encourage this type of dialogue and to promptly set aside time for individual, private appointments when requested. Below are reminders for parents.

Follow the Communication Chain

- Student-athlete to coach
- Parent to coach
- Parent to athletic director
- Parent to principal

Parents are not allowed in a locker room, dugout, bench, sideline, etc. before, during or after practices and/or contests.

Appropriate concerns for parents to discuss with coaches:

- The treatment of your child
- Ways to help your child improve
- Concerns about your child's progress, behavior and/or grades

Issues not appropriate to discuss with coaches:

- Team strategy
- Play calling
- Other student-athletes

Steps to follow if a concern arises:

- Discuss the issue with your child
- Follow the communication chain
- Encourage your child to discuss the issue with their coach
- Set up an appointment with the coach by emailing them or calling the school office

Transportation to School Events

Athletic and activity trips are educational trips and are considered an important part of the total educational program. The conduct of the traveling team is the responsibility of the head coach or sponsor. Transportation will be provided for all away events. Students are required to ride the school transportation to and from all school events. We understand that special circumstances arise in which the parent(s) and/or guardian(s) need to transport their OWN student home from an event. In this special circumstance, the student's parent/guardian would be allowed to do so by following these procedures:

- Only the parent/guardian can transport their OWN child home from an event.
- After the event, the parent/guardian will sign out directly with the coach responsible (face-to-face conversation and signature).

In case of unusual circumstances, a student may be released to another responsible adult, other than the parents, if prior arrangements with the principal or athletic director have been made. These prior arrangements are:

- The parent/guardian of the student will need to call and then email the principal or athletic director requesting permission. Arrangements for this type of release CANNOT be made at the activity site.

School-Issued Uniforms and Equipment

Each student is responsible for the use and care of the uniform and equipment issued to them for each activity. School - issued equipment shall not be used at any time other than at authorized practices and contests, unless the coach and athletic director give special permission. All uniforms and equipment must be

returned at the end of each season in good condition. At the end of each season, the coach is responsible for providing the athletic director with a list of students who have not returned all of the uniforms or equipment issued to them and/or if the returned uniform or equipment is not in good condition. The athletic director will add a fine for all costs needed to replace the uniform and/or equipment to the student's school debtor list. Students will not be eligible to participate in another sport until all uniforms and equipment have been returned in good condition and/or until the debt is paid.

Prospective College Athletes

Students who want to participate in athletics at the collegiate level, should be aware that the NCAA and the NAIA require students to meet certain high school course and eligibility requirements as well as become registered through the clearinghouse and/or eligibility center. Students should speak to their high school counselor as early as their freshman and sophomore years for more information.

Home Athletic Events

Osawatomie High School takes pride in hosting athletic events in each sport. We welcome all spectators from Osawatomie and other visiting schools. Good sportsmanship and behavior is expected by all students, parents and fans. Designated seating is marked for the home team and visitor team's spectators. We take pride at our sporting events through our efforts and sportsmanship. Members of Trojan Nation do not heckle, yell at, argue with or participate in other negative interactions with game referees, coaches, event staff and/or administrators. OHS event staff will be present to assist and supervise the athletic event crowds. Any spectator who behaves inappropriately or engages in a negative interaction with a referee, coach, event staff or administrator will be removed from the school property.

As a member of the Pioneer League OHS students and spectators will abide by the following regulations:

- No artificial noisemakers
- No booing
- No yelling, pointing, or signaling at officials or decisions
- No negative chants
- All school signs/posters must be positive and approved by the administration
- No stomping of feet or kicking bleachers
- No cheers or noise during the free throws at a basketball game

Athletic Passes

Passes are available for purchase by all individual spectators and/or families. Purchasing an athletic pass will give you free admission to all home games excluding tournaments. Athletic passes may be purchased at the district office or through Skyward.

- Family Pass \$125.00 (immediate household)
- Adult Pass \$50.00
- Student Pass \$25.00
- Golden Age Pass (order through the district office)

Pioneer League Admission Prices

- Adult \$5.00
- K-12 Student \$3.00

Student Guidelines for Participation

Representing OHS in interscholastic athletics/activities is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through the Kansas High School Activities Association and the additional standards set by USD #367 for its own students.

To represent OHS, participants must:

- Be a bona fide student in good standing
- be 18 years old or younger on August 1
- meet all academic eligibility requirements
- be a creditable citizen

Academic Eligibility

For an OHS student to be academically eligible to participate, the student must:

- Have passed at least five subjects taken in the previous semester
- be currently enrolled in five new credits and regularly attending classes

Basic Guidelines for Attendance and Participation for Athletes and Students

- If it is necessary to be absent from practice, the student is expected to obtain permission from the coach prior to the scheduled practice.
- **Students not in school attendance for at least half of the school day (not attending through 11:30 AM) without prior approval are ineligible to participate that day. This includes practices, games, programs, banquets, etc. The exception is when participation is required for a grade. Any student who skips class may not participate on the day that he/she is absent.**
- If a student is assigned an after-school detention, he/she is not allowed to use the excuse of “I have practice, so I can’t stay.” The detention always comes first. The student is responsible for notifying the coach that he or she will be absent from or late to practice.
- Any student who is assigned to Out of School Suspension (OSS) will not be allowed to practice or participate in any event or contest or attend any school activity until the suspension has been served and the student is reinstated by the building principal or his/her designee.

Creditable Citizen

To be a creditable citizen means that the student is in good standing. Students whose conduct and character are satisfactory to the school and district administration would be considered creditable citizens. Students whose character or conduct brings discredit to themselves or to the school are not considered creditable citizens.

Students who are suspended are not considered creditable citizens during the term of the suspension, this includes out-of-school suspensions, long-term and short-term suspensions. Students who are arrested by the police for violations of municipal ordinances or state statutes are not considered creditable citizens. This includes charges for misdemeanor and felony offenses.

Tobacco, Alcohol, Drugs, and Look-alikes

To maintain status as a creditable citizen, students shall not possess, use, consume, sell, distribute or be under the influence of any beverage containing alcohol, any controlled substance, any imitation controlled substance, any steroid or any substance defined by law as an illegal drug; nor shall students possess any drug paraphernalia. These restrictions are in place from the first day of activities to the last day of school for all students enrolled in grades 7-12.

Consequences

Tobacco, Nicotine, Vape Paraphernalia, Alcohol, Drugs (also includes illegal use of prescription drugs)

- 1st Violation: Loss of eligibility for 20% of events
- 2nd Violation: Loss of eligibility until the end of the school year

Distribution of Drugs

- 1st Violation: The student shall be removed from the team and will be ineligible to practice or participate in all activities for 365 calendar days.

To view the full Student Athlete Handbook click on the hyperlink or scan the QR Code

OSAWATOMIE USD 367 StudentAthlete Handbook Google

Link:<https://docs.google.com/document/d/1yln6xSVRi-WBY9oYZZWN4Hh3Ztw8oMUW/edit?usp=sharing&ouid=114686983100660231933&rtpof=true&sd=true>



SECTION 8: SCHOOL SAFETY

Building Security

Everyone shares the responsibility of ensuring the safety of the school building and grounds. Students and staff should never prop open doors. Students should never open doors or allow anyone into the building if the person(s) have not signed in at the main office. Students should report any concerns to a staff member immediately.

Emergency Drills

Drills for fire, weather, and other emergencies are conducted periodically throughout the school year. Please evacuate the building in an orderly manner by following the directions posted in each classroom. Attendance will be taken by the classroom teacher at the designated destination point.

School Resource Officer (SRO)

A School Resource Officer (SRO) is on staff at OHS. This officer is a sworn police officer. The SRO reports to school administrators on school-related matters and to the Chief of Police on law enforcement matters.

The goal of the SRO program is to provide a school-based police officer to serve as a resource and advocate working with school personnel on matters of delinquency prevention; enhancing the relationship between law enforcement, students, parents, and community; and facilitating a team approach to the delivery of community services to families and children at risk.

Security Cameras

Inside and outside school premises are protected and monitored 24 hours a day by closed circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts.

Student Identification (ID)

Students are required to have in their possession their ID badge. Students are required to present their ID badge when asked to do so by a school official. Students who refuse to present their ID badge will be subject to the code of conduct policy.

Visitors

All visitors must enter through the front doors of the building and report to the office. No visitors are allowed without the permission of the administration.

SECTION 9: HEALTH SERVICES

Immunizations:

The Kansas School Immunizations Law mandates that all students enrolled in a Kansas public school must have on file with the school district a record of the required, age-appropriate immunizations. Any student without current age-appropriate immunizations will be excluded from school until proof of vaccines is shown or meets one of the alternatives under Kansas Law (K.S.A. 72-5209).

Kansas state law requires vaccinations for diseases such as measles, mumps, rubella (MMR), diphtheria, tetanus, pertussis (DTaP), polio, hepatitis B, and varicella (chickenpox). Exemptions may be granted for medical or religious reasons with appropriate documentation. For more information, please refer to the Kansas Department of Health and Environment or consult with your healthcare provider.

Medication(s):

For medication to be administered at school, a current "Permission for Medication" document must be on file in the nurse's office. The medication must be in its original container, properly labeled, and delivered by an adult to the office. Additionally, a doctor's order is required before administering any prescription medication.

- The school school/nurse will not provide any over the counter medications like ibuprofen, Tylenol, Antacids etc.
- Parents must complete the JGFGBA Student Self-Administration of Medications to allow their child to have over the counter medications on their person.
 - Please note, students are not allowed to share their approved over-the-counter medications with other students.

Student Illness

Students who become ill at school will be sent to the front office or the office of the medical assistant for assessment. If a student has a fever of 100 degrees Fahrenheit or higher, parents/guardians will be contacted to pick up the student from school. **The student must remain fever-free for a total of 24 hours without the use of fever-reducing medication before returning to school.**

For temperatures above the normal 98 degrees but below 100 degrees, the office staff or medical assistant may contact parents/guardians to discuss next steps.

If a student vomits or experiences diarrhea at school, parents/guardians will be notified to arrange for the child to be sent home.

Documentation of student complaints and actions will be recorded for any student sent to the front office or medical assistant's office.

Medical Excuses for PE

If medical restrictions are needed for a physical education class, written recommendations must be obtained from a physician and shared with the school nurse who will coordinate care.

Head Lice:

Kansas Administrative Regulation 28-1-6 mandates that students infested with head lice (pediculosis) must be excluded from school until they have been treated and are free of all live lice.

SECTION 10: PUBLIC NOTICE

Non-Discrimination Policy

Statement of Non-Discrimination: USD 367 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The district provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this notice, our policies, or to report a specific complaint of alleged discrimination contact:

Title IX/Section 504/Title II Coordinator

1200 Trojan Drive

Osawatomie, KS 66064

(913) 755-4172

Non-discrimination Policies

For further information on non-discrimination, visit the U.S. Department of Education Office for Civil Rights at <https://ocras.ed.gov/contact-ocr> or call 800-421-3481.

KN Form Complaints:

<https://meetings.boardbook.org/Public/File/2595?file=fc95a267-c751-4341-8402-7079fc3dba2b>