

# FAIRFIELD SCHOOLS STUDENT HANDBOOK 2017-2018



*Home of the Falcons*

**FAIRFIELD SCHOOLS USD #310**  
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**Fairfield Unified School District #310**

***Fairfield Schools: Training Tomorrow's Leaders Today.***

**Mascot: Falcon**

**Colors: Black, Red, & White**

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Brent Fowler  
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Jason Briar, Principal  
Rebecca Vaughan, Secretary  
Janet Barlow, Social Worker  
Angela Glascock, Academic Advisor

**Fairfield Elementary School**

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**District Directors**

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Craig Childs, Transportation  
Julie Steen, Kansas Reading Roadmap  
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Jaqui Conrad, Food Service  
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## ACADEMICS

### **Graduation Requirements (FHS)**

In order to receive a diploma from Fairfield High School certain requirements must be met. A student must complete 27 units of credit. The student must also meet all requirements set forth by the State of Kansas and appropriate electives. Any student failing to achieve the 27-unit requirement may make a special request to the Board of Education via the administration. In no case, can a pupil graduate if they have not met state requirements. In order for a student to participate in the graduation ceremony, all requirements must be met by the Tuesday prior to graduation. Effective with the class of 2020, 27 units of credit will be required for graduation, 9.5 units of electives, and 17.5 units of required courses.

### **Required Units of Credit (FHS):**

3.0 Units of Math

4.0 Units of Language Arts

0.5 Unit of Speech

3.0 Units of Science (one lab science)

3.0 Units of Social Science

1.0 Unit of Personal Finance/Senior Project

1.0 Unit of Physical Education (0.5 PE & 0.5 Health)

1.0 Unit of Fine Arts

1.0 Unit from Regents Recommended Curriculum: Math, Language Arts, Social Science,  
Science, Foreign Language, or Fine Arts

9.5 Units of electives

### **Classification at FHS**

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

(according to BOE-IHC)

Freshman: 0-7 credits

Sophomore: 7-16 credits

Junior: 14-24 credits

Senior: 21 or more credits

### **Board of Regents Qualified Admission Requirements for FHS Students**

4.0 Units of English

4.0 Units of Math (Algebra 1 or higher)

3.0 Units of Science (Biology, Chemistry, and Physics) \*Refer to course catalog for  
complete list.

3.0 Units of Social Science (U.S. History, U.S. Government, World History) \* Refer to course  
catalog for complete list.

ACT 21 or Higher

### **Valedictorian and Salutatorian Criteria for FHS**

Beginning with the class of 2018, in order to be eligible for Valedictorian and Salutatorian honors at Fairfield High School, a student must be enrolled in Fairfield High School at the beginning of his/her senior year and complete a minimum of 8 credits in addition to the following course requirements:

1. Valedictorian/Salutatorian will be determined by G.P.A. earned with semester grades for classes taken during years 9, 10, 11, and 12.
2. Students must attend the entire senior year to be eligible for these awards.

3. Students must complete a minimum of 8 credits during their senior year.
4. Students must complete the Qualified Admissions course requirements.
5. Course requirements:
  - a. English: 4 Units, at least one unit of English each year of high school
  - b. Science: 4 Units, Biology, Chemistry, plus two additional credits
  - c. Math: 4 Units, Algebra 1, Geometry, Algebra II, plus one additional credit chosen from Pre-Calc./Trig, Calculus, Statistics, or College Algebra.
  - d. Social Science: 3 Units, World History, U.S. History, U.S. Government
  - e. Other: Personal Finance/Senior Project, Speech, PE, Health.

(If requirements should change, criteria will be based on the required curriculum that was in effect at the start of the student's sophomore year.)

6. If there is a tie for Valedictorian, there will still be a Salutatorian.

### **Academic Lettering (FHS)**

Students may earn an "Academic Letter" at FHS if they meet the following criteria:

1. The student must have a GPA of 3.5 or higher, based on one school year. Each year will stand by itself for the purpose of an Academic Letter.
2. A grade of D or F will disqualify the student for a letter, even if the GPA is achieved.

### **Grading (Grades 3<sup>rd</sup> -12<sup>th</sup>)**

Students will be evaluated quarterly, at the end of each nine weeks. A progress report will be sent to parents at midterm. Letter grades are given beginning at third grade according to the following percentage breakdown: 90-100--A, 80-89--B, 70-79--C, 60-69--D, 0-59--F. The following point system for determining scholastic achievement will be used for

Grades 3-12:

A----4 points, B-----3 points, C-----2 points, D-----1 point, F-----0 points (BOE Policy-IHA-R) Teachers will provide documentation for grades upon request. Grades are available to parents online. Parents, teachers, and the principal will work together to solve student academic problems. (BOE Policy IHA)

### **Honors (FMS & FHS)**

Honor Students will be recognized in accordance with the Board Policy IHO, which is as follows: High Honors-GPA of 4.0; Honors-GPA of 3.45-3.99; Honorable Mention-GPA of 3.0-3.44. No D or F grades are allowed for Honor Roll Students. Four Year High Honors will be for Senior students and awarded to those with 3.5 to 4.0 GPA AND an ACT score of 22 or above.

### **General Education Intervention/Student Improvement Plans (K-12)**

Help is available for students experiencing difficulty. A Student Improvement Team (SIT) comprised of parents, teachers, resource people, and the principal will develop a plan of improvement based on individual student needs. Requests for a SIT should be submitted to both the school social worker and principal.

### **Promotion and Retention (K-8)**

The teacher makes retention recommendations to the principal. The final decision to promote or retain a student is made by the principal. (BOE Policy JFB-R)

## **ALTERNATE CREDITS (FHS)**

USD 310 realizes that alternate learning opportunities are sometimes necessary. These opportunities must be from an approved institution, acceptable to administration. A student wishing to enroll in an alternative program must receive advance permission from the administration and academic advisor. All acceptable alternative work to be applied toward graduation must be completed by May 1. The student must cover the cost of such courses and textbook fees.

## **ALTERNATE TRANSPORTATION**

Students participating in a school-sponsored activity must use school transportation. The only exception to this rule is if a parent/guardian signs the alternate transportation sheet assuming responsibility for their child's transportation from an activity or practice. Students participating in an activity may not drive to/from that activity unless approved by the building principal or other designated school official.

## **ANIMALS AND PLANTS IN SCHOOL**

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and building principal. Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Only the teacher, or students designated by the teacher, may handle the animals. Teachers must assume primary responsibility for the humane, proper treatment of any handling of animals. Teachers must be aware of federal and state laws regulating the handling of animals. (KSA 21-4310) If a staff member or student is bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. The principal will notify public authorities to have the animal impounded for observation. The principal will notify the parents. All therapy or service dogs will have current shot records on file with the district office.

## **ASSESSMENT**

### **Kansas State Assessments (Grades 3-12)**

The Kansas State Board of Education has established rigorous academic standards for all students in the core subject areas of reading, mathematics, science, history/government and writing. The standards are general statements of what students should know and be able to do at various grade levels. To ensure students are meeting the expectations established by the State Board, tests are developed from the curricular standards adopted by the State Board. All accredited schools in the state are required to administer the tests, which are known as state assessments, in the spring. This testing begins at grade three.

## **ATTENDANCE POLICY (K-12)**

### **Student Attendance**

Regular attendance is important to a student's success in school; students need to be in school and attend on time daily. The responsibility for attending class lies with the student and the parent/guardian. Only through regular class attendance and a commitment to personal and education growth can students achieve optimum benefits. Any absence from school, other than for illness, is discouraged by the USD 310 Board of Education, administration, and faculty. Absences and tardies will be recorded on permanent records, both excused and unexcused.

### **Attendance: School Responsibility**

It is the school's responsibility to follow and comply with the School Attendance laws of the State of Kansas, to encourage all students to attend all classes on time on a regular basis, notify a student's parents/guardians in the event of an absence, and to get certification of an excuse before allowing a student to leave school for any reason.

### **Attendance: Parent/Guardian Responsibility**

Parents are responsible for:

- informing the school office personnel of a student's absence within the first 30 minutes of each school day.
- sending a note explaining the absence on the day the student returns to school if unable to contact the school on the day of the absence.
- notifying the school if medical or dental appointments are scheduled during school time for that day.

Students are recorded as absent if:

- they are not present at school for any reason,
- they miss more than 30 minutes of any morning or afternoon (this will be counted as absent for ½ day);
- they miss more than 4 hours (this will be recorded for a whole day).

### **Attendance: Academic Responsibility & Makeup Work**

Students are obligated to complete all schoolwork assigned to them by their teachers. Students are responsible for bringing materials such as pencils, paper, and textbooks to class on a daily basis. Students are responsible for making up ALL schoolwork missed during their absence. As a general rule, students are given 1 day for each day absent to make up work. The assignment must have been assigned on the day of the absences. All prior assignments are due upon return of the student or by the deadline of the assignment. The building principal may grant exceptions to this rule.

### **Absentee Notes/Parents Notifying School**

Parents should send a written note to the offices with their student on the day he/she returns to school or contact the office by email. This note should contain the date of the note, the student's name, the date of the absence, the reason for the absence, and the valid signature of the parent/guardian. If a parent knows their student will be absent for more than one day, the parent should let the office know; homework can be gathered for parent pick-up after 3:00 pm. Homework will only be collected if a student is absent for more than one consecutive day. Parents should always call the school as soon as possible on the day of an absence. Calls in the offices are answered starting at 7:30 a.m. If the school has not been notified of an absence by 8:30 a.m., the school office will attempt to contact parents regarding their student's absence.

### **Illnesses**

Please make sure your child is not ill before bringing them to school each day. Be on guard for the following symptoms: **fever, vomiting, rashes of any kind, abdominal pain, nausea, diarrhea, swollen glands or sore throat, inflamed eye (pink eye), and head lice.** Below are guidelines that we will use in determining if your child must be excluded from school.

#### **Conditions for Exclusion from School**

Temperature 100 degrees F or higher

Cough, severe, where child gets red or blue

#### **Conditions for Returning to School**

Free of fever for 24 hours (without use of fever reducing medication)

Symptom free or physician written

in face or makes high-pitched, “croupy” or “whooping” sounds after coughing.	approval to return
Breathing labored, rapid and/or severe wheezing with distress	Symptom free or physician’s written approval to return
Diarrhea (two or more watery stools in a 4-hour period)	Free of diarrhea for 24 hours
Vomiting (two or more times in a 4-hour period)	Free of vomiting for 24 hours
Red, matted, swollen, or draining eye(s) ( <i>conjunctivitis</i> )	All discharge from eye(s) has stopped
Infected areas of skin with yellow, crusty discharge ( <i>impetigo</i> ) or flat ring-shaped rash ( <i>ringworm</i> )	24 hours after treatment has started. Sores must be covered until no longer oozing. If sores are unable to be covered it is recommended to keep the child home until no longer oozing.
Severe itching of body or scalp, presence of nits, burrows or lice (head lice, body lice, scabies)	After treatment

**Attendance: Excused Absences**

The following are valid excused absences within the limits established by the excessive absence policy:

1. Personal illness
2. Family illness
3. Death in the family/friends
4. Doctor/Dental Appointments
5. Court Proceedings
6. Religious observances
7. School activities
8. Other absences deemed necessary by the parents AND approved in advance by the principal.

**Excessive Absences**

The basis of the USD 310 Attendance Policy is the School Attendance Laws of the State of Kansas.

**Excessive Absence Policy (Grades K-12)**

After the 10<sup>th</sup> day of any absence, all further absences are considered unexcused unless the student brings in a doctor’s note, appointment card, or a conference is held with the building principal who then classifies the absence as excused. A student is marked with an “unexcused absence” from school if the child is absent from all or a significant part of the day without a valid excuse acceptable to the school administration.



## **Excessive Absence Policy (K-12)**

On the:

- 7<sup>th</sup> absence      The school will send a letter to the parent/guardians of attendance concerns. This total of seven counts for excused absences, unexcused absences, or a combination of both.
- 10<sup>th</sup> absence      The school will notify parents that all subsequent absences must be verified by:
  1. a note from a doctor who has examined the child for the specific condition (medical doctor, dentist, optometrist, etc.)
  2. a funeral brochure
  3. administrative approval for other types of verification

**ALL UNVERIFIED ABSENCES AFTER THE 10<sup>th</sup> WILL BE CONSIDERED UNEXCUSED.**

### **Unexcused Absences**

Unexcused absences are absences that:

- have not been called in and the school doesn't know where the child is
- absences that are past the threshold (10 absences) determined by the district and not verified as defined above.

### **Truancy – KS State Law**

- In accordance with Kansas State Law 72-1113 students are considered truant when they have reached the following threshold:
  1. Three (3) unexcused in a row
  2. Five (5) unexcused in a semester
  3. Seven (7) unexcused in a year

\*When a student becomes truant a report will be filed with SRS or the County Attorney

## **BULLYING: HAZING/HARASSMENT/INTIMIDATION/MENACING**

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment of any kind, intimidation, menacing behavior, or bullying by the students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent and the Board. Individuals may also be referred to law enforcement officials.

***A complete copy of the USD 310 Bullying Policy is available on-line at [www.usd310.org](http://www.usd310.org)***

### **Definition of Bullying**

“Harassment or bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such

behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

**Bullying: Group/gang activity**

Group activities which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any attribute that implies affiliation with such a group or interrupts the instructional process is prohibited. Incidents involving initiations, hazing, intimidations, and/or related activities, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited. Any student causing and/or participating in activities, which intimidate or affect the attendance of another student, will be subject to disciplinary action as decided upon by the administration

**BUS PROCEDURES**

Students are expected to ride the bus to and from school activities, unless they have written permission from a parent to ride home with their parent. The principal may grant exceptions. \*Board of Education Policy JGG.

Parents must send a note with the student any time they are riding home with someone on a different bus route and obtain prior permission to ensure there is room on the bus for them.

**Bus Rules:**

1. No food or drink will be allowed on non-sponsored trips.
2. No glass containers will be allowed on the bus or at school
3. Sponsor and driver will inspect and sign-off on the inside of buses before and after sponsored trips.
4. No standing while the bus is moving. Students must be seated in their assigned seat and facing forward at all times.
5. Aisles are to be kept clear at all times. This includes no feet in the aisle.
6. Sponsors are responsible for the enforcement of bus rules as well as bus discipline.
7. Drivers are responsible for the safe operation of the bus.
8. No public displays of affection are allowed on the bus.
9. No tobacco, smoking or any other drugs are allowed on the bus at any time.
10. No weapons/ammunition of any type on the bus for any reason.
11. No physical or verbal violence of any type.
12. No discrimination based on race, gender, age, or religious preference is allowed.
13. The safety rules posted in the school bus will be followed at all times.

**Bus Discipline Procedures:**

Proper discipline shall be maintained at all times. Seats will be assigned to each rider. The bus driver will discuss school rules at the beginning of school and other times as needed. A copy of Bus Rules and Discipline Procedures will be sent home for parent signatures. Bus drivers will use the "School Bus Incident Report to Parents". Each semester, the following steps are used to solve bus discipline problems:

1. (Previous warnings)--Bus driver shall try to correct any inappropriate behavior.
2. (Reported First Offense)—Student visits school principal and a warning is given. A letter is sent home to the parents.
3. (Reported Second Offense)—Visit with parent and school detention.
4. (Reported Third Offense)—Suspended from district transportation for period of three days, but still in

- attendance at school. Principal shall notify parent by telephone. Principal shall notify student in person.
5. (Reported Fourth Offense)—Suspended from district transportation for period of five days, but still in attendance at school. Principal shall notify parent by telephone. Principal shall notify student in person.
  6. (Reported Fifth Offense)—Suspended from the bus for the remainder of the semester (PK-5) and the remainder of the school year (6-12). Transportation must be provided by the parent or guardian.
  7. Severe Clause - The principal may bypass steps depending on the severity of the infraction. The Board of Education and/or district administrators will suspend the transportation privilege for the remainder of the semester for any student who repeatedly violates bus rules adopted by the Board of Education.

When student transportation is furnished to school activities, students shall be expected to attend and return by the method of transportation provided by the school. If a student is provided transportation to an activity and the student desires to return with his/her parent or guardian, he/she shall be required to present a written statement from his parent and/or guardian to do so. Emergency exceptions may be granted by the principal. (BOE Policy SGG)

### **Severe Clause**

The Board and/or district administrators may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the Board of Education. If a student is suspended from riding the bus, they are expected to attend school through alternative transportation arranged by the parents. Only days in which the student is in attendance will count towards their bus suspension.

## **ELEMENTARY BUS PROCEDURES**

Students in elementary are expected to ride the bus to and from school activities, unless they have written permission from a parent to ride home with someone else. The principal may grant exceptions. (BOE Policy JGG) Pre-Kindergarten students must ride their regular route buses to and from school because of car and booster seat requirements. They may not stay for the After-School program because of transportation concerns.

Parents must send a note with the student any time they are riding home with someone on a different bus route and obtain prior permission to ensure there is room on the bus for them. Parents of younger students (second grade and below) must make arrangements so that those children will not be dropped off at home alone.

On home game days, elementary students must ride the bus home unless they are picked up by a parent or high school sibling, or enrolled in the After School program. They may not attend home sports activities without proper supervision.

### **Communications Regarding Transportation**

Any time a student does not plan to ride the bus, the school must be notified before 2:00 p.m. on the day in which the change is to occur. This is also true for After-School transportation and attendance. Parents must call the office, who will notify the drivers and teachers. It is the parent's responsibility to communicate changes in After-School plans to the secretary, and a child may be suspended from the After School Program for repeated communication violations, including contacting the office after the cut-off time.

## **CARS – PARKING**

Students will not enter parked cars during the school day unless they have permission from the office. The student parking lot is located south of the school - east of the lights. All student vehicles will use this area. Students should observe a 5 mph speed limit and drive carefully. Seniors parking will be marked with a "S". The first row of parking spaces will be left open for visitors and staff. Failure to abide by the rules of safe driving will result in loss of parking or driving privileges at school. Reckless driving will be reported to the Reno County Sheriff. Students are not to use the north driveway entry or exit between the hours of 7:30 a.m. and 5 p.m.

## **CELL PHONES, TELEPHONE USAGE, PERSONAL DIGITAL DEVICES**

All cell phones need to be turned off during class, unless otherwise approved. FMS students may use their cell phones during the lunch hour at the discretion of the principal. FHS may use their phones during passing periods and during lunch hour at the discretion of the principal. The phone in the office may be used between classes with permission only. Students may not leave class or seminar period to come to the office unless it is an extreme emergency. The school phone may be used for school business (prom arrangements, yearbook ads, etc.). Students will not be called to the office to take telephone calls, except in extreme emergencies.

Consequences for violating the cell phone policy:

First violation- The cell phone will be confiscated and the student may pick it up after school in the FHS office.

Second violation- The cell phone will be confiscated and the student's parents must pick up the phone.

Third and subsequent violations- The student will lose cell phone privileges for the remainder of the semester.

**The use of all digital devices, whether personal or school-owned, must comply with the student handbook rules.**

Middle school students will not be allowed to listen to a music device (i-pods, MP3, cell phones) during school. The only exception to this rule is if a teacher would like to reward students with this opportunity during class time. Consequences for violating this policy will be the same as the cell phone policy.

## **CHAIN OF COMMAND**

The Board of Education and staff of USD 310 schools are dedicated to the health, safety, and educational well-being of all students. While the Board always welcomes comments from you or discussions with you, if you have a question or concern, we encourage you to first seek answers or resolutions at the building level where the issue can generally be addressed most effectively and quickly. If you have a concern or question, we encourage you to follow the "chain of command". Issues concerning students or teachers should first be discussed with the teacher involved. If the issue is not satisfactorily resolved with the teacher, it should then be discussed with the building principal. If the issue is not resolved by the principal, it should be brought to the Superintendent. If the issue is not satisfactorily resolved by the Superintendent, it may be presented to the Board by requesting that the Superintendent assign a place on the meeting agenda. If you are seeking solutions to problems or questions relating to district-wide decisions, you should attempt to resolve the issue with the Superintendent before taking the issue to the Board. Your attention to these steps will lead to a more timely resolution of your concern.

## **CHARACTER EDUCATION**

Character Education may be a part of any school day. Character traits may be taught, modeled, and integrated into subject areas, activities, and programs at school. Students may learn skills to enhance the development of character. It is the intention of the school to work cooperatively with parents in teaching and reinforcing positive character traits. Character Education is a total school effort to create a community where positive character traits are modeled, taught, expected, celebrated, and protected in everyday interactions

## **CHECKING IN AND OUT AT THE OFFICE**

All visitors must report to the school office before visiting a classroom or picking up a student from school. Parents needing to take a child out of school during regular school hours must check the child out at the office. Teachers are not to dismiss any child from school before dismissal without communication from the office. No student will be released during the school day except to their parent, guardian, lawful custodian or other as per BOE Policy JCAC. Students will not be released to a designee without prior notification from parents. This procedure helps to insure that students are accounted for at all times. Please provide court-ordered custodial documents as applicable for individual students.

## **CHILD ABUSE**

### **Reporting Abuse**

Under the "Kansas Code for Care of Children," all professional staff including principals and teachers, and other employees of the school who have reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, are required to report such abuse to the Kansas State Department For Children & Families.

## **COLLEGE CLASSES**

With parental and administrative approval, juniors and seniors at Fairfield High School will be given the opportunity to enroll in courses during the school day in which they will receive credit from the providing institution and Fairfield High School. Students will be responsible for paying their own tuition and book expenses. Attendance is required at school on days that college classes do not meet. A GPA of 2.5 or greater and completion of "College Course Agreement and Consent" form is required to enroll in any college class.

1 -2 college hours =0.5 high school credit

3-4 college hours = 1.0 high school credit

5 college hours = 1.5 high school credit

## **COLLEGE VISITATION**

Juniors and seniors will be allowed two college visitations. To be excused, these visits must be approved through the Principal or HS Office at least 2 days in advance.

## **DETENTIONS (FMS/FHS)**

Detentions given by the office will be served on the following Wednesday of each week. Students are

responsible for letting parents know they have a detention so transportation arrangements can be made. Thirty-minute detentions may be given by the classroom teacher for academic purposes, as a consequence for inappropriate behavior, and/or non-compliance of classroom rules as reported by the classroom teacher or substitute teacher. In such cases, at least 24 hours' notice will be given to a student so transportation can be arranged. Classroom detentions may be served either before school or after school, or during lunch break; the time will be determined by teacher preference. Such preference will be stated in the class syllabus/ guidelines. Students are NOT allowed to ride the activity bus after serving a detention, unless they are enrolled After School or sports practice.

## **DISCIPLINE POLICY**

### **Discipline: USD 310 Fairfield Philosophy**

Good discipline is of primary importance to the educators and parents/guardians of USD 310. The orderly conduct of students is necessary so that maximum learning may occur. Positive yet effective discipline is a necessity for quality education.

Students in USD 310 are expected to show respect and consideration of the rights of others, including but not limited to the right to access educational opportunities without interference. This expectation is the basis on which behavior expectations are formulated. The improvement of individual and group behavior shall be an instructional goal, with emphasis placed upon the teaching of *individual responsibility and mutual respect*.

Developing a positive school climate involves the use of natural, logical, and realistic consequences that leaves the student's dignity intact. In most instances, the teacher will utilize his/her own discipline plan within the framework of the classroom. The plan would include loss of privileges and isolation in the classroom. If the teacher deems necessary, parents will be contacted. Students who continue to be disruptive are sent to the office.

When a student's behavior warrants removal from the classroom, it will be documented as an office referral. Consequences will be given depending on the severity of the infraction. Consequences may include but are not limited to the following: detention, suspension or expulsion.

Discipline is conceived as developmental rather than punitive. Its function is to create and maintain an atmosphere conducive to academic and behavioral learning, order, and safety. A complete discipline program is not an isolated set of rules for periodic use with disruptive students. To be most effective, a discipline program is a set of procedures and attitudes that is integrated into the existing school environment and incorporated into the daily behavior of the entire school community. The principles of good discipline are predicated on the basic principles governing interpersonal communication, courtesy and democratic procedures.

### **Discipline: Roles and Responsibilities**

The responsibility of maintaining positive, constructive behavior within the school is a cooperative effort, shared by students, parents/guardians, teachers, administrators, and support staff. Although the classroom teacher has the highest involvement and influence upon students' conduct behaviors, the active involvement of and support by parents/guardians, administrators and other school staff is critical in helping students understand the value of good conduct and its relationship to individual learning and success.

### **Discipline: Student Expectations**

Each student is expected to help create and maintain an environment that is safe and conducive to learning.

He/she shall:

1. Model acceptable behavior at school.
2. Be responsible for his/her own actions and the consequences of those actions.
3. Show consideration and respect for fellow students, for school staff members, and for school property
4. Display physical and verbal self-control and seek other methods of dealing problems.
5. Confer with his/her parents, guardians, teachers, and principal in solving recurring discipline problems.
6. Work toward understanding and displaying self-discipline.
7. Recognize that students are in school to learn and that the order and structure help to create an environment where safe, productive, and uninterrupted learning can occur.

### **Discipline: Range of Consequences for Locker Misconduct**

Having a locker is a privilege. A student may lose this privilege for any of the following offenses:

1. Use of another student's' locker.
2. Storing unauthorized, stolen, or illegal items in the locker.
3. Opening or attempting to open another student's locker.
4. Mistreating any locker or the locker area.
5. Misbehaving in the locker area.
6. Giving the assigned combination to another student.
7. Placing an unauthorized lock on a locker.
8. Being in the locker areas at unauthorized times or without a pass.

### **Discipline: Guidelines for Inappropriate Items on a Personal Basis**

The following items are not allowed at school: Electronics (see exception below), balloons, weapons, glass containers, paint, handheld computer games, toys, water guns, pornography, mace, lasers, or any other questionable items. These items will be confiscated and must be picked up by the parent or guardian. Students will be assigned appropriate consequences for possession of these items.

Exception: Cell phones, headphones, iPods, and/or MP3 players may be allowed at school and at school sponsored events with the permission of the administration, teacher, coach, and/or sponsor and following school policies on these items. Fairfield High School and USD 310 are not responsible for unattended property that is misplaced or stolen. Students are encouraged to lock up their property in their assigned locker.

### **Discipline: Offenses and Consequences**

The infractions of school discipline are listed below. This listing is not intended to be exclusive or all inclusive. All types of infractions may not be included and so modifications will be made, if necessary, at the discretion of the principal. In all instances discretion of interpretation is left to the principal to modify penalties suggested whenever extenuating circumstances seem to be present in order that justice may be tempered with mercy and understanding. **NOTE:** Law enforcement officers may be notified as appropriate.

- A full day in the office is a positive alternative to nonproductive and ineffective out-of school suspension.
- Discipline of students with special needs will be handled in accordance with their IEP and K.S.A. code.

- **Short-Term Suspension** – Short-term suspension shall mean the denial of a student of the right to attend school and take part in any school functions for a period not exceeding ten (10) school days.
  - **CONTINUED AND WILLFUL DISOBEDIENCE** – A student may be subject to a higher degree of punishment than would ordinarily be imposed for a relatively minor disciplinary infraction if the student has numerous such infractions, the cumulative effect of which frequently interferes with classroom instruction or the orderly conduct of school activities.
  - **CHRONICALLY DISRUPTIVE** – Students with chronic discipline problems: The parent or guardian will be notified of the disciplinary problem, and the parent or guardian will be requested to attend a conference to devise a disciplinary plan and Behavioral Intervention Plan.
1. **Arson - fire alarm, dialing 911, bomb threat, making written or oral threats toward staff/students:**  
Police notified. 1<sup>st</sup> offense: Minimum-OSS; Maximum-Expulsion.
  2. **Cafeteria misconduct, hallway disturbance, disorderly conduct:**
    - a. 1<sup>st</sup> offense: detention;
    - b. 2<sup>nd</sup> offense: 1 day ISS;
    - c. 3<sup>rd</sup> offense: 3 days ISS
  3. **Cheating/Plagiarism-** wrongly securing, and/or using information - or assisting another to do so (computers included) Plagiarism - copying the work of others and submitting as one's own:
    - a. 1<sup>st</sup> offense: No credit for work; 1 day ISS
    - b. 2<sup>nd</sup> offense: 2 days ISS; 3)3 days OSS.
  4. **Dress Code violation:** See Personal Appearance Code
  5. **Drugs/alcohol/tobacco** - being under the influence of and/or the use, possession, distribution of sale of: Police notified. See Drug and Alcohol Policy USD 310-
  6. **Ethnic/Racial slurs, swearing-**
    - a. 1<sup>st</sup> offense: Minimum- 2 days ISS; Maximum-1 days OSS;
    - b. 2<sup>nd</sup> offense: 3 day OSS;
    - c. 3<sup>rd</sup> offense: Expulsion.
  7. **Extortion:** Police notified-1<sup>st</sup> offense: ISS 2<sup>nd</sup> offense: OSS.
  8. **Fighting (both parties contribute to the situation.) Fighting - Provoking (add one day)** Police notified.
    - a. High School: 1<sup>st</sup> offense: 2 days OSS; 2<sup>nd</sup> offense: 4 days OSS; 3<sup>rd</sup> offense: Expulsion.
    - b. Middle School: 1<sup>st</sup> offense: 2 days ISS; 2<sup>nd</sup> offense: 3 days ISS 3<sup>rd</sup> offense: 2 days OSS
    - c. Elementary School: 1<sup>st</sup> offense: 2 days ISS; 2<sup>nd</sup> offense: 3 days ISS; 3<sup>rd</sup> offense: 2 days OSS
  9. **Forgery - writing or using the signature of another person:** Police notified.
    - a. 1st offense: Minimum-Parental Contact and restitution
    - b. 2nd offense: Maximum - Long term suspension and restitution.
  10. **Gambling - participating in games of chance for the purpose of exchanging money or goods-**Police notified. 1<sup>st</sup> offense: ISS; 2<sup>nd</sup> offense: OSS
  11. **Interrupting the instructional process:**
    - a. 1st offense: Refocus/Time -Out
    - b. 2nd offense: 1 day ISS;
    - c. 3rd offense: 3 days ISS
  12. **Lying - making untrue statement with intent to deceive:**
    - a. 1st offense: Refocus/ Time-Out
    - b. 2nd offense: ISS;
    - c. 3rd offense: OSS.



13. **Malicious destruction of school property, stealing, marking, or defacing school property, improper care of school materials**-Police notified.
- High School/ Middle School
- 1<sup>st</sup> offense: 3 days ISS
  - 2<sup>nd</sup> offense: 3 days OSS
  - 3<sup>rd</sup> offense: Expulsion (Restitution in all cases).
- Elementary School
- 1<sup>st</sup> offense: 1 day ISS
  - 2<sup>nd</sup> offense: 3 day ISS
  - 3<sup>rd</sup> offense: 1 day OSS
14. **Open Defiance or Disrespect toward member of school staff - Refusal to Obey school rules - or Failure to Comply with reasonable request. Deliberate profane remarks to any school personnel:**
- 1<sup>st</sup> offense: 1 day ISS;
  - 2<sup>nd</sup> offense: 2 days ISS;
  - 3<sup>rd</sup> offense: 3 days OSS;
  - 4<sup>th</sup> offense: Expulsion
15. **Physical Assault - Includes: Physical attack on another person; recklessly causing any physical injury to another person; intentionally placing another person in reasonable fear of personal injury; Battery - Intentionally or recklessly causing bodily harm or initiating physical contact with another person with intent to injure, insult, or provoke in a rude, insulting, or angry manner.**
- Police notified.
- High School:
- 1<sup>st</sup> offense: 2 days OSS;
  - 2<sup>nd</sup> offense: 4 days OSS;
  - 3<sup>rd</sup> offense: Expulsion.
- Middle School:
- 1<sup>st</sup> offense: 2 days ISS;
  - 2<sup>nd</sup> offense: 3 days ISS
  - 3<sup>rd</sup> offense: 2 days OSS
- Elementary School:
- 1<sup>st</sup> offense: One half day ISS (Grades K-2)
  - 2<sup>nd</sup> offense: 1 day ISS (Grades K-2)
  - 3<sup>rd</sup> offense: Suspension from school (Grades K-2)
  - 1<sup>st</sup> offense: 2 days ISS (Grades 3-5)
  - 2<sup>nd</sup> offense: 3 days ISS (Grades 3-5)
  - 3<sup>rd</sup> offense: 2 days OSS (Grades 3-5)
16. **Pornography - possession, distribution, or sale of:**
- 1<sup>st</sup> offense: ISS;
  - 2<sup>nd</sup> offense: OSS;
  - 3<sup>rd</sup> offense: Expulsion.
17. **Public display of affection:**
- 1<sup>st</sup> offense: warning/conference with building principal or other designated school official.;
  - 2<sup>nd</sup> offense: 1 day ISS;
  - 3<sup>rd</sup> offense: 3 days ISS
18. **Sexual Misconduct - Including but not limited to indecent exposure ("Mooning", etc.), "De-panting" or Attempting to "De-pants" or remove clothing from another person, inappropriate touching of self or others, etc.: Immediate referral to counselor after reporting to office. Phone call to parent or proper**

**agency. Possible Law Enforcement Notified**

High School/Middle School

- a. 1<sup>st</sup> offense: ISS
- b. 2<sup>nd</sup> offense: OSS
- c. 3<sup>rd</sup> offense: Expulsion/Police Notified

Elementary School

- a. 1<sup>st</sup> offense: ½ day ISS
- b. 2<sup>nd</sup> offense: 2 day ISS
- c. 3<sup>rd</sup> offense: 1 OSS/Police Notified

19. **Sexual harassment - includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when made to another student or staff member:** Police notified.

High School/ Middle School

- a. 1<sup>st</sup> offense: ISS
- b. 2<sup>nd</sup> offense: OSS
- c. 3<sup>rd</sup> offense: Expulsion/Police Notified

Elementary School

- a. 1<sup>st</sup> offense: ½ day ISS
- b. 2<sup>nd</sup> offense: 2 day ISS
- c. 3<sup>rd</sup> offense: 1 day OSS/Police Notified

20. **Tardiness - un-excused late to class:** See Tardy Policy (pg 23). Each three (3) tardies per semester earns a 30 minute after school detention. More than 3 detentions in a semester due to tardies earns a 1 day ISS for each additional detention.

21. **Theft - taking property from another without permission:** Police notified.

- a. 1<sup>st</sup> offense: Minimum ISS; maximum OSS (Restitution);
- b. 2<sup>nd</sup> offense: OSS (restitution);
- c. 3<sup>rd</sup> offense: Expulsion and restitution.

22. **Threats-** The term “threat” means “any statement or other indication of intention to hurt, punish, destroy, etc.” The teacher or supervising adult will determine whether the statement or indication of intent should be classified as a threat. Kansas law requires a police report be filed. \*BOE Policy EBC.

High School:

- a. 1<sup>st</sup> offense: 2 days OSS;
- b. 2<sup>nd</sup> offense: 4 days OSS;
- c. 3<sup>rd</sup> offense: Expulsion.

Middle School:

- a. 1<sup>st</sup> offense: 2 days ISS;
- b. 2<sup>nd</sup> offense: 3 days ISS
- c. 3<sup>rd</sup> offense: 2 days OSS

Elementary School:

- a. 1<sup>st</sup> offense: Student will be sent to the office where he/she will remain for the remainder of the school day and parents will be notified. Student may not return to school until parents and student have had a conference with the administrator.
- b. 2<sup>nd</sup> offense: 1 day ISS (Grades K-2)
- c. 2<sup>nd</sup> offense: 3 day ISS (Grades 3-5)
- d. 3<sup>rd</sup> offense: 2 days OSS (Grades K-2)
- e. 3<sup>rd</sup> offense: 2 days OSS (Grades 3-5)

23. **Truancy/unexcused absences: any absence which has not been excused by a parent or legal guardian and approved by the appropriate school official (includes leaving class or the school grounds without permission): See Attendance/Truancy Policy**
24. **Weapons** – A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession, handling, or use of any weapon will result in: Certain items may be brought for show and tell if authorized by the teacher. If there are questions about a specific item, contact the principal. \*BOE Policy JCDBB.
- Middle/High School:
- a. Police Notified
  - b. Minimum OSS
  - c. Maximum Expulsion from school
- Elementary School:
- Firearm:** Ten-day suspension and recommendation to the superintendent for Expulsion from school for a (calendar) year.
- Weapons (other than firearms):** Grades K-5
- a. 1<sup>st</sup> offense: Three-day suspension
  - b. 2<sup>nd</sup> offense: Ten-day suspension
  - c. 3<sup>rd</sup> offense: Ten-day suspension and recommendation to the superintendent for expulsion for 60 days.

## **DISCIPLINE RECORD**

In the office of the principal, a discipline record will be kept for every student who is sent to the office for a discipline problem. Whenever a student's record is on file, he/she is considered on probation for at least one year. If a student is on probation and becomes a habitual offender of rules and regulations involving misconduct and interferes with the learning process, he/she will be suspended. (Severe infractions may bring about immediate suspension prior to probation.) If suspension occurs, the parent or guardian will be notified as soon as possible by phone and/or certified mail that the student was suspended and the reason for the suspension. If, after suspension the situation is not corrected, the student will be subject to expulsion.

## **DISMISSAL FOR BAD WEATHER**

The following procedure will be used for closing schools in case of bad weather and/or poor transportation conditions. As soon as the decision to close school is made by the Superintendent (or designee), all building administrators will be notified. When closing for a full day, and if the decision has not been made the night before, the notifications to building principals should be made twenty (20) minutes prior to the start of the earliest bus route. Parents on the All-Call list will be notified by phone messages.

The Superintendent shall notify as many of the following radio and television stations as possible for their news bulletins: KZSN-102.1 FM, KFDI- 1070 AM, KGLS-93.1 FM, KHUT- 102.9 FM, KICT-95.1 FM, KWCH TV CHANNEL 12, KAKE TV CHANNEL 10, KSNW TV CHANNEL 3, KWLS-1070 AM, Pratt. The information will be posted on the front page of the district website: [www.usd310.org](http://www.usd310.org)

Upon notification from the Superintendent, the transportation director will immediately notify all bus drivers. Other staff members are to be notified as procedures require in each building. NO athletic practices will be held on days of dismissal for bad weather

## **DRESS CODE**

Dress for regular school attendance during the school day shall meet the following standards and guidelines:

- **Safety** shall be defined as dress or hairstyle which shall not present a safety hazard to the student or to other students.
- **Health** shall be defined as cleanliness of body and attire and shall not contribute to an unsanitary or unhealthy situation for other students.
- **Decency** and **Non-disruptive** shall be defined as dress that shall conform with generally accepted style and dress that shall not disrupt the educational process in any manner.
  1. Clothing shall be clean and neat.
  2. Shirts and tops shall meet the tops of jeans, slacks, or skirts. Clothing must extend to the mid-thigh in length, regardless of type (e.g. shorts, skirts, dresses, etc.).
  3. No spaghetti straps or halter tops
  4. Hats and sunglasses shall not be worn while in school buildings.
  5. No clothing advertising drugs, tobacco, alcohol, or obscene actions or words will be allowed.
  6. Always dress appropriately for the weather.

The principal has the right to establish a judgment on the items listed above or any items not covered by this policy. Teachers have the right to manage and enforce this dress code and are to report any violation of the policy to the principal or person acting in place of the principal in her/his absence. \*Board of Education Policy JCDB-R.

FMS/FHS Dress Code

### **PERSONAL APPEARANCE CODE**

Certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere. Every student should come to school in clean, neat, and appropriate attire. **Challenging the school's staff with extreme dress habits will not provide the attitudes that are so necessary for full educational growth.** Students are expected to assist in the enforcement of the personal appearance code by policing themselves.

#### **At school and at school activities:**

1. Apparel that advertises products dealing with alcohol, tobacco, drugs or suggestive slogans are unacceptable. Mode of dress that distracts from the educational process is not permitted. Shirts and tops shall at least meet the tops of jeans, slacks, or skirts.
2. Shorts, skirts, dresses should reach mid-thigh. Also, yoga pants/tights may only be worn as an under garment – shirt/blouse must reach mid-thigh. No spaghetti straps, straps need to be no less than 2 fingers in width, No halter tops or bare midriffs will be allowed.
3. Clothing which shows an inappropriate amount of bare skin (torn, ripped or saggy tops or pants), will not be allowed, including low cut tops which show an inappropriate amount of bare skin and/or any cleavage .
4. Makeup and hairstyles, considered excessive and extreme by the administration will not be allowed.
5. Shoes or sandals will be required. Laces must be tied to prevent serious accidents.
6. Hats, headbands, bandanas, sun visors, or sunglasses are unacceptable during regular school hours. The administration reserves the right to confiscate these items if worn in the building. Any confiscated items will be returned to the parents by request, unless there is a violation of law, and then the items will be given to law enforcement.
7. Students who participate in extracurricular activities and special classes must conform to the same dress

code.

8. No underclothes can be visible at any time. Male undershirts and boxer shorts are not allowed as outerwear. In addition, students who wear tights or leggings must wear a shirt or covering that extends to cover the private areas of their body.
9. Clothing and jewelry that create a clear and present danger of distraction to the educational process are not permitted.
10. Clothing that creates a safety hazard will not be allowed.
11. Hygiene. Students are required to wear clean clothing and use appropriate personal hygiene, so as to not disrupt the learning process.

#### **Consequences:**

- 1) **Correct the Personal Appearance Code offense. Parents must bring needed articles of clothing so that student can change.**
- 2) **Repeated offenses will be handled at the discretion of the building principal. The student must change/cover offending article(s) of clothing with each Offense or correct hygiene situations.**

## **DRUG AND ALCOHOL POLICY**

### **Drug Free Schools**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, PL 102-226, 103 St. 1928.

Any student found making, giving, selling, using or having illegal drugs and alcohol will be immediately suspended and the student's parent(s) or guardian(s) will be notified. Student may not return to school until the parent(s) or guardian(s) return to school with the student and until appropriate counseling or other rehabilitation is begun.

The principal will have a listing of available Drug Treatment Services. The parent(s) or guardian(s) will be referred to these agencies or they may make their own arrangements. School guidance counselors may also provide intervention for some students.

All students and parents must abide by the terms of this policy. All infractions are cumulative by the school year.

### **Disciplinary Actions**

The following consequences will be given to any student found making, giving, selling, using or having tobacco, alcohol or illegal drugs:

1. **Tobacco**
  - 1<sup>st</sup> offense:** Minimum 3 days OSS (Grades 6-12)
  - 1<sup>st</sup> offense:** Warning – Parents notified (Grades K – 2)
  - 1<sup>st</sup> offense:** 1 Day ISS (Grades 3 – 5)
  - 2<sup>nd</sup> offense:** 1 Day ISS (Grades K – 2)
  - 2<sup>nd</sup> offense:** 2 Days ISS (Grades 3 – 5)
  - 3<sup>rd</sup> offense:** 1 Day OSS (Grades K – 2)
  - 3<sup>rd</sup> offense:** 2 Days OSS (Grades 3 – 5)

## 2. Alcohol/Drugs

**1<sup>st</sup> offense:** Out of school suspension of five (5) days and counseling will be recommended.

**2<sup>nd</sup> offense:** Out of school suspension of ten (10) days and recommendation to the superintendent for expulsion for the remainder of the semester.

**3<sup>rd</sup> offense:** Out of school suspension of ten (10) days and recommendation to the superintendent for expulsion for the remainder of the school year.

### **USD 310 DRUG AND ALCOHOL POLICY**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs, alcohol, or tobacco by students on school premises or as part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

### **Drug Free Schools and Communities Policy**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances, alcoholic beverages, or tobacco on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

#### **First Offense**

A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term suspension.
- Suspension from all student activities for a period of not less than two weeks.
- An evaluation from an acceptable drug and alcohol program.

Name(s) of acceptable programs are on file with the board clerk.)

#### **Second Offense**

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Suspension from all student activities for a period of not less than one month.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.

#### **Third and Subsequent Offenses**

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.(Name(s) of acceptable programs are on file with the board clerk.)

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights

contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

Compliance with this policy is mandatory.

## **ELIGIBILITY**

### **State Eligibility**

The eligibility rules of the Kansas State High School Activities Association will be strictly complied with, and will apply to students participating in all interscholastic activities. A student in grades 6-12 shall meet the following requirements for eligibility in interschool activities:

- A. Scholarship- The student shall have passed at least five new subjects (those not previously passed) of unit weight, or it's equivalency, the previous semester or the last semester of attendance.
- B. Enrollment- The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed) of unit weight or it's equivalency, during the present semester.

Deliberate misbehavior, destruction of school property, or unexcused absences will cause students to lose their good standing in the school, and as a result, their eligibility to participate in interscholastic activities. Coaches of athletic teams will not issue equipment or allow any student to participate in any sport until that student's Parent-Physician Certificate of Permission and all other appropriate documents are on file.

## **ELIGIBILITY High School/Middle School**

Students who are failing the same class for two or more consecutive weeks will be declared academically ineligible. Students who are academically ineligible may participate in athletic practice but may not participate in any interscholastic activities until they are eligible. Ineligible reports are printed each Monday and in effect on Tuesday morning.. Students who are ineligible on Tuesday will remain ineligible until the following Tuesday.

1. Ineligible students needing to participate in a field trip and/or activity for class credit must obtain written permission from the teacher(s) of classes in which they are ineligible before being allowed to participate. An ineligible student failing to obtain the necessary permission to attend activities may lose class points/credits for non-participation. It is the responsibility of ineligible students to obtain necessary permission to attend academic events during their ineligibility. This permission applies to academic events ONLY.
2. Teachers may detain for 30 minutes any student whose name appears on the Ineligibility list. In such a case, at least ONE DAY'S NOTICE must be given to a student in order that transportation can be arranged by the student.
3. Students must be in attendance by no later than 10:30 a.m. on the day of the activity at FMS/FHS. This rule would not apply to Dr. Appointments.
4. Students serving an ISS will not be allowed to participate in any school-sponsored activity (athletic or academic) the day the ISS is served.

5. A student may not participate in any school-sponsored activities (academic or athletic) and must remain off USD 310 Campus on the day he/she serves an OSS.  
Individual cases regarding eligibility in school sponsored activities will be handled on an individual basis by the administration

## **ENROLLMENT**

### **Admission to School**

Enrollment dates will be published in the USD #310 calendar and The Record. The state law requires that a child must be five years old on or before August 31 of the school year he/she enters kindergarten. First grade pupils must be six years old on or before September 1 of the school year. If a new student is in kindergarten or is enrolling from a different state, an official birth certificate, or hospital issued birth certificate must be shown at the time of enrollment. Parents who do not have such documents verifying birth dates must contact the Bureau of Vital Statistics, Department of Health of the state in which the child was born. All students entering kindergarten or from out of state, must complete a Kansas Immunization form and have a current physical. These documents must be signed by a certified physician or health clinic official. This form may be obtained from the school office. Social Security numbers are requested for all students. Application forms are available in the school office. All admission information must be on file in the school office. Students may be excluded from school until admission is complete.

### **Insurance**

USD #310 does not provide student insurance. The school makes arrangements that allow parents to purchase insurance through an individual provider on children for a nominal fee. This coverage is optional. Information leaflets regarding insurance options will be handed out at enrollment. Parents must sign a waiver of non-participation if they do not plan to carry the independent carrier insurance.

## **Family Educational Right to Privacy Act**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - we have your prior written consent for disclosure;
  - the information is considered directory information and you have not objected to the release of such information (see "Directory Information," below); and
  - disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at



which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 310 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 310 policies for complying with FERPA. A copy may be obtained from USD 310 District Office, 16115 S. Langdon Road, Langdon, KS 67583, (620-596-2152).

### **Directory Information**

For purposes of FERPA, USD 310 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent.

Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 310 at the USD 310 District Office on or before September 1. If refusal is not filed, USD 310 assumes there is no objection to the release of the directory information designated.

### **FIELD TRIPS**

Field Trips provide excellent educational experiences. **Field trips support the curriculum and school improvement. Teachers plan and organize trips, and may ask parents to help with supervision.** Parents who volunteer to help will be contacted by the teacher and may be assigned to help. They will help only with prior planning. No last minute volunteers will be scheduled. No preschool siblings are allowed to go on elementary field trips because parents are needed to help with the students.

### **FINALS**

**Middle School Students will not take formal final exams.**

Finals are worth approximately 10% of a semester grade. All students will be required to take Final Exams each semester. Seniors will take Final Exams in the first semester and in the second semester will submit their senior project in lieu of a Final Exam in all classes.

### **FUND RAISING**

The philosophy on fund raising is that most fund raising should be done during the freshmen and sophomore years; thereby, freeing the junior year for prom preparation. For this reason, freshmen/sophomores may have a maximum of three major fundraisers per year. It is recommended that all freshman and sophomores earn 20 points per year. Points can be earned by helping with concession stands, supplying food for concessions, and attending class meetings. Points not earned by the end of the freshman year will need to be resolved at the cost of \$5.00 per point. Points not earned by the end of the sophomore year will need to be resolved at the cost

of \$5.00 per point. Junior/seniors may have one major fundraiser. FHS sponsored clubs and organizations may have one major fundraiser per year. All fundraisers must be scheduled and approved in advance by a meeting of the principal and sponsors. These fundraisers must be scheduled in advance of June 1st so they may be placed on the district calendar. Concessions for FHS activities are not considered major fundraisers in that semester.

### **GRADE CARDS**

Grade cards are mailed out by the FIFTH SCHOOL DAY following the close of the nine-week period. If any questions arise pertaining to the grade cards, please contact the school and arrangements will be made to have a conference with the instructor.

### **HARASSMENT**

#### **Hazing/Intimidation/Bullying/Menacing**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment/intimidation/menacing/bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

#### **Sexual Harassment**

A student must report sexual harassment to the principal. Unwelcome and unwanted verbal, non verbal, or physical conduct; written or graphic material; inappropriate and/or offensive or obscene language; or other activities that undermine and detract from the victim's educational experience will not be tolerated and will be referred to the principal for intervention. Parents will be contacted and consequences will be determined by the principal.

### **HEALTH ASSESSMENTS**

As required by current law, all students shall submit evidence that they have undergone an appropriate health assessment prior to entering kindergarten or before enrolling in the district for the first time

### **INOCULATIONS**

All students enrolling in USD 310 shall provide the building principal or other designated school official with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students or their parents each fall and spring. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Each principal shall forward evidence of compliance with inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

See page 42.

## **INCOMPLETE ASSIGNMENTS**

Assignments not made up within five school days of day one of the next nine-weeks will be recorded as F's unless special arrangements have been made with the principal and teacher. If a student's allowed make-up time falls into the period between grading periods it is that STUDENT'S responsibility to make arrangements with the principal and teacher to avoid an incomplete.

## **ITEMS NOT ALLOWED AT SCHOOL**

Weapons\* of any kind, including toy weapons, electronics, trading cards, dolls, handheld computer games, pets, and any other items that are not appropriate, or a distraction at school are not allowed. Certain items may be brought for show and tell if authorized by the teacher. If there are questions about a specific item, contact the principal. \*Board of Education Policy JCDBB

Exception: Cell phones, headphones, iPods, and/or MP3 players may be allowed at school with the permission of the administration and teacher. Fairfield Schools are not responsible for property that is left unattended and is misplaced or stolen. Students are encouraged to lock up their property in their assigned locker

## **KINDERGARTEN INFORMATION**

### **Age**

Children entering Kindergarten in September must be five years old on or before August 31<sup>st</sup>.

### **Birth**

Kansas state law requires that a birth date be verified by an official birth certificate record at the end of enrollment. If you have misplaced the certificate or have never sent to the State Board of Health for such a certificate, forms for doing so will be available at the school.

### **Health**

A physical examination when entering Kansas schools for the first time is required by law. Forms are available at the school. Be certain your child is enjoying good health for his or her first year of school. During the school year, be sure your child has a good night's rest, a good breakfast and a happy, unworried mind so he will have a good start for the day.

### **Immunization**

A law passed by the Kansas Legislature requires, "Any pupil entering school for the first time in his/her state, shall, prior to admission be required to present to the appropriate school authorities certification in the process of receiving immunization against poliomyelitis, diphtheria, pertussis, tetanus, measles, mumps and rubella, varicella, and hepatitis B."

### **Clothing**

- (a) A child should know how to tie his/her shoestrings.
- (b) Know how to attend to toilet needs without help.
- (c) Be able to take off, put on and zip coat and boots.
- (d) Label or mark the name of your child on coats and things he/she brings to school.
- (e) Write name with permanent marker on masking tape and place inside of boots.
- (f) Put name on paint shirt.

### **Kindergarten Curriculum**

The curriculum is integrated, in that, most subject areas center around one basic theme. The beginning of the year, special emphasis is placed on gross and fine motor development, visual and auditory perceptual skills, socialization skills and language development. Assessments are made for each individual child in order to set

the program of study for the year to meet each individual child's needs. When a child is ready for reading activities, he will be instructed in recognizing the letter names and sounds and correctly forming the letter on lines and spaces. A reading vocabulary using sight and phonetic words is introduced. The children will also be read a wide range of literature to help them learn words by sight as well as by sound.

The symbols for numerals from 0-31 are introduced. The concept of numerals is developed through games and activities. Addition and subtraction activities are introduced when the children understand the value of each number 0-10. The children learn the following concepts: measuring items by the inch, telling time by the hour, creating patterns with various objects, identifying the penny, nickel and dime, sorting, classifying and grouping items, and working with two or three dimensional shapes.

Many topics of interest are suggested by the children, by events, and by the environment. These interest areas lead to whole language activities which include writing, reading and following instructions. Through all the activities the children develop positive attitudes for listening, following directions, cooperating, getting along with others and building a feeling of self-worth.

### **Suggestions to Parents**

Communicate with the teacher. Tell them anything which will enable the teacher to understand your child better. Help your child feel the teachers are his/her friends and that school is a pleasant place where children learn to work and play.

Avoid discussing your child's abilities or inabilities in her/his presence. Do not compare your kindergartner with their brothers, sisters, or any other child. Each child is different and requires individual understanding. Appreciate all work your child brings home. It will encourage them to do their best. Try to spend some time allowing your child to explain his papers to you.

Do not instill in your child fear of storms, darkness, animals or persons such as policemen, doctors, nurses, etc. If your child brings home articles which are not their own, please notify the teacher at once to help correct any mistakes.

Grade cards will be sent home. They must be signed and returned. If needed, the teacher will call you for a conference. Teachers need the help and cooperation of parents in the guidance and development of the child. When you feel it is necessary to talk over problems with the teacher, make an appointment. Do not try to do it while school is in session.

Parties are an important part of kindergarten growth. The privilege is extended to those parents who care to bring treats. Whenever a parent wishes to bring refreshments for a birthday or any special day, the teacher should be consulted in advance.

Plan to attend Parent/Teacher meetings and school activities when they are scheduled.

All notices and bulletins sent from school are important. Please read them carefully.

It is very important that we have an alternate telephone number in case parents cannot be reached. Please notify the school when your telephone number or address is changed. Babysitter numbers are necessary.

If plans for going home after school change, please send a note to the teacher and call the school before 2:00 pm on the day of the change.

### **Visiting**

If it is necessary for you to bring your child to school, we advise you to leave the building as soon as you have placed him under the supervision of the kindergarten teacher. We encourage visits after the first of school, but not during the first few weeks of the school term.

### **Kindergarten Readiness**

A child ready for Kindergarten will have developed most of the following abilities:

1. Can relate his experiences to others in the group.
2. Follows directions.
3. Has independence in caring for himself/herself.
4. Has a feeling of security at home and school.

5. Works independently in a group.
6. Listens without interrupting.
7. Completes tasks to the best of his/her ability.
8. Uses an adequate vocabulary in expressing his/her ideas.
9. Speaks clearly.
10. Sees likenesses and differences in objects and pictures.
11. Has an interest in books and desire to read.
12. Ties shoelaces.
13. Knows how to work and play cooperatively in a group.
14. Recites short poems and tells stories.
15. Draws with a pencil.
16. Traces a line.
17. Holds scissors correctly.
18. Counts objects 1 - 10.
19. Can write his name.
20. Recognizes 5 basic colors.

## **LIBRARY**

Library Media activities are critical to the success of our total school reading program. Parents should support and encourage the use of books and other library materials. The student must pay for books that are lost, damaged or destroyed.

## **LUNCH PROGRAM**

### **School Meals**

Nutritionally balanced meals are provided. Free or reduced price breakfast and lunches are provided for students who qualify. Parents may make application with the District Office.

Fast food, soda pop, and canned or bottled drinks are not permitted.

If your child brings a sack lunch we ask that you send food that is already prepared. Items such as soup must be placed in a thermos.

### **Special Dietary Needs**

If a student has special dietary needs, the parent/guardian should contact the school office to obtain the appropriate forms. Forms available upon request:

- Letter to Recognized Medical Authority/Physician
- Medical Statement for Student with Food Allergy or Intolerance
- Medical Statement for Student with Disability

### **Meal Charge Policy**

Weekly statements will be sent home or emailed with meal balances. Once the balance reaches \$50, there will be a letter sent stating that their balance has reached \$50 and they have 1 week to pay off the balance. If the balance is not paid within 1 week, students will receive peanut butter and jelly sandwiches and water.

### **Rules**

Lunchtime is a time for students to relax and enjoy eating with friends. It is expected that student behavior would not infringe upon the rights of others. When student behaviors and/or noise level becomes a problem, students will be asked to make a correction. Supervisors will administer consequences, which may include quiet time, no talking, removal to another area to eat, and/or missing recess time. The general behavioral rules for the lunchroom are as follows:

1. Quiet talking is allowed. There is no talking if it is necessary to have quiet time.

1. Follow directions of the adult supervisors, cooks, and other lunchroom staff.
2. No yelling, bad language, throwing things, or rude and discourteous behavior.
3. Do not bring candy, pop or glass containers.
4. Do not trade food.
5. Stay in your seat during lunch. Raise your hand for help.
6. Scrape your tray completely when you leave.
7. Be courteous and use acceptable manners.
8. Keep hands, feet, and objects to yourself.
9. Don't take food out of cafeteria.
10. Fairfield Schools DOES NOT have an open lunch policy. ALL students are required to stay on campus during their lunch period.
11. All meals must be paid in advance. Charges are not allowed per BOE meeting 7/28/97.
12. This is your lunch area. Keep it clean.
13. Each student has his/her own lunch card and it may not be used by anyone else.
14. Students will remain in cafeteria unless given permission to leave.

## **NONDISCRIMINATION**

### **USD 310 Nondiscrimination Policy**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Nathan Reed, Superintendent, USD 310 (620-596-2152) has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990*. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure

## **PARENT ACTIVITIES**

### **Parent Involvement**

Parents are encouraged to attend our Back To School Nights at the start of the fall semester. Parents will be informed regarding their legal right to be involved in the education of the children. Parents will receive information regarding the calendar of family meetings and activities scheduled throughout the year. Parents will be encouraged to explore the variety of resources the school provides for family literacy. Parents will be informed of the structure and organization of the Site Council and Parent Council/Parent Teacher Organization. Information regarding the school profile, assessments, curriculum, state standards, achievement, proficiency levels, and school improvement strategies will be shared. Parents will be told how results will be disseminated and the procedure in place to study school assessment results. Individual student results will be shared at parent conferences and Student Intervention Team meetings, and with progress reports and reports cards. Parents are encouraged to contact the school at any time they have questions, concerns or input regarding the effective functioning of the school

### **School Site Councils**

The School Site Council serves in an advisory capacity under state guidelines. The council assists in evaluating school policies and programs, especially relating to the school improvement process. Meetings are announced in the district calendar and school newsletters. \*Board of Education Policy IB

### **Parent Organizations**

The purpose of the Fairfield parent group called FPO is to promote cooperation and communication between parents, teachers, and the school. The organizations hold monthly meetings, raise money for school needs, and help with school events. These meetings are announced in the district calendar. Any adult interested in the education of children is encouraged to attend.

### **PERMISSION TO LEAVE THE BUILDING**

Students must obtain permission to leave the building, but not the school grounds (for example go to the parking lot) from the principal or his designee. Before a student leaves the building he/she must sign out and state the reason for leaving the building. When the student returns he/she must sign in.

In order for a student to leave the school grounds:

- a. A parent or guardian must grant permission for the student to leave the school grounds and give the principal or his designee the reason the student needs to leave.
- b. Students must obtain permission from the principal or his designee.
- c. The student must sign out in the office by stating the reason or his/her departure.
- d. The principal or his designee has the authority to deny a student permission to leave regardless of whether or not a parent granted permission. For example, Fairfield High School does not have an open lunch period and students are not allowed to leave for lunch.

Once a student arrives at school (on school grounds), he/she is considered in attendance. The student may be suspended, in-school, for failure to follow this rule. Parents and/or law enforcement will be called if a student leaves when directed not to do so by school personnel.

### **PHYSICALS FOR ACTIVITIES**

The athletic director shall require proof of physical examination for any FHS or FMS student engaged in activities covered by KSHSAA rules and/or board policy. All students must have a current Kansas physical before they can attend school.

### **PRE-SCHOOL INFORMATION**

The Pre-School program is provided through the collaborative efforts of USD #310 Fairfield, the Kansas Pre-school Program and the Early Education Center. These programs combine personnel, material resources, and specialized knowledge to provide integrated services to all families in the Fairfield School District. The successful blending of program guidelines meet the needs of children from three to five years of age who learn together in a mutually beneficial, developmentally appropriate setting.

The Fairfield Pre-School curriculum is based on developmental appropriateness. The team encourages the children to become enthusiastic learners by encouraging active and creative exploration of the environment. The goal is to help children to become independent, self-confident, inquisitive learners. The children are learning how to learn at their own pace in ways that are best for them in preplanned, structured learning centers which promote all areas of development.

### **CLASS TIMES**

The Fairfield Pre-School classrooms will meet Monday through Thursday from 8:00 a.m. to 3:30 p.m. **No early arrivals will be allowed.**

### **ENROLLMENT**

Parents are encouraged to contact the elementary office to pre-enroll students for pre-school. Enrollment for pre-school students should be completed at the regular enrollment in August. The following forms should be

filled out during enrollment: Enrollment Forms, Tuition agreement (if applicable), Kansas Department of Health and Environment Medical Record, Authorization for Dispensing Medications, Supply List, Publication Release Form, Free/Reduced Lunch Application and General Information. These forms should be filled out during enrollment. **All students must have a birth certificate, current physical and up to date immunization record on file before they can attend pre-school classes.**

It is the parent's responsibility to notify the school whenever there is any change in address, place of employment, work schedule, telephone number, or any other information.

### **PROGRESS REPORTS**

Progress reports inform students and parents of either positive progress or concerns about the student's work in class. Progress reports are used to notify parents that the student may be in danger of failing a class. These reports may also be used to inform parents of any change in a student's behavior that needs parental attention.

### **RESIDENCY**

Any non-resident student who wishes to attend an USD 310 attendance center will make application to the Superintendent. If a non-resident student is denied admission to USD 310, the student may request a hearing before the board. The decision of the board on any such hearing shall be final. Students that live in district, but with neither biological nor adoptive parents, will be requested to provide a legally binding document that transfers parental rights to the person(s) acting as that student's guardian during their enrollment at USD 310.

### **SCHOOL SPONSORED ACTIVITIES – GUIDELINES FOR FMS/FHS**

**Students attending any School Sponsored Activities at home or away must follow the rules outlined in the Fairfield High School/Middle School handbook.** Each party or dance involving any segment of the student body must be approved and/or coordinated in advance by the Student Council. Student Council will obtain necessary administrative approval.

#### **Portable Breath Screening Device**

USD 310 has a policy on the use of portable breath screening devices at school functions/activities. Students and/or guests who test positive to alcohol will be denied entrance to or removed from activity. Students will be allowed to re-test if they have blown a positive the first time. Upon a second positive, parent or guardian will be contacted to come to the function or activity and take custody of the student. Students will also receive consequences according to USD #310 Handbook, which could include suspension or expulsion from school. If a student refuses to be tested, he/she will be denied entrance to the activity and considered guilty of consuming alcohol. Appropriate disciplinary actions will be applied.

#### **Other Guidelines;**

1. When a student leaves a party or dance, they will not be readmitted.
2. Appropriate dress will be worn to parties or dances as established by the sponsoring organization.
3. Anyone bringing an outside date must sign both names on a list in the office by the deadline set by the event coordinator and must accompany that individual to the event. (Exception: FHS graduates at Homecoming Dances) Administration reserves the right to decide which outside dates may be permitted to attend school dances.

**\*\*Prom-** All out-of-school guests to prom must have a completed and approved Dance Guest Application on file with the building administrator before they can attend FHS Prom.



4. Anyone with an outside date is responsible for his or her conduct. (Meaning if your guest violates the rules you will be disciplined the same as if you violated the rules)
5. No organization may sponsor an activity on deficit spending.
6. All dress and behavior rules apply at all school functions.
7. Each organization handling funds is to have a treasurer who is to keep accurate accounts of receipts and expenditures. Every month the FHS Secretary/Treasurer will provide the sponsor(s) with a copy of the monthly activity fund summary sheet.
8. All students are to be under sponsor supervision with the sponsor(s) present.
9. All school-sponsored activities are limited as follows:
  - a. No required Sunday or Wednesday activities.
  - b. Friday night or Saturday night activities end at 11:30 p.m.
10. Student dues and all fund raising for any organization must be approved by the principal and comply with state law and board policy.
11. When class time will be lost due to activity business, it must be cleared in advance by the principal and when approved, distributed to the faculty with at least three days prior notice.
12. If school is dismissed for any reason, ALL school-sponsored activities/practices will be canceled for that day.
13. Sponsor(s) will enforce all building, dress, and behavior rules while on transportation provided by the district. In addition, it is the responsibility of the sponsor(s) to ensure that bus discipline rules are enforced. (Check with each bus driver.)
14. Picking students up at locations other than FHS will not be done without prior written arrangements that have been made by the sponsor(s) and approved by the building principal or other designated school official.
15. Buses will not detour from the planned route of the activity or make any stops along the route to and from the activity unless prior arrangements have been made and approved by the building principal or other designated school official.

### **SCHOOL HOURS**

School building hours will be from 8:00 AM-3:30 PM. Before or after these times, students will be required to be in the commons area. (Exceptions will be made as needed for sports practice or other special activities.)

### **SEMINAR PERIOD (FHS)**

**Purpose:**

- Seminar Period is a proactive rather than reactive way to monitor student progress in each class.
- Silent reading will be required during Seminar Period.
- Teachers will focus on the needs of students on a daily basis who have a D or F in any class.
- Meetings for all clubs will be held during Seminar Period. Students with 70% or above may attend meetings during Seminar Minutes.

**Seminar Period Guidelines**

All students are required to attend Seminar with their assigned teacher every day. If a student is failing one or more classes they must stay in seminar and may not attend class meetings or club meetings.

### **SPORTSMANSHIP**

The ideal of sportsmanship permeates every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports as a concept and as a pragmatic

training ground for good citizenship and high behavioral standards.

Fairfield High is a first rate school with high academic standards; in other words, it is a "class act." The following "sportsmanship code" exemplifies "class"; therefore, every member of the student body is expected to follow this code and demonstrate that they attend a school with "class".

This code complies with KSHSAA Rule 52.

### **Code of Sportsmanship**

1. Be courteous to opponents, fans, and cheerleaders.
2. Cheer for your team and not against opponents! All cheers and yells from fans should be positive in nature, geared toward your team and fans, and should never be directed toward the opposing team or its members or fans. The following actions are considered rude, discourteous, and unsportsmanlike, therefore prohibited.
  - a. Waving of arms, hands, and jeering while an opponent is at the free throw line in an attempt to distract a player's concentration.
  - b. Pointing a finger at an opposing player whenever they commit a foul and chanting "you--you--you."
  - c. Chanting of "Air Ball --- Air Ball" when an opposing player does not draw iron on an attempted shot.
3. Exercise self-control at all times -- never chant obscene yells, boo or heckle an official, coach, cheerleader, or player. Respect and abide by the officials decision.
4. Maintain personal integrity and conduct yourself at all times in such a manner as to display character in every action, and be a credit to yourself and your school. Be courteous to the fans around you – do not yell in their ear, or yell commands to the players or coaches above the crowd.
5. All banners and signs should be in good taste and not personal, negative, vulgar, or unsportsmanlike.
6. Respect the host school's' property and the public property of other communities. (Fans & cheerleaders should refrain from stomping and kicking bleachers).
7. Learn to win with character and lose with dignity -- never chant or yell "warm up the bus" or other yells that antagonize your opponents when you feel you have won the game.
8. Treat all your opponents as you would like to be treated.

### **STUDENT FEES:**

The following fees have been approved for USD #310 Students:

1)	Breakfast	\$1.45
2)	Lunch	\$2.65 (Pre-K through 8)
3)	Lunch	\$2.80 (9-12)
4)	Textbook Rental	\$50.00 (K-12)
5)	Laptop Rental	\$50.00
6)	Athletic Fee (per sport)	\$5.00
7)	FACS	\$15.00
8)	Yearbook	\$25.00
9)	Drivers Education	\$100.00
10)	Band Rental	\$50.00 (per year)
11)	Percussion Rental	\$20.00 (per year)
12)	Guitar Book	\$5.00 (per year)

**RETURNED CHECK CHARGE: \$20.00**

## **STUDENT INTERVIEWS**

Any and all student interviews on school grounds can only be done with prior knowledge and consent of the administration. In emergency situations, interviews may only be held without parental consent in the presence of an administrator.

## **SUPERVISION OF MEDICATIONS**

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and not to be practiced by any school personnel, unless authorized hereinafter. School personnel are advised that the Nurse Practice Act KSA 65-1113 et seq. as amended make it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis. It is policy of the USD 310 Board that the public school should not provide students with aspirin or any other medication. The decision as to whether aspirin is needed is a form of diagnosis and the dispensing of the medication is a form of treatment. Unauthorized administration of aspirin or other non-prescription medications shall not be practiced by any school personnel. In certain explained circumstances when medication is necessary in order that the students remain in school, the school may cooperate with parents in the supervision of medication that the students will use; but a written request must be sent to the building administrator or to the office personnel who may supervise the administration of the medications or treatment.

All medication is to be brought to school by the parent/legal guardian, in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered. **NO TEACHER IS TO GIVE ANY STUDENT ANY FORM OF MEDICATION.** (This includes over-the-counter medicines.) All medication should be handled through the principal's office

## **SUSPENSION AND EXPULSION PROCEDURES**

A student may be suspended or expelled, for reasons set forth in Kansas Law, by the following certified personnel: building principal or other designated school official, assistant principal, or superintendent. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas Law.

**Grounds for Suspension or Expulsion:** Under KSA 72-8901, students may be suspended or expelled for

- (a) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
- (b) Conduct which substantially disrupts, impedes, or interferes with the operation of any public school;
- (c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school sponsored activity;
- (d) Conduct which constitutes the commission of a felony or misdemeanor;
- (e) Disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such activity can reasonably be anticipated to result in disorder, disruption, or inference with the operation of the school or any substantial and material impingement upon of the rights of others.

### **In School Suspension (ISS)**

Administration will not assume expected disciplinary duties of the classroom teachers. Behaviors that are not

being modified by normal classroom disciplinary consequences can be referred to the administration for possible in-school suspension. Students in ISS are to be given all assignments and tests. Students serving an ISS will not be allowed to participate in any school-sponsored activity or practice (athletic or academic) the day the ISS is served.

### **Out-Of-School Suspension (OSS)**

Out-of-school suspension will be used for only the most severe misbehavior.

Students will receive credit for work missed during the suspension. Students will be responsible for getting their make-up work and turning it into the teacher .

A student will serve the total number of days of Out of School Suspension assigned regardless of changes in the school calendar due to adverse weather or any other unforeseen events.

Students serving an OSS will not be allowed to participate in any school-sponsored activities (athletic or academic) and must remain off USD 310 campus during the terms of the OSS. **\*When a student is suspended from school he/she may not attend school functions, be on school property, at school sponsored events, or at any school activity (home or away) during the term of a suspension.**

### **Short-term Suspension**

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension, including the reason for the suspension shall be given to the student and the student's parents or guardians within 24 hours after the suspension has been imposed. At the informal hearing, the student shall be notified of the following: The right to be present at the hearing, to be informed of the charges, to be informed of the basis for the accusation and to make statements in defense of or in mitigation of the charges or accusations.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

The principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

### **Long-term Suspension or Expulsion**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The principal shall designate a hearing officer from a list approved by the board. The person conducting the hearing shall explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based, and to provide an opportunity for the student, the student's parents or guardians, counsel and witnesses to present information pertinent to the case. Students receiving a suspension must remain off USD 310 campus for the length of the suspension.

### **Long-term Suspension or Expulsion Hearings**

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents or guardians shall be given written notice of the time, date, and place of the hearing. The notice shall include copies of the suspension/ expulsion law, and appropriate board policies, regulations and handbooks. The hearing may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearing, a written report and the findings required by law shall be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents or guardians according to Kansas law. Any student suspended for more than ten (10) days or expelled from school shall be

provided with information concerning services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior. Failure of the student and the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing. Students receiving a suspension must remain off USD 310 campus for the length of the suspension.

### **Student's Rights During the Hearing**

The student shall have the right:

1. To counsel of his/her own choice
2. For parents or guardians to be present
3. To hear or read a full report of testimony of witnesses
4. To confront and cross-examine witnesses who appear in person at the hearing
5. To present his or her own witnesses
6. To testify in his or her own behalf and to give reasons for his or her conduct
7. To an orderly hearing
8. To a fair and impartial decision based on substantial evidence
9. Students who are suspended for more than 5 days or expelled from school may appeal to the board within 10 days of receiving written notice of the hearing results.

### **Special Education Suspension and Expulsion Procedures** (See State Plan for Students on an IEP)

## **TARDINESS**

**Punctuality is a life skill that Fairfield High School students are expected to demonstrate. As a result, the teaching staff and administrators take the issue of excessive tardies seriously. Five (5) unexcused tardies can count as one unexcused absence. As a result, when a student meets the truancy threshold of unexcused absences due to accumulated unexcused tardies, the student will be turned into the Reno County attorney as truant.**

**Late to School:** If a student is late to school he/she must report to the office. Any tardy will be issued in the office before attending classes. Upon receiving three tardies, the student will be required to serve a 30 minute detention which must be served on the following Wednesday at 3:30 pm in the assigned teacher's classroom. Once the detention is served, the process starts over. If an assigned detention is not served the following Wednesday, the detention is doubled to 1 hour. If the student does not serve the 1 hour detention, a half-day in-school detention will be assigned. It is recommended that a parent call in and let the school know when their child will be tardy/late for school, however, a tardy will only be excused in some uncontrollable instances.

**Late to Class:** A student will be counted tardy if he or she arrives in the classroom after the bell, which indicates the start of each class. The same 3 tardy policy is implied as above. However, if this problem becomes habitual, a conference will be scheduled with parents and administration and appropriate consequences will be assigned.

## **TEACHER ADDRESS**

Students are expected to show respect for their teachers in both actions and in the manner in which they address them. For that reason, all teachers are to be addressed as Miss, Ms., Mrs., Mr., or Coach at all times.

## TECHNOLOGY REGULATIONS - STUDENT

### Technology Mission Statement for USD 310

It is a mission of USD 310 to prepare students and staff to live in an increasingly complex world by providing opportunities to explore and understand technology as it influences all components of education and society.

### Use of District Computers / Privacy Rights

Computer systems are for educational and professional use only. All information on district equipment shall be subject to unannounced monitoring by district administrators. Students shall have no expectation of privacy when using district email or equipment.

## I. Copy Laws

### Statement:

The USD 310 BOE will adhere to all federal copyright laws. The students of the district will be expected to comply with these regulations. Individuals will be held accountable for determining whether conditions such as public domain, legal permission, legal exception, and the fair use provision are applicable in cases in which copyrighted materials are used for educational purposes.

### Explanation:

This policy is intended to facilitate the district's compliance with United States of America copyright laws, fair use guidelines, and maintenance of appropriate software records.

The board will comply with the license agreements and /or policy statements of the software used by the district. Therefore, all software used on district computers will be purchased by the district, properly licensed and registered with the software publisher, and installed by or with the approval of the District Technology Coordinator.

### What if?

1. *Where can I go for help with the details on copyright?* Information on copyright will be kept on file at the media center of each attendance center. The district media specialists will have the most up-to-date information.
2. *What if I find information, graphics, photos, etc. on the Internet that will enhance my projects or assignments?* Some web sites provide permission to use the information found there. These can be used in the classroom. Other sites must be contacted for permission before using the information. If in doubt, check with a teacher or the media specialist.

## II. Use of Unauthorized Software/Unauthorized Copying of Software

### Statement:

Students shall not be permitted to load any non-District owned software onto District computers or copy any software without the express written permission of the District Technology Coordinator or designee.

### Explanation:

This is intended to have a direct impact on the compliance with copyright laws as well as to protect network systems and workstations from viruses. This will help prevent changes to the workstation configuration. This does not apply to classes where the curricular objectives include loading or copying

of software as a part of the learning process. District-owned software cannot be used at home unless the software publisher's license allows such copying. Consult the District Technology Coordinator for the particulars of this situation.

**What if?**

1. *Can a software program on a diskette be brought in and run from Drive A: on any computer in the District?* No. The District must purchase software used on District computers.
2. *Can I bring my computer from home with personally owned software and use it at school?* This is not a violation of the Computer Security Policy; however, this computer will not be allowed on the network.
3. *Can I play a personal game on District computers with permission?* No.

**III. Unauthorized Access/Sharing Passwords**

**Statement:**

Students shall not tamper with, attempt to gain or gain access to computer data to which the student has no security authorization (such as, but not limited to financial, employee, and student information). Students shall not share or disclose any passwords and shall be held responsible for all damages as a result of any misuse associated with the user account.

**Explanation:**

Students have access to areas that are in direct correlation to their educational need. This access is for their use only.

**What if?**

1. *What if I want to take home a data disk with my word processing or spreadsheet files so I can work at home?* This is acceptable, as long as there is a legal copy of the program that generates or reads these data files both at school and at home. Transferring data files is not a problem; however, anti-virus checking will be necessary.
2. *Does the Technology Coordinator have access to my password?* No. The Coordinator can provide a new password.

**IV. Unauthorized Use of District Computers or Software**

**Statement:**

Students shall not use District computers or software for any for-profit or non-district purpose except with the express written consent of the District Technology Coordinator or designee. Stations throughout the District that are available for access for all students include classrooms and computer labs. Stations throughout the district that are assigned for use based on specific job descriptions and should not be accessed by the student body include, but are not limited to, the following: File servers, District and Building Offices. If someone is in doubt of the availability of a specific station, he/she should contact the Technology Coordinator.

**Explanation:**

This is needed to protect the confidentiality, integrity, and special configurations needed to maintain the full functionality of our systems.

**What if?**

1. *I am taking a college class; can I use the district computers?* Yes, the district wants students to utilize the equipment to further their education. The key is to avoid abuse.

2. *My mom's birthday is tomorrow; can I use the district computers to create a present?* No, district computers are not for personal use.
3. *I found a cool screen saver; can I install it on a district computer?* No, students may not change any configurations, settings, or preferences on district computers.
4. *I want to sell my car; can I use district computers to advertise it on the Internet?* No, district computers are not to be used to make a profit.

## V. **Modify, Damaging, Destroying or Copying of Data**

### **Statement:**

Students shall not in any manner modify, damage, destroy, or copy any data to which they are not authorized.

### **Explanation:**

This is intended to protect the District administrative information as well as staff and student data. It also applies to special configuration files that keep the network functioning and work

### **What if?**

1. *What if I accidentally access files that I know I am not supposed to see?* Report this incident to your teacher immediately.
2. *I dropped a disk and now I cannot access the information saved on it.* Report the incident to your teacher. The student will be responsible for replacement of data but this may not necessarily be disciplined.
3. *Can I copy the school's software for use at home?* Some software is licensed for students to use at home, check with the Technology Coordinator.

## VI. **Internet Acceptable Use Policy (AUP)**

### **Statement:**

Internet access is limited to educational purpose. Teacher-directed classroom activities, individual study projects, and planned self-discovery will receive priority. **ACCESS IS A PRIVILEGE, NOT A RIGHT!** Use the rules of netiquette when communicating on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use.

### **Objectionable Behavior**

Users will not:

1. purposefully send or receive and/or view obscene, pornographic, or inappropriate material, or any material that facilitates illegal activities.
2. use chat rooms.
3. harass, insult, or attack others.
4. intentionally waste limited resources, supplies, or time.
5. use the Internet for commercial or political purposes.
6. knowingly spread computer viruses.
7. play games or pursue other non-academic purposes without permission.
8. access personal email accounts

Violations will result in disciplinary action including but not limited to loss of Internet privileges.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, USD 310 supports and respects each family's right to decide whether to grant permission for Internet access.



## **VII. Ownership of Student-Produced Computer materials**

A student owns all the rights of copyright in and to the work they create as part of their education, whether generally or within the scope of a particular class. Any use of that work must be with the express written permission of the student and their parent or guardian.

## **VIII. Violation of Policy**

Any student who violates this policy shall be subject to disciplinary action, including, but not limited to, suspension from or denial of access to all District computers and suspension or expulsion from school. Students who utilize computer data (i.e. other student's work product or a teacher's test) without authorization to gain an improper academic advantage may also be subject to discipline. Additionally, if a student's conduct constitutes a violation of copyright laws or Kansas Statute 21-3755, the student may be subject to prosecution under such laws. Any student who intentionally damages or destroys District hardware and/or software, directly or indirectly shall be responsible for all costs associated with repair and/or replacement of parts and services

### **USD 310 Fairfield**

#### **Computer Security and Internet Acceptable Use Policy Acknowledgment Students**

##### **All students must assume the following responsibilities:**

1. It is the student's responsibility to treat all equipment with care and to report instances of abuse or misuse as soon as the student becomes aware of them. Each student is expected to report any malfunction or problem immediately upon discovery, to the teacher, building technology coordinator or the district technology coordinator.
2. All students are prohibited from allowing other individuals to access or update information under their security authorization (user name & password). Passwords must be kept confidential and must be changed at required intervals (more frequently, if desired). Students will be held accountable for all computer activity performed under their security authorization.
3. A student and/or guardian, is responsible for payment of all repair, service, and/or replacement costs if the student vandalizes or otherwise intentionally damages any District hardware or software. By signing this contract, you expressly agree to be responsible for payment of costs incurred. The student will be referred to the building administration for appropriate discipline, including but not limited to, suspension from or denial of access to all District computers.
4. A student, who damages, destroys, or copies another's data will be referred to the building administrator for appropriate discipline and may be suspended from or denied access to all computers. Incidents in which a student copies another student's data will be treated as cheating.
5. A student who tampers with or attempts to gain access to computer data to which the student has no security authorization is in violation of District policy. This act will be considered equivalent to tampering with a teacher's written records or attempting to gain access to confidential student information.
6. A student will not load or copy unauthorized software onto District computers. All software used on District computers and networks is to be purchased by the District, properly licensed and registered with the publisher, and installed by the District Technology Coordinator or designee.
7. A student will follow the Internet Acceptable Use Policy.

Any student disregarding these responsibilities will be considered in violation of the USD 310 Fairfield Computer Security Policy. In addition to violating District Policy, students may be subject to prosecution under the copyright laws of the United States of America and/or Kansas Statute 21-3755.

## **TORNADO/FIRE DRILLS**

**Tornado drills** will be conducted at least three times during the school year and are signaled by a message through the intercom system. All students will report to the Safe Room located in the north-west corner of the building, just east of the District office.

**Fire drills** will occur monthly with a mechanical alarm sounding in the hallways. Evacuation routes are posted in each classroom.

## **TRANSPORTATION**

The Fairfield School District will provide bus transportation for children who live in USD 310 and attend the preschool program with the exception of students who leave the pre-school program before the end of the school day. If a child attends less than a full day it will be the responsibility of the parents to provide transportation., unless the child has an Individualized Education Plan (IEP). Pre-school students may not stay for the After-School program.

The school staff will NOT transport children to and from school. If a child is left at school, attempts will be made to contact the parent or individuals listed on the transportation form

## **SCHOOL DAY**

Students are expected to comply with the school arrival and dismissal times. School will begin promptly at 8:00 a.m. and students will be dismissed at 3:30 p.m. Students arriving before 7:30 a.m., without prior approval, will not be admitted into the building. All students are asked to leave the campus at 3:30 p.m. unless they are enrolled in the after school program, attending practice or have made arrangements with a staff member who will provide supervision. Students transported by USD #310 buses will be admitted to school upon arrival. Tardies are recorded at the tardy bell.

## **STUDENT ACTIVITIES**

Student activities enhance the academic program. Consult the most recent district and building newsletters regarding student events and activities. Activities may include but not be limited to the following:

- Grandparent's day, winter and spring music programs, Back To School Night, spelling bee, math contest, problem solving events, field day, and awards assembly.
- The teacher with the permission of the principal may organize class parties.
- Invitations to social events organized by parents should be sent out privately. Invitations should not be handed out at school. \*Board of Education Policy JH

## **VISITORS**

Students from other schools may not attend classes with their relatives or friends. Academic preparations have not been made for visiting students. Parents and visitors report to the office before going to a classroom or any other area in the school. These expectations are essential to maintain a professional educational environment and provide for optimum security of the school.

**IMMUNIZATION REQUIREMENTS  
2017-2018 SCHOOL YEAR**

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a child care program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

**Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.**

<b>Early Childhood Program</b>	
<b>Operated by a School</b>	
<b>Ages 4 Years and Under</b>	
<b>Vaccine</b>	<b>Requirement</b>
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Prevnar (pneumococcal conjugate)	4 doses**
Additional ACIP Recommended Vaccines Not Required for Early Childhood Programs	
<ul style="list-style-type: none"> <li>● <b>Rotavirus:</b> Three doses recommended for infants less than 8 months of age.</li> <li>● <b>Influenza (flu) Vaccine:</b> Annual vaccination is recommended for all those 6 months of age and older.</li> </ul>	

<b>Grades 7 - 12</b>	
<b>Vaccine</b>	<b>Requirement</b>
Tdap (Tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses ***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

Additional ACIP Recommended Vaccines  
Not Required for School Entry

- **HPV (Human Papillomavirus) Vaccine:** Two doses are recommended at age 11 years.  
*HPV is a cancer prevention vaccine!*
- **Meningococcal - MCV4 (Meningitis) vaccine:** One dose is recommended at 11 years of age with a booster dose at 16 years of age
- **Influenza (flu) Vaccine:** Annual vaccination is recommended for all those 6 months of age and older.

## Kindergarten - Grade 6

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses ***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

Additional ACIP Recommended Vaccines  
Not Required for School Entry

- **Influenza (flu):** Annual vaccination recommended for all those 6 months of age and older.



\* Varicella (chickenpox) vaccine is not required if child has had chickenpox disease **and** disease is documented by a physician signature.

Without a physician signature, vaccine is required even if you believe your child has had chickenpox disease.

\*\* Total doses needed are dependent on vaccine type and the age doses were administered.

\*\*\* All students in grades K - 6, all new students and students currently completing the polio series must have 6 months between the last 2 doses of polio vaccine, and one dose must be after the 4th birthday.

~ All students in grades 7 - 12 are required to have one dose of Tdap regardless of interval since the last dose.