



Monday, August 14, 2023
USD #333 USD333 Board of Education Regular Meeting

AGENDA FOR UNIFIED SCHOOL DISTRICT NO. 333
CLOUD COUNTY, KANSAS

6:00 PM

USD #333 Board of Education Administrative Offices, 217 W. 7th St., Concordia, KS 66901

A. OPENING ITEMS

1. Call To Order
2. Pledge of Allegiance
3. Members Present

B. CONSENT ITEMS

1. Adopt Agenda for Meeting
2. Approval of Minutes
3. Accept Gifts and Donations
4. Approval of Encumbrances as listed in the Superintendent's Report
5. Approval of Financial/Treasurer's Report/CapitalOne
6. Administrator/Building Reports
7. Vote on Consent Items

C. PUBLIC COMMENTS

D. STUDENT/PATRON PARTICIPATION/RECOGNITION

E. INFORMATION/UPDATE/COMMUNICATION

1. Set Budget Hearing Date LTG2
2. Revenue Neutral Rate Hearing LTG2
3. Enrollment Report STG3
4. Facility Updates

F. EXECUTIVE SESSION

G. BOARD ACTION ITEMS

1. Handbook Revisions
 - CMS
 - CJSHS
 - Daycare

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2. Board Policy Updates - tabled from June (all excluding JBCC)

3. LCNCK Contract

4. Ratify Negotiations

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1.	1. New Hires/Transfers/Resignations/Terminations of <u>CERTIFIED STAFF</u> for 2023-2024 School Year (if needed) Certified August 2023 LIST	120
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USD 333 DAYCARE

Dear Parents,

This handbook is designed to outline our policies and procedures for the USD#333 Daycare as well as answer questions about the daycare. On behalf of the daycare, we would like to express our commitment to maintain a high quality daycare for your child/ren and you. We are honored to have the privilege of working with child/ren. We welcome your questions and comments.

Philosophy and Program Overview

USD#333 Daycare is a high quality, affordable, and licensed program that has standards above and beyond the minimum guidelines required by Kansas Department of Health and Environment. USD #333 maintains that a quality program is directly related to the staff, and strives to hire and train a staff which meets these expectations. USD #333 believes USD#333 Daycare can provide your child/ren with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you are at work.

“We believe that children should be treated with respect and dignity to feel safe and secure, to have opportunities for learning through play, decision making, and social interaction with their peers”.

Operating Procedures & Policies

****USD#333 Daycare is open August 1st thur June 30th.**

****We will follow the USD #333 calendar. During the school year USD#333 Daycare will be open on all regular school days, teacher in-service days, and days with a late start. USD#333 Daycare will follow the closing school days of incimate weather. Our hours of operation will be Monday through Friday 7:15 AM to 4:30 PM.**

If you are running late and do not communicate with USD#333 Daycare staff there will be a fee of \$5/child if you are over 15 minutes late. USD#333 Daycare staff meet the requirements designated by the State of Kansas licensing guidelines and are responsible for the overall operation of the daycare. The teacher is at or under state requirements. Staff subs at USD#333 Daycare are checked by contacting their references, KBI background checks, First Aid & CPR, fingerprinting, and follow the same guidelines as the providers.

USD #333 Daycare

Guidance Policy

One of the goals of USD#333 Daycare is to help children learn appropriate behavior. We want children to act with:

- Self-control
- Respect for others
- Guidance

To help children reinforce these actions, we:

- Model behaviors that we want to see in the children
- Establish clear, consistent and simple limits
- Explain the reasons for rules
- Remain positive in our approach.

In most cases, the way we encourage these actions is to reinforce positive behavior. In some cases, guidance is necessary. Before guidance of any

kind is administered, however, a review of other possible causes will be considered. Is the child sick, tired or hungry?

When guidance is necessary, we will:

- Redirect the child's attention to an acceptable action
- Explain the negative behavior and help child identify solutions
- Time-out – a time to cool off and change attitudes
- Miss-out – a lost privilege

All guidance is followed with a big hug and a smile to let children know that they are still wonderful, cared-for individuals.

Payment

Checks may be payable to USD #333. Parents may also pay by credit/debit card at the board office. Parents can pay either weekly or monthly. Parents are charged for each child in care. Infants (0 months - until Potty-Trained) are **\$150** per week. Toddlers/PreK (Potty-Trained -Age 5) **\$125** per week. If your child is potty trained in the middle of the week the next week is when the parents will pay \$125 a week. If you decide to withdraw your child(ren) from care PCD needs a two week notice. The tuition paid beyond the two weeks will be refunded.

Drop-ins for Siblings:

The rate is \$20 per day(full day), and \$8 (after school), we can only take a drop in if we are able to stay in ratio. All paperwork must be completed before the child can come to USD#333 Daycare.

Drop-ins:

The rate for drop-ins is \$30 a day. All paperwork must be completed before the child can come to USD#333 Daycare.

Attendance

Please notify USD#333 Daycare if your child will not be in attendance for the day or is running late. Amy's cell number is (904) 907-6960

Early and late pickups

Please notify the daycare if you need to pick your child up early. This will help us in allowing clean up time and having your child ready for you. Please call if you have circumstances beyond your control and you will not be able to pick your child up by closing time.

Food Program

Breakfast, lunch, and a snack will be served daily. For children under 12 months that are on formula or breastmilk and all baby food the parents will need to provide. **PLEASE LET STAFF KNOW OF ANY FOOD ALLERGIES!**

General Health Policy

When a child is absent due to a communicable disease, the staff shall inform other parents of the nature of the illness. Communicable diseases are reported to the Cloud County Health Department. Staff is trained to observe symptoms of illness, neglect, and child abuse by observing each child's physical condition daily. If a child becomes ill, the staff will take the following steps:

- Fever of 100 degrees or above
- Vomiting, in excess of typical infant spit-ups
- Diarrhea that is excessive
- Conjunctivitis (pink eye)
- Consistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- Excessive greenish nasal discharge, indication possible infection
- Head lice
- Any other Contagious disease
- Hand Foot and Mouth

A parent or guardian will be notified and arrangements will be made to pick the child up. Also, if your child exhibits any of the above symptoms, please keep him/her at home. Children will need to be fever free for 24 hours, without the use of fever reducing medications before returning to the USD#333 Daycare.

Sick Leave Policy

Parents will be charged for days that the child is not in daycare due to illness by parent or child. If someone in the household has been in contact with Covid-19 or a positive test, we will follow the guidelines from the Health Department.

MEDICATION

If your child is on medication and it needs to be administered while he/she is at daycare, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. There is a form for you to sign giving USD#333 Daycare staff permission to give the medication to your child. Medication will be administered at the time or with the meal you specify and a written record kept.

CHILD ABUSE

Any evidence of neglect or unusual injuries including bruises, contusions, lacerations, or burns noticed by any staff member shall be noted on the child's record and immediately reported to USD#333 Daycare Director. The Director shall report incidents to Kansas SRS or to local law enforcement, if SRS is not open. **USD#333 Daycare IS A MANDATED REPORTER OF CHILD ABUSE AND NEGLECT.**

CLOTHING and OTHER PERSONAL ITEMS

Parents please dress your child/ren appropriately for the current weather conditions. An extra change of clothing is required for all children. **Infants will need to have an adequate supply of clothing, diapers, wipes, and diaper cream.**

Child/ren are encouraged to leave all personal items at home such as toys, electronics, etc. USD#333 Daycare will not be responsible for lost, stolen or broken items that have been brought from home.

Termination

If for any reason you decide to terminate care at USD#333 Daycare, we will need a two week notice.

Liabilities

Children will never be left unsupervised nor will they be abused or neglected while in our care. However, accidents do happen. In case of EMERGENCY, we will administer the necessary First Aid. An ambulance will be called and your child will be transferred to the nearest hospital. YOU WILL BE NOTIFIED IMMEDIATELY! If an ambulance must be called to transport your child the cost of the ambulance will be your responsibility. You are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The staff at USD#333 Daycare will not be held liable for any sickness/injury of either parent/guardian or child while on the premises.

Outdoor Play

USD#333 Daycare will be going outside when the weather is appropriate. To help with this please dress your child in the appropriate clothing for the weather. Shoes should not be soft soled as these cause them to slip more easily. Please bring jackets, coats, gloves, hats, heavy coats, and boots when the weather calls for any cooler or cold temperatures.

Safety

Smoke alarms are located throughout the house and will be tested monthly. There is a fire extinguisher located in the kitchen under the

sink. All poisons and medications will be locked in a cabinet out of reach of the children. First aid kit will be located in the kitchen. The outside play area is fenced in and children will not be left unsupervised. Emergency numbers for fire, police, poison control, gas service, & 911 are all posted on the refrigerator.

Emergency Preparedness Plan

In preparation for emergencies we will be doing monthly fire drills and 6 months of the year tornado drills. There will be a map posted on the bulletin board as to where we go for each drill. We will also have a safe spot for if we have an intruder or go into a lockdown.

Ending Note

We are excited to engage with your children, parents, and community. With open communication and cooperation on both parts to help things run smoothly. Please feel free to ask any questions you may have or any suggestions or concerns!

Concordia Middle School

Student Handbook

2023-2024



1001 East 7th Street, Concordia, KS 66901

Phone: (785) 243-2114

Fax: (785) 243-8844

SCHOOL HOURS

7:35 am - Doors Unlocked

7:35 am to 7:55 am - Breakfast Served

8:05 am - Tardy Bell (Student needs checked in by parent/guardian)

11 am to 11:30 am 6th Grade Lunch

12 pm to 12:30 pm 5th Grade Lunch

3:22 pm - School Dismissed

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District Mission Statement

“Our Mission is to create and maintain an environment that ensures:

ENGAGED LEARNING,

EFFECTIVE TEACHING,

TRUSTING RELATIONSHIPS,

So that all members of the school community reach their highest level of academic achievement.”



Notice of NonDiscrimination

In compliance with Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementation Education Amendments of 1972/Americans with a Disability Act or Section 504 of Rehabilitation Act of 1973; and all other Federal, State, School rules; laws, regulations, and policies, the Concordia Schools, USD 333, shall not discriminate based on sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Concordia, U.S.D. 333, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Quentin Breese, Superintendent of Schools
Section 504 Coordinator
217 West 7th Street
Concordia, Kansas 66901
Phone: 785-243-3518

Title IX Complaints can also be filed with the Office for Civil Rights.

U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114

All students attending Concordia, U.S.D. 333 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

District Office & USD #333 Board of Education

217 West 7th Street, Concordia, KS 66901

Phone: 785-243-3518 Fax: 785-243-8883

NAME	POSITION
Quentin Breese	Superintendent
Brayn Bombardier	President
Jenny Parker	Member
John Culley	Member
Tony Miller	Member
Kevin Pounds	Member
Brad Berk	Member
Nancy Owen	Member

The USD 333 Board of Education is made up of seven elected community members who serve voluntarily. Each member is elected to a four-year term. Board meetings are held the 2nd Monday of every month at 6:00 p.m. at the District Office in the Board Room. Meeting agendas/minutes can be located at www.usd333.com under District/Board of Education/Board Book. Meetings are open to the public.

CMS Administration, Faculty & Support Staff

NAME	POSITON	EMAIL
Mr. Curtis Noon	Administrator	curtis.noon@usd333.com
Ms. Katie Jackson	Counselor	katie.jackson@usd333.com
Mrs. Amy Wildeman	Administrative Assistant	amy.wildeman@usd333.com
Mrs. Kaylee Bogart	5th Grade	kaylee.mosher@usd333.com
Mrs. Tricia Koester	5th Grade	tricia.koester@usd333.com
Mrs. Kylie Snavely	5th Grade	kylie.snavely@usd333.com
Mrs. Bethany Richard	5th Grade	bethany.richard@usd333.com
Mrs. Delany James	6th Grade Math	delany.james@usd333.com
Miss Taylor Smith	6th Grade Social Studies	taylor.smith@usd333.com
Mrs. Megan Pearson	6th Grade English	megan.pearson@usd333.com
Mrs. Sarah Collins	6th Grade Science	sarah.collins@usd333.com
Mr. Steven Bauer	Special Education	steven.bauer@usd333.com
Mrs. Leslie Girard	Art	leslie.jessup@usd333.com
Mrs. Alisha Blackwood	PE	alisha.blackwood@usd333.com
Mrs. Renata Knox	Vocal Music/Band	renata.knox@usd.333.com
Ms. Tirra Davis	Technology/Para	tirra.davis@usd333.com
Mrs. Julie Kesler	Library	julie.kesler@usd333.com
Mr. Bill Cave Mr. Brandon Snavely	Custodian Custodian	bill.cave@usd333.com
Ms. Abbie Garman Mrs. Sheryle Preston Ms. Jeni Rupert	Paras	
Mrs. Rhonda Hansen	Food Service	rhonda.hansen@usd333.com
Mrs. Jeni Johnson Mrs. Katie Brooks	School Nurses	jeni.johnson@usd333.com katie.brooks@usd333.com
Mrs. Brandi Duskie	School Psychologist	brandi.duskie@usd333.com
Mrs. Rachel Kueker	Occupational Therapist	rachel.kueker@usd333.com
Mrs. Lori Stahlman	Speech Therapist	lori.stahlman@usd333.com
Mrs. Luciana Thrash	Director of Transportation	luciana.thrash@usd333.com 785-243-3518 or 785-275-3592
Mrs. Andrea Jones	CAP After School Program	andrea.jones@usd333.com 785-275-3263

Life Skills

It is the responsibility of USD #333 staff to guide each student in the daily use of life skills to ensure a safe and productive learning environment for all students. These life skills are:

RESPECT - To treat others the way you want to be treated.

RESPONSIBILITY - To be accountable for your actions.

HONESTY - To tell the truth at all times.

INTEGRITY - To do what is right, even when no one is watching.

INITIATIVE - To do something of one's free will, because it needs to be done.

FLEXIBILITY - To be willing to change plans when necessary.

PERSEVERANCE - To keep at it.

ORGANIZATION - To keep things orderly and ready to use.

SENSE OF HUMOR - To laugh and be playful without harming others.

EFFORT - To do your personal best.

COMMON SENSE - To use good judgment.

PROBLEM-SOLVING - To create solutions and find answers.

PATIENCE - To wait calmly for someone or something.

FRIENDSHIP - To make and keep a friend through mutual trust and caring.

CURIOSITY - A desire to investigate and seek understanding of one's world.

COOPERATION - To work together toward a common goal.

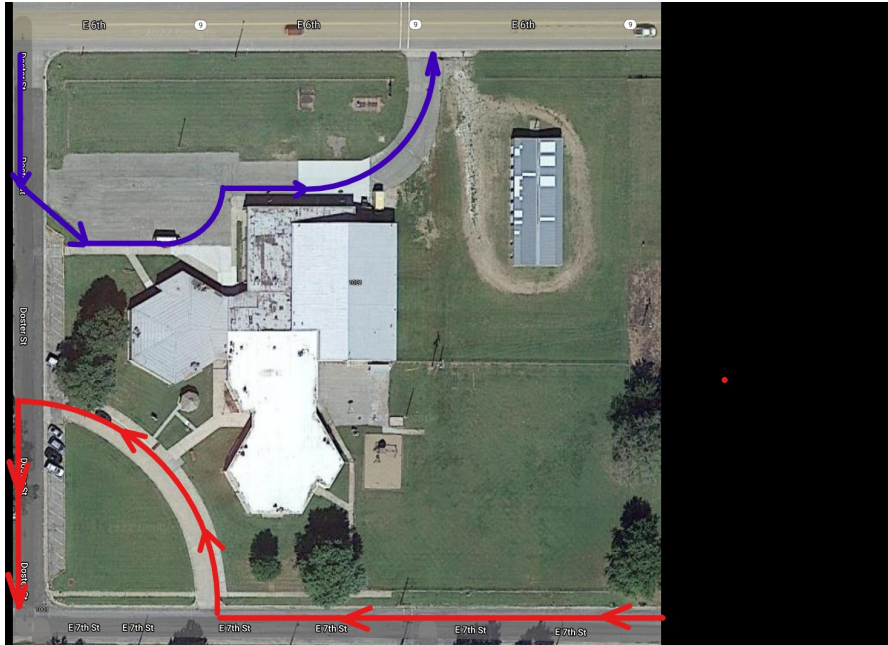
CARING - To feel and show concern for others.

COURAGE - To stand up for what you believe.

ACTIVE LISTENING - To pay attention, listen to others, and follow directions.

School Drop Off/Pick Up

Students will be dropped off via the circular drive on Doster Street. **Enter the entrance to the drive from 6th Street then exit on Doster turning South/Left as Doster is ONE-WAY Street.** Bus drop off/pick up will take place in the parking lot on the north side of CMS. See picture below. **The red indicates non-bus drop off/pick up and blue indicates bus drop off/pick up.**



Attendance - Tardiness - Makeup Work

Kansas law requires compulsory attendance at school; statute 72-1111 states:

"every parent or person acting as a parent in the state of Kansas, who has control over or charge of any child who has reached the age of 7 and under the age of 18 and has not attained a high school diploma or GED credential, shall require such child to be regularly enrolled in and attend continuously each school year."

Regular attendance is important to a student's success in school. Students need to attend school daily and be on time. Students are counted absent when they are not present at school for any reason. **Students are recorded absent for a whole day when they are gone from the building in excess of four (4) hours. Students are recorded as absent for ½ day when they are gone from the building for more than one (1) hour.**

It is the responsibility of the parent to inform the school office of the student's absence within the first thirty minutes of each school day. School Messenger will call the parent/guardian of unexcused students at approximately 9:30 am as a reminder they need to call the school regarding their child's absence. Any parent/guardian who does not contact the school by 11 am the day of a student's absence, will result in the student being marked unexcused.

Kansas Statute 72-1113 discusses enforcement of compulsory school attendance, and requires school boards to establish policy identifying excused and unexcused absences.

The USD #333 school board has established the following guidelines for excused and unexcused absences as follows:

Excused Absences

- **Illness-** Severe injury or illness too severe or contagious for the student to attend class. Parent/guardian must call or provide a note, a doctor's note, or the school nurse determines.
- **Appointment** - Medical, legal, or school-sponsored activity.
- **Prearranged Excuses-** Includes funerals, family trips, outside organizations, visitations relative to leave/deployment of active-duty military personnel, obligatory religious observances or any other absence the administrator gives prior approval for. **Only the administrator can excuse these absences.**

★ **Understand that a parent phone call to excuse a student for personal reasons is not an excused absence.** Only the building administrator can excuse an absence as the law states a child attending public school is attending under the compulsory attendance law. Students are to be at school unless they fall under an excused absence as explained above.

Unexcused Absences

Absences that do not fall under any of the above excused absence categories, will be considered an unexcused absence in addition to the following reasons:

- Student absent without any parent contact.
- Skipping school.
- Leaving school without permission.
- Absent from a regularly assigned class.

Truancy

The building administrator is considered the truant officer and is bound by state law to enforce attendance and truancy law.

★ **School law explains truancy as a student who misses three (3) consecutive days unexcused, five (5) days in a semester unexcused, or seven (7) days in a year unexcused.**

Ten Absences

Once a student has accumulated ten (10) absences per year, any additional absences will be considered UNEXCUSED and handled as an unexcused absence. Exceptions to this policy are absences that can be verified by a physician. It is the expectation of the student/parent to provide the physician documentation to the office. This policy does NOT automatically excuse the student for his/her first ten (10) absences from school, as the administrator has the final authority to determine whether or not any absence will be excused. **Documentation will be required from a physician after ten (10) absences.** Any school days missed will not count towards the ten (10) days if accompanied by a physician's note.

A student will not be allowed to practice, participate in, or attend any school-sponsored activities on a day in which he or she did not attend all classes unless approval is obtained from the building administrator prior to the event. Students are expected to be in attendance

at all classes the day following a contest or activity regardless of the arrival time home unless approval is obtained from the building administrator. Absences not approved will be considered unexcused. Exceptions may include doctor appointments, school activities, religious observances, attending a funeral or other emergencies as approved by the building administrator.

Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student not in the classroom when the tardy bell rings will be considered tardy and counted as such. Over sleeping and transportation problems do not count as excused tardies. **When dropping off tardy students, we ask that a parent/guardian check the student in at the office or contact the office by phone at the time of drop off with an acceptable tardy excuse for the student not to be recorded as unexcused. If students are more than 30 minutes late they will be marked absent for ½ a day.**

Students Leaving School Early

Parents are encouraged to leave their child in school all day. If on occasion the need arises to take your child from school to allow for smoother dismissals of all students, we ask your child not be picked up a few minutes before dismissal time except in cases of emergencies.

- Parents/guardians needing to take a child out of school during regular school hours must sign the child out at the office.
- Teachers are not to dismiss any child from school early without communication from the office.
- No student will be released from school, except to a parent, legal guardian, or designee as this helps ensure students are accounted for at all times.
- Doctor or other appointments should be scheduled outside of school hours whenever possible.

Makeup & Late Work

All work missed due to an absence must be made up. Parents may request homework for the student when they call to excuse the student. Otherwise, students will need to obtain assignments from their teachers when they return to school.

Homework will be available to be picked up after 3 p.m. in the school office.

Each teacher at CMS has an established policy for makeup/late work. Any questions regarding a teacher's policy should be directed to the individual teacher. In the event of an emergency or unusual circumstance, teachers will exercise professional judgment or discretion regarding late work.

Rules and Expectations

All students will show respect for themselves and others. All staff will reinforce positive behaviors daily and will serve as role models for our students. We have high expectations for all students, both behaviorally and academically.

Before School Expectations

1. All students should enter through the main entrance. Cars need to exit the circle drive turning left/south as **Doster is a One-Way Street.**

2. Students should not arrive before 7:35 am when doors unlock.
3. Breakfast is served from 7:35 am to 7:55 am.
4. Upon arrival, students should report to the gym. Those eating breakfast will need to leave their personal belongings, report to the cafeteria, and return to the gym when finished. All students will remain in the gym until the bell rings.
5. Cell phones are to be placed on silent mode or turned off and stored in the student's backpack/locker upon entering the building.

Hallway Expectations

1. Students will move between classes and from one activity to another in an orderly manner.
2. Students shall keep their voices at an appropriate indoor level.
3. Students will move on the right side of the hallway.
4. Students will respect themselves and others by keeping hands, feet, and objects to themselves.

Playground Expectations

1. Students will keep their hands, arms, and feet to themselves.
2. Students will not push, fight, wrestle, tackle, or engage in threatening play.
3. Students will line up quickly and quietly.
4. Students will follow all adult directions and respect all adults.
5. Students will demonstrate safe behaviors when playing on the playground.

Lunch and Breakfast Expectations

1. Students will follow hallway behavior when moving to and from the cafeteria.
2. Students will use good manners- Chew with mouth closed, do not talk while eating, use utensils, do not tamper with others' food, and clean up space before leaving the table.
3. Students will be dismissed by cafeteria personnel.
4. Students will ask for permission from staff when they need to leave their table during lunch.
5. Appropriate noise levels will be maintained at all times.

After School Expectations

1. Students are dismissed at 3:22 p.m. when the bell rings.
2. **If your child's after-school schedule needs to be changed, please notify the office by 3 p.m.**
3. Car and bus students will wait for their vehicle/bus in front of the main CMS entrance.
4. Crosswalks will be used at all times to maintain safety.
5. **Students should be picked up by 3:40 p.m.** Any students still waiting at 3:40 p.m. will call a parent or emergency contact to pick them up.
6. Teaching staff will remain on duty until 3:40 p.m.
7. Office staff will remain on duty until 4:00 p.m.

School Visitors (USD #333 Board Policy KM)

- The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building administrator.
- Notices shall be posted in school buildings to require visitors to check-in at the office before proceeding to contact any other person in the building or on the grounds.
- Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building administrator who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.
- The administrator has the authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance.

- Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds.
- Violators of this board policy may be subject to the state trespass law.

Approved: KASB Recommendation – 3/00; 4/07

Checking In and Out of the Office

- All visitors must report to the school office before visiting a classroom or picking up a student early.
- All visitors should enter the building through the main entrance.
- If you are visiting a classroom or coming to lunch with your child, you will need to check in with the office and obtain a visitor badge.
- All classroom visits need to be scheduled in advance.
- Before leaving the building you must sign out and return the visitors badge.

Student Records

Parental/Guardian Contact Information

To ensure we are able to contact you in cases of emergencies concerning your child, parents/guardians must notify the school office when there has been a change in any of the following contact information:

- Physical Address
- Phone Number- Required to have two numbers on file
- Emergency Contact Information
- Email Address

Student Withdrawal

When a student withdraws from Concordia Middle School their parent/guardian must complete a Student Withdrawal Form in the office. Please alert the office prior to the day of withdrawal to allow adequate processing time.

Student Dress Code

The USD 333 School Board has approved the following guidelines for student dress, with emphasis on neatness, cleanliness, and appropriateness.

1. Skirts and shorts must be mid-thigh length (reach to the tips of middle fingers).
2. All tops must have 2" straps including those layered underneath sheer clothing.
3. No skin should be visible between waistbands and the bottom of tops including when the student is seated or when arms are raised. Any cleavage showing is not appropriate.
4. Hats, caps, bandanas, and hoods are not to be worn inside the building except during school-sponsored spirit days.
5. Shoes must be worn by all students. All footwear should be appropriate for recess. PE shoes must be worn in the gym.
6. Swimwear is not appropriate.
7. Any article of clothing which could effectively be used as a weapon will not be permitted (ex. wallet chains, bracelets, or necklaces with spiky protrusions).

8. Clothing advertising weapons, alcohol, tobacco, or other illegal products will not be permitted. Clothing with disruptive or suggestive words or images will not be allowed.
9. Costumes are not to be worn at school unless on school-approved spirit days. On spirit days costumes are subject to approval by the administration. Our definition of costumes includes masks, fake ears, gloves that are not used for protective purposes, and tails.

The Board of Education and the administration respectfully solicit the cooperation of students and parents in complying with the dress code. **Students who are not in compliance with the dress code will be sent to the office. At that time, the parent/guardian will be contacted and will need to bring a change of clothes for their child.**

Middle school students are growing and changing. Personal hygiene is extremely important.

1. Hair must be clean at all times.
2. Students should shower or bathe often.
3. Deodorant should be worn and kept at school for use after PE classes when needed.
4. Clean clothing should be worn.

Recess - Physical Education Participation

Recess

Children enjoy recess time during the day. All students are expected to go outside during recess. If it is unusually wet or cold, recess will be shortened or held inside. If your child must stay inside because of health reasons, a parent or doctor's note is required.

Physical Education Participation

Gym shoes are required for physical education classes; students must keep a pair of shoes at school for this purpose. If a student is not to participate in PE a parent or doctor's note is needed. A doctor's note is required if the student is to miss five (5) or more days of class.

Personal Belongings - Lost and Found

Personal Belongings

Students are responsible for their personal belongings. **Label all apparel, lunch boxes, book bags, and school supplies with your child's name.** Personal objects should not be brought to school unless used for educational purposes. Any item that disrupts/distracts class and the instructional process, i.e. Ipods, toys, laser pens, etc., are not allowed in school and will be confiscated. Fidget and/or stress-relieving items will only be allowed if they do not become a distraction to the learning environment and/or if a student has a written plan for classroom success. Teachers and the building administrator must approve any use of technology brought from home. **Personal items are not insured by USD 333 nor is the school responsible for the cost of lost belongings.**

Lost and Found

Students are asked to turn in any items found while at school to the office. Anyone who has lost an item should notify the office as soon as possible. Items not claimed by the end of each nine weeks will be cleaned and placed in the Tubs of Need or donated to charity. Students should not bring money or items of value to school. If students choose to do so, they should keep these items on their person at all times. **USD 333 and CMS are not responsible for items lost/stolen at school.**

Internet - Computer Use

- Students shall have no expectations of privacy when using district email or computer systems.
- Email messages shall be used only for approved educational purposes.
- Students must use appropriate language in all messages.
- Students are expected to use the system following the guidelines approved by teachers or the administration.
- Students are expected to treat all district electronics with respect.
- Any email, computer application, information in district computers, or computer systems is subject to monitoring by the staff and/or administration.
- The school retains the right to duplicate any information created by students in a computer system or on any individual computer.
- Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. Please remember that the use of the internet/network is a privilege, not a right.

Students violating policies pertaining to the standards of conduct regarding internet use will be subject to the following:

1. Restriction or loss of network/internet access for an undisclosed period of time deemed appropriate by the administrator.
2. Disciplinary or legal action including but not limited to suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws.
3. Restitution for the cost of damages to hardware/software

Cell Phone - School Phone Use

Cell Phone Use

The cell phone policy includes all personal electronic devices including but not limited, personal computers, tablets, and smart watches.

- Students may only bring cell phones if they have a signed permission form from his/her parents/guardian on file with the school office.
- If a student is permitted to bring a cell phone, the phone must be silenced or turned off and left in the student's locker during the day.
- Any use of a cell phone during the school day is prohibited unless permission has been given by a staff member.
- If a student has a question for a parent/guardian they need to use the school phone to contact their parent.

- Any student who fails to follow this policy may be subject to the following consequences:
 - 1st offense-** Phone will be turned into administrator for the remainder of the school day. A parent or guardian may be asked to come in to pick up the phone.
 - 2nd offense-** Phone is turned into administrator for the remainder of the school day. A parent or guardian must come to the office to pick up the phone. Phone must then be checked in to the CMS office each morning upon arrival. The student may pick their phone up at the end of the day.
 - 3rd offense-** Loss of privilege to carry a phone at school.

School Phone Use

The school telephone is a business phone.

- Students may use the telephone during appropriate times with the permission of a staff member.
- After school plans need to be made before students arrive at school with parents/guardians. The school phone will not be available after school for these types of calls.
- Students will not be allowed to receive telephone calls except for emergencies.
- Student messages received by the school office by 3 pm, will be delivered to students.

Tobacco - Electronic Cigarette Use

Smoking by students and/or the possession and use of any tobacco product or electric cigarette is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events- and on any school-owned or operated property. An electronic cigarette means a battery-powered device, whether or not such a device is shaped like a cigarette that can provide inhaled doses of nicotine by delivering a vaporized solution by means of cartridges or chemical delivery systems. Vaping by students and/or possession of a vaping device or vaping paraphernalia, is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events- and on any school-owned or operated property

Library - Locker Policy

Library

All library books are borrowed from the school and are the property of USD 333.

- A student may check out two books at a time for a two-week period and may recheck a book for one additional week.
- Students are responsible for returning books in the same condition they received them, minus reasonable wear.
- Overdue notices are given to faculty weekly. Parents will receive a first and second notice through email if available, or regular mail. **If the book is not returned after the second notice, the book is placed on "lost" status, and a bill is sent to the parent to compensate for a lost or damaged book.**
- In order for a student to participate in the end of the quarter activities, all outstanding bills must be cleared. Unpaid fines will carry over to the next school year.

Lockers

Students will receive their locker assignment at the time of enrollment. Lockers are the sole property of USD 333/Concordia Middle School. Lockers are loaned to students for their convenience and any difficulties should be reported to the office.

- **DO NOT LEAVE VALUABLES OR MONEY IN LOCKERS. DO NOT GIVE YOUR COMBINATION TO OTHER STUDENTS.**
- Students are expected to keep their lockers neat and arranged.
- The privilege of a locker can and will be taken away if the student abuses the privilege.
- Lockers can and will be inspected by the administration periodically.
- Lockers should remain locked. No foreign objects should be used to jam the locking mechanism.
- Students are not to paint, write (including dry erase markers), or place stickers on the inside or outside of lockers.
- USD 333 and Concordia Middle School are not responsible for lost or stolen items.

Counseling Services

Ms. Katie Jackson - CMS Counselor

Email: katie.jackson@usd333.com

Office Hours - 8:00 am - 3:15pm

Telephone: 785-243-2114 Ext 1018

Services

Along with classroom guidance lessons, Ms. Jackson does individual counseling and lunch groups. Parents may contact Ms. Jackson to ask for counseling services when needed. Ms. Jackson also leads the sixth-grade Leadership Team, composed of volunteers that meet regularly to plan and implement school and community service projects.

Special Education Services

The Learning Cooperative of North Central Kansas (LCNCK) provides a range of support services for students with exceptionalities, aged 3 - 21. The Special Education Cooperative supports five participating unified school districts which include Clifton-Clyde, Concordia, Republic County, Pike Valley and Washington County.

LCNCK supports member districts in screening and identifying students with exceptionalities and in providing appropriate educational support in the least restrictive environment.

Professionals employed by LCNCK include psychologists, speech clinicians, early childhood teachers, interrelated teachers, gifted facilitators, occupational and physical therapists, vision-impaired consultants, and hearing impaired consultants. Paraeducators are also employed to help support children with educational needs.

The LCNCK Office is located at:

219 West 7th Street
Concordia KS 66901
Phone: 785-243-3294
Fax: 785-243-8822

Hazing-Harassment-Intimidation-Bullying-Menacing-Weapons

Good conduct is expected of students at all times. Courtesy, respect, and cooperation shown to students, staff, parents, and community members are the foundations of a good school.

USD 333 is committed to providing a positive and productive learning and working environment. Hazing, harassment (may be sexual or racial), intimidation, menacing or bullying (including cyber-bullying) by students, staff or third parties is strictly prohibited and shall not be tolerated on school property, in school vehicles, or at school sponsored activities.

- 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.

Bullying By Definition

The term “bullying” is many times misinterpreted within the setting of our schools. All conflict between students must not be interpreted as bullying. However, in the case that bullying is taking place, it will be handled strictly, thoroughly and quickly by administration in accordance with

USD 333 Policy.

CMS and USD 333 Policy define “bullying” as the activity of repeated aggressive behavior intended to hurt another person or persons, physically, mentally, or verbally.

Examples of Possible Bullying Behavior:

1. **Physical** - Hitting, pushing, tackling, tripping, poking, tugging, or tearing at clothes.
2. **Verbal** - Calling of names, making verbal threats of physical acts (whether or not they are carried out).
3. **Attacks on Property** - Writing on lockers, taking objects to keep or display publicly, destruction of property.
4. **Social or Relational** - Ostracism, social exclusion, gossip/trash talking/rumor spreading, nonverbal gestures such as eye-rolling, directed laughter, or bullying.
5. **Cyberbullying** - Bullying by use of any electronic communication device through means including but not limited to, email, instant messaging, text messages, blogs, mobile phones, online games & websites (i.e. circulating electronic images or videos, insulting text messages, harassment through online games, harassment through

social media).

Conflict engagement between students must meet all of the following four (4) criteria to be considered bullying:

- Intentional Unwanted Aggressive Behavior
- Repeated Behavior/Or Behavior that is Highly Likely to Be Repeated
- Must involve a Perceived or Real Power Imbalance
- Cause Harm or Serious Lasting Problems

In the instance that bullying is found to be taking place, it will be handled strictly, thoroughly and quickly by administration in accordance with USD 333 policy.

- The “Bully” is referred to administration for consequences deemed necessary by the Student Handbook and discipline plan.
- All situations will be documented
- Parents of the “Bully” and the victim are notified.
- The “Bully” is referred to the Counselor for monitoring of progress of this problem.
- The victim is monitored closely by the counselor.

In accordance with implementing and emphasizing the above Bullying Policy, Concordia Middle School utilizes character education and character development to support appropriate behavior towards others. At the beginning of each school year, students and staff will be educated in recognizing and reporting bullying to administration, counselors, and additional trusted adults.

Weapons

Students shall not bring any type of weapon to school. Students will be subject to discipline according to USD 333 Policy and State Law if this occurs.

Discipline

The USD 333 definition of discipline is as follows:

A process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

Belief Statement

Teaching and learning, the intended curriculum for all students is our highest priority.

Therefore, the misbehavior of one student.....

- Will not be allowed to interfere with the learning opportunities of another student.
- Will not be allowed to interfere with the teacher’s responsibility to teach all students.
- Will not excuse the misbehaving student from successfully completing the learning objectives.

Discipline is part of the daily routine. Every discipline situation is an opportunity to teach expected behavior.

- Changing behavior takes time - Self-discipline is the expected outcome.
- Punishment by itself cannot change behaviors.
- Teaching and modeling appropriate behavior, along with implementing consequences for

inappropriate behavior, is the best way to change unacceptable behaviors.

- Expected behaviors must be communicated, taught, and modeled daily.
- A safe and productive learning environment is maintained for all individuals at school and school-related activities.
- Parents have a responsibility to ensure their children’s behaviors do not take away from a safe and productive learning environment for others.
- Students and staff demonstrate respect for themselves, others, and their environment.
- Student conflicts are handled with respect for all individuals without the use of violence or threats.

Detention

Detentions may be assigned by staff members for not following school or classroom rules or expectations. Students will serve detentions as soon as possible after making arrangements for pick up with a parent or guardian.

In-School Suspension

Students may be assigned an in-school suspension by the building administrator for violation(s) of classroom expectations or violating expectations set out by the CMS Handbook. Parents or guardians will be notified. Students will complete classroom assignments during In-School Suspension.

Out of School Suspension

Students may be assigned out-of-school suspension by the building administrator for various violations of CMS expectations or USD 333 policy. **Students are responsible for all work they missed while suspended.**

Grading - Homework - Reporting Student Progress - Electives - Textbooks

Grading Scale for CMS (Grades 5th & 6th)		
A	Excellent	90% to 100%
B	Above Average	80 to 89%
C	Average	70% to 79%
D	Below Average	60% to 69%
F	Failing-Immediate Attention and Improvement Needed	59% or Under

Teachers will utilize a variety of methods to report student progress to parents including our on-line Parent Portal system (PowerSchool) and parent-teacher conferences. Both parents and teachers have joint responsibility for student learning. Communication between home and school is strongly encouraged and helps to maximize the child’s growth and development.

Parents and students are encouraged to monitor student progress on a regular basis and discuss any questions/concerns they may have directly with the teacher. **Student progress can be monitored using PowerSchool and can be accessed by following the steps below:**

1. Go to <https://www.usd333.com/>
2. Click on **Parents**
3. Click on **PowerSchool Gradebook**
4. Enter User Name: **Student ID + first/last initial** (Example: 2345965aw)
 - a. If you do not know your student's ID #, contact the school office.
5. Enter Password
6. If forgotten, click on Forgot Password or call office to have it reset
7. Click **Sign In**

Your student's grades will be listed to view
8. Click on the grade to see individual assignment grades/teacher comments

Academic Honesty

Academic dishonesty is not acceptable and is defined as cheating and plagiarism.

- Cheating- Copying another student's work and claiming it as your own.
- Plagiarism- The use of another person's original ideas or writing without giving credit to the true author.

Both cheating and plagiarism are prohibited. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

Homework Guidelines

Homework serves as a threefold purpose in USD 333 schools. Homework is to practice and reinforce skills that are being learned, build skills for future responsibilities and is an extension of skills already learned. Research shows that appropriate homework is a key component to be a successful student. It takes a team of students, parents, and teachers, to guarantee homework is effective.

Student Responsibilities:

- Understand the importance of homework assignments.
- Know policies for incomplete or late homework.
- Write down and understand assignments.
- Ask questions; make sure you understand the assignment.
- Keep track and organize homework.
- Set a place and time to study.
- Return completed work on time.
- Do not expect to always enjoy homework.

Parent Responsibilities:

- Know the homework policies.
- Help students find the answer; do not do the work, serve as a consultant.
- Contact the teacher if the student does not understand.

- Be positive, encourage, and motivate your child.
- Set a time and place to study with supplies available- make it part of the daily routine.
- Guide students in keeping organized with homework.
- Be realistic about how many activities should compete with homework.

Teacher Responsibilities:

- Establish and articulate clear homework expectations and policies.
- Assign meaningful homework.
- Know that students have the skills necessary to do the homework.
- Differentiate assignments based on student needs and ability.
- Write down and articulate assignments and due dates.
- Be prompt with grading and feedback.

Band

Starting in the 5th grade, students are offered the opportunity to enroll in Band as an elective class. **Students enrolling in band will be required to remain in the class for the duration of the semester.** Before a student is allowed to withdraw from Band, prior to the start of the following semester, they must first notify the teacher of their intention to withdraw as well as receive final approval from the building administrator before any change will be made to the student’s class schedule. Students not enrolled in band will be enrolled in a study hall with their homeroom teacher.

Textbooks—Forms that need to be completed in order to qualify for the Child Nutrition Program Benefits and the reduced textbook fees will be provided to all USD 333 families in July.

Completed forms must be returned to the Board of Education Office on or before the requested date. Forms will also be available in the office during the school year.

Textbooks are furnished by USD 333 and will be issued to the students at the beginning of the school year. Textbooks are to be kept clean and handled carefully and must be turned in at the end of the school year. **A replacement fee will be charged for abuse, misuse, or lost books. End-of-the-year report cards will not be issued until all books are returned and fines are paid.**

Student Recognition

Honor Roll Award

Honor Roll students will be announced at the end of each nine weeks. Students will receive a certificate to recognize this achievement. The Honor Roll may be displayed on the bulletin board located in the main hallway of CMS, posted on social media, as well as provided to the Concordia Blade-Empire.

Gold Honor Roll = Student Receives all A’s

Silver Honor Roll= Student Receives A’s & B’s

Student of the Month Award

Each month, one 5th Grade Student and one 6th Grade Student will be selected as Students of the Month by each grade level's teachers. Students being recognized as Student of the Month, will be announced at the beginning of each month and may have their photo/name

displayed on the bulletin board located in the main hallway of CMS, posted on social media, as well as provided to the Concordia Blade-Empire.

PAWSitive Counts Award

"PAWS"itive Counts are given out by CMS staff when a student is observed going above and beyond expectations. Student names are entered into a monthly drawing. At the beginning of each month, the building administrator will draw one 5th grader and one 6th grader to be recognized as the PAWSitive Counts Student of the Month. Photos and names of the students may be displayed on the bulletin board in the main hallway of CMS, posted on social media.

Year-End Awards

Each spring an awards assembly will be held at CMS to recognize students for the following awards:

- All A's Award = Students who maintained all A's on report cards at the end of each nine weeks.
- Accelerated Reader Award
- Perfect Attendance Award
- Cross Country Run and Track Meet Record Breakers Awards
- Citizenship Award
- Leadership Award

Student Grievance Procedure

Section I

If any person believes that the school district or any of the district's staff has inadequately applied the regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, or Americans with Disabilities Act, he/she may bring forward a complaint which shall be referred to Derek Holmes 785-243-8853 (elementary school), Curtis Noon 785-243-2114 (middle school), and Chad Eshbaugh 785-243-2452 (jr/sr high school). It should be understood by the individual(s) involved that a complaint can be made to the Office for Civil Rights without going through the school district's grievance procedures. The grievance procedures are to provide for a prompt and equitable resolution of a complaint.

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the school Section 504 coordinator, who shall, in turn, investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

Step 1. A written statement of the grievance signed by the complainant shall be submitted to the school Section 504 Coordinator within five business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five business days.

Step 2. If the complainant wishes to appeal the decision of the school Section 504 Coordinator, he/she may submit a signed statement of appeal to the

Superintendent of Schools within five business days after receipt of the Coordinators response. The Coordinator and Superintendent cannot be the same individual. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.

Step 3. If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the School District Board of Education within five business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of this meeting.

Step 4. The person can file a complaint with the Office of Civil Rights at any time before or during the grievance procedures. U.S. Dept. of Education office for civil rights, One Petticiat Lane 1010 Walnut Street, Suite 320 Kansas City, Missouri 64106. The school Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints per this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Coordinators office.

Parent Concerns - Complaints (Chain of Command)

If a parent/guardian has a concern or complaint they will need to follow the Chain of Command prior to moving to the next level of command. It is the responsibility of the parent/guardian to contact the teacher or building administrator with whom they have a concern or complaint.

The Chain of Command is as follows:

Teacher→Building Administrator→Superintendent→Board of Education

Safety Procedures

Fire Drills

Fire drills will be held as required by state law during the school year. **The signal for the fire drill is the continuous ringing of the fire alarm bell.** To clear the building as quickly as possible, students should follow the fire drill directions posted in each classroom. Students are not to push, shove, run, or make unnecessary noise during the drill. Everyone should move to the sidewalk away from the school building and wait for the all-clear signal to be given. Students who are handicapped will be assisted from the building by their classroom teacher and/or a paraprofessional.

Tornado Drills

Tornado drills will be held as required by state law. **The tornado drill will be signaled by a continuous ringing of the classroom bells.** Students are expected to move quietly through the halls. Students should follow the tornado drill directions posted in each classroom and accompany their teachers to the designated area. In the event of an actual tornado warning, students will not be allowed to leave the building unless picked up by their parents. Students who are handicapped will be assisted to a designated area by their classroom teacher and/or a paraprofessional.

Emergency Crisis Drills

Several times a year we will run Emergency Crisis Drills, as mandated by law. These drills may involve classroom lockdowns. Students will be notified in advance of these drills.

Working Canines-USD 333 and CMS works with local law enforcement and Kansas Highway Patrol to provide an even safer and more secure building. The dogs used are non-aggressive and are approachable by students, faculty, and staff while in the building. The dogs detect most substances that are not wanted in the building, whether illegal or prescription, excluding tobacco. Dogs may be seen in CMS on occasion.

Emergency Closings

If there is an emergency closing of CMS, an announcement will be made as soon as possible on KNCK-1390 AM, KNCK-98.3FM, the school website, and social media. School Messenger will also call the main telephone number provided at enrollment. If it becomes necessary to dismiss school after the school day has already begun, an announcement of the dismissal will take place using the mentioned stations/sites and repeated at intervals as long as it is necessary. In case of such dismissal, children will be held at their respective schools until a parent/guardian or designee calls for them. **No person is allowed to pick up a child unless authorized by the parent/guardian.** The above regulations are intended only in case of extreme weather emergencies.

Bicycles-Skateboards- Rollerblades- Scooters

For safety reasons, students are to walk bicycles on/off school property. Bicycle riders who do not obey all safety regulations will lose the privilege to ride a bicycle to school.

- Students who ride bikes to school are expected to park their bikes in the racks provided. If there is no room in the rack, the bike should be parked as close to the rack as possible.
- Rollerblades, skates, skateboards, and scooters are not to be ridden until off of school property.
- Skateboards and scooters are to be left against the wall outside the doors of the school.
- Rollerblades, skates, are to be kept in the student's locker.
- Each student must keep track of his/her possessions as it is not the responsibility of USD 333 or CMS staff to do so.

School Programs - Events

Human Sexuality Education Human sexuality is a subject that is taught as part of the Health and Physical Education curriculum at CMS in conjunction with the Cloud County Health Department. The classes will study an important lesson on the early stages of puberty, which many 5th and 6th graders are beginning to experience.

Field Trips

Field trips can be an important part of the school program. A well-planned trip can be educational and enjoyable. Communication will be sent to the parents informing them of field trips and asking permission for their child to participate. Parental permission will be obtained for each field trip. Students may be denied the privilege of field trips due to inappropriate behavior or academic eligibility.

Home & School

The parent organization for CMS is Home & School. All parents are welcome and encouraged to attend meetings and become involved. The group holds fundraisers throughout the school year in support of CMS needs as well as they help with funding for classroom parties and field trips. The group provides volunteer help for various events. Parents may join by contacting the administrator who will share contact information with the Home and School President.

Parties

Parties will be held at the end of each semester for both academic success and responsible behaviors. To attend these parties, students will have to achieve their academic goals and maintain proper behavior. The privilege to attend any or all parties may be lost if the student's behavior warrants.

- There are no individual classroom birthday parties or holiday parties. If a student wishes to bring treats for their homeroom, approval from their teacher is needed. Treats brought should meet the standards of the Wellness Policy and potential food allergies should be considered. **Only prepackaged food will be allowed.**
- If students decide to honor their teacher with a party, the building administrator should approve the party in advance.
- Personal gifts such as flowers, balloons, birthdays, and Christmas gifts will not be distributed at school. These need to be delivered to the student's home.
- Party invitations can be passed out at school **only** if ALL students in a classroom are included, or all students of a given gender are included. If parents want only certain students of a class to be invited to a party the invitations should not be brought to school and need to be mailed.

School Nurse Services

Students must receive a nurse pass from a classroom teacher before visiting the nurses office.

Through its health services, the school attempts to assess the health status of students and staff, to counsel students, parents, and staff to help prevent and control disease. The nurse will provide basic first aid care for injuries or sudden illness.

Vision and Hearing Screenings are administered annually for certain grades and for any student regardless of grade level upon teacher or parental request.

Student health records are maintained separately from academic records. All staff abide by HIPPA requirements and maintain confidentiality of Protected Health Information.

Immunization Policy

USD 333 policy pertaining to immunization is in compliance with K.S.A. 72-5208, 5209, 5210, and 5211 and is as follows:

- A. Upon first entrance to school, certification must be presented to the appropriate school authority indicating the student has received or is in the process of receiving immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, chickenpox, and hepatitis B.
- B. Health records received from other schools where a student had been in attendance will be acceptable; however, immunizations must include those required by the State of Kansas.
- C. No student will be permitted to enter school unless the following provisions have been met:

1. Certificate of immunization for diseases listed in Item A.
 2. In lieu of not having obtained the required immunization, the presentation of certification from a physician or local health department that student is in process of receiving the required immunization.
 3. Parents of students who are not completely immunized or for whom records are not immediately available shall sign a statement that the entire series will be completed within 90 days of school entrance.
- D. This policy includes all students unless medical or religious exemptions are taken. Such exemptions must be substantiated by a certificate from the physician and/or parent. Forms are available from the school nurse. Religious exemptions only need to be filled out once. Medical exemptions need to be filled out yearly.
- E. The immunization program is carried on through the county health office and is available without cost to the family.

Medication Policy

Present board policy states that if students require medication during the school day, school personnel may administer the medication only if you meet all of the following criteria:

1. The medication is prescribed by a licensed physician or dentist.
2. The prescribing medical person sends written authorization that medication may be given at school.
3. The medication comes in the original container with the appropriate prescription label. The medication is accompanied by a note from the parent designating school personnel to administer the drug. Parents can also contact the nurse to complete an authorization form.

Head Lice

In the event that a student is excluded from school due to head lice, USD 333 procedure is as follows:

- Students are required to remain home for 24 hours.
- Students will only be readmitted to school through the office, once treatment has been completed the student must be checked by the school nurse to determine treatment is satisfactory. In the best interest of the student and their learning, after a third occurrence, the Department of Children and Families will be notified.

USD #333 Bed Bug &/or Biting Insect* Policy

*Biting insects referred to in this policy refers to Cockroaches, and/or Fleas.

It is The Policy of USD #333 that once a Bed Bug or Biting Insect has been found on a student's body, or evidence of infestation is found in a student's belongings, that the parent/guardian of that student will be notified and the student will be sent home. The school nurse will provide the parent with information/resources on treatment of the home and may provide information on assistance with cost of treatment if needed. ***Only those students with evidence of infestation will be sent home.** All of the affected student(s) classroom areas will be treated as a preventative precaution.

§ Students sent home for evidence of infestation will report to the Nurses Office first upon return to school. The nurse will check the students belongings and perform a skin check daily for two weeks after documented professional treatment of the home, or until

no further evidence of infestation is found.

§ Students that are sent home will not be allowed to take home school owned items such as laptops, library books, or homework folders, ect, until the school has documentation of treatment of the home by a professional pest control agent.

§ Personal items of the affected student(s) (book bags, coats, jackets, ect.) will be stored in a plastic bag or tote in the nurse's office daily upon arrival after inspection by the school nurse. Students of classrooms affected will be required to keep their belongings in plastic bags for two weeks after the school receives confirmation of professional treatment of the affected home.

If Bed Bugs or other Biting Insects are found on the school premises (not physically on a student) The administrator will notify Facilities Management. The school will seek guidance from a licensed professional pest control agent. The administrator or Superintendent, if warranted, will then notify the parents/guardians of students in the affected classroom(s)/school. Please refer to the USD 333 Bed Bug Response Flow Chart.

Wellness Policy

USD 333 is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, nutrition education, physical activity, and integrated school-based wellness. Therefore, it is the policy of CMS that:

Nutrition

General Guidelines

- All school food service personnel receive required food safety training at a minimum of every five years. Continuing education training for all food service personnel meets federal and state requirements.
- The dining area has seating to accommodate all students during each service period.
- The food service area is clean, orderly, and has an inviting atmosphere that encourages meal consumption.
- The dining area has adequate adult supervision.
- The students are allowed to converse with one another for at least part of the mealtime.
- Mealtime conversation is not prohibited for the entire mealtime as disciplinary action.
- Reimbursable meals and/or parts of a reimbursable meal are not withheld or denied as disciplinary action.
- Content of reimbursable lunch and breakfast is identified near or at the beginning of the serving lines.
- A Kansas product is served in the school meals program at least one time per week.
- Students may bring water bottles. They need to be taken home weekly and sanitized.
- Water bottles are to be used for water only. No soda, juice, or water additives.

Breakfast

- All school breakfasts comply with USDA regulations and state policies.
- At least three different fruits are offered each week on three different days. At least one fruit per week is served fresh.
- Students have the opportunity to eat breakfast.
- The district offers at least 15 minutes of "seat time" to eat breakfast (not including time spent walking to and from class or waiting in line) or Grab n Go options are available.
- Breakfast After the Bell- offered to students after the beginning of the school day. Schools make breakfast accessible to all students. *Breakfast prices subject to change

Lunch

- All school lunches comply with USDA regulations and state policies.
- At least three different fruits are offered each week. Two fruits per week are served fresh.
- One additional ½ cup* vegetable offering weekly from and of three vegetable subgroups (dark-green, red/orange, dry beans, and peas).
- An additional 1 cup* vegetable offering weekly from any of three vegetable subgroups (dark-green, red/orange, dry beans, and peas)
- Students have at least 20 minutes of "seat time" to eat lunch, not including time spent walking to/from class or waiting in line.

All Food Sold in Schools

- All foods and beverages sold in schools comply with USDA's Smart Snacks in Schools "All Food Sold in Schools" Standards from midnight before the 30 minutes after the end of the official school day.
- No energy drinks are sold on school property from midnight to 30 minutes after the end of the official school day.
- USDA's Smart Snacks in Schools Beverage Standards for middle schools apply to high school (only 100% juice, water, milk).
- Fundraising within the school day meets USDA's Smart Snacks in School "All Food Sold in Schools" Standards (sans the exempted fundraisers).

Other Child Nutrition Programs

Meals and snacks served under the USDA At-Risk Afterschool Meals, Afterschool Care Snack Program, Fresh Fruit & Vegetable Program, and/or Summer Food Service Program complies with all federal regulations and state policies. A full copy of the Wellness Policy can be obtained from the school nurse or Food Service Director.

Breakfast - Lunch Program

All Concordia Middle School students have the opportunity to eat breakfast and lunch at school or bring a sack lunch.

In order to receive special dietary considerations, allergy forms must be signed by your physician each year and given to the school nurse.

Meal Schedule

Breakfast- 7:35 am to 7:55 am

Lunch- 6th Grade 11 am to 11:30 am

5th Grade 12 pm to 12:30 pm

Meal costs for students and adults are posted on the district website and updated annually in July. All Concordia Middle School students have an opportunity to eat a hot lunch at school or bring a sack lunch. Students are not to bring soda to have with their meals. Students who bring a sack lunch may purchase milk with payment collected in the lunchroom. We welcome parents to eat at school with their children. Due to our wellness policy we request that fast foods and sodas not be brought into the school cafeteria during the lunch and breakfast hours. The forms that need to be completed in order to qualify for the Child Nutrition Program Benefits and the reduced textbook fees will be provided to all USD 333 families in July. Completed forms must be returned to the Board of Education Office on or before the requested date. Forms will also be available in the office during the school year.

Lunch Account

Payment to your student's school lunch account can be made in the CMS Office. Any amount of money can be deposited to your family food service account and meals will be deducted from your family account. Please place payments in an envelope marked with the child's name, teacher's name, and amount paid and a receipt will be sent home with your student. ***If you need balance information regarding your student's account, you will need to contact the USD #333 District Office and/or Food Service Department.***

USD 333 Unpaid Meal Policy

According to KSDE and USDA all school meal sponsors must have a policy in place by July 1, 2017, for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the times service. The policy must be communicated in writing to all households at the start of the school year and to families that transfer into the district/school during the school year. Sponsors need to ensure that all district and school staff responsible for any aspect of policy enforcement are also provided with the policy (SP 46-2016).

- The Business Manager will send out notices on Mondays & Thursdays when the family balance is \$10.00 or less.
- If the family lunch balance drops to more than a negative \$15.00, daily email notices will be sent.
- If the family lunch balance drops to a negative \$100.00, charges will no longer be allowed. The child must bring cash to purchase a lunch or bring a sack lunch until the account is made current. If attempts are not made to pay the past due balance, the family will be contacted by the District Business Manager to set up a payment plan.

- If a family turns in an application for free and reduced meals and qualifies for FREE meals, the student will be allowed to return to eating in the cafeteria. However, outstanding balances are still required to be paid in full or Kansas Set-Off claims will move forward.
- If the outstanding meal bill has not been paid by enrollment the next fall, district staff will file Kansas Set-Off for the outstanding amount.
- Any family withdrawing students from the district that has a positive lunch balance at the time of withdrawal has until June 1st of the school year from which they withdraw to request their lunch balance in writing from the School Nutrition Director, with the provision of an address for sending the monies to and completion of a W-9. If no written request is received for monies of families with withdrawing students that have a positive lunch balance, all funds become a permanent part of the School Nutrition Department budget.

Transportation Handbook

This handbook sets forth the policies and regulations for school bus riders in USD 333, Concordia, Kansas. Please read carefully and discuss these regulations with your children.

District buses run various types of routes, including high school, middle school, elementary school, kindergarten, special education, preschool, and various combinations of other activities. Buses are on routes of some kind at almost any hour of the day.

Bus driver training is a continuous program in USD 333. At meetings held regularly each month, drivers study Safe and Defensive Driving, First Aid, CPR, Student Behavior Management, and other subjects related to bus operations. At the beginning of each year, bus drivers take an eight hour defensive driving class to ensure that all drivers have an opportunity to stay abreast of their requirements.

The Transportation Director maintains all vehicles within the school district. Buses are inspected daily for servicing, washing, and repairs. Every bus is equipped with a two-way FM-VHF radio. While within the district, all buses are in communication range. When breakdowns occur, a spare bus can usually be on the scene within minutes.

It is the intention of the Board of Education and the Transportation Department to provide the safest possible pupil transportation service. You, the parent, and the student can help by emphasizing keeping noise and movement at a minimum. Remember, every time drivers check on a disturbance, their eyes are taken off the road, and chances for an accident are increased.

If there are any questions, please contact one of the following.

Transportation Director	District Office	785-243-3518 Ext. 2111
Concordia Jr/Sr High School	Grades 7th-12th	785-243-2452
Concordia Middle School	Grades 5th & 6th	785-243-2114
Concordia Elementary School	Grades Pre-K - 4th	785-243-8853
LCNCK	District Office	785-243-3294
CAP Program	After School Program	785-275-3636 or 785-275-3593

Know Your Driver

Be sure you know the number assigned to your child's bus and then be sure to become acquainted with the driver. Problems are handled best when both parties feel free to call each other.

The School Bus Stop Law

Most people know that they are supposed to stop when a school bus is loading or unloading passengers. In most cases, routes are arranged so that children are not required to cross major highways, but they may need to do so, on certain county roads. Always be especially cautious when near a stopped school bus.

Routing

Bus routes are laid out with primary regard for safety, efficiency, and economy. Buses will be routed as close to homes as possible, but other considerations may make it necessary to have children walk a short distance. This distance is never over one-eighth of a mile. If a private drive is over one-eighth of a mile in length, the bus will pull in provided there is an all-weather road surface, adequate room to turn the bus around, and no overhanging tree branches. When conditions warrant, mud routes will be in use. When mud routes are required, the bus will remain on blacktop or gravel roads.

Off Route Requests

Buses will not take children to destinations off the regular route. Upon a formal request, the driver may be able to accommodate a drop-off at another approved stop with Transportation Department approval.

Drivers are instructed not to leave a child at home if there appears to be no one there. Children will be returned to school when there is no one at home. Parents who are delayed in returning home should phone the school that their child attends. This will allow the driver to be notified of this fact.

Visitors

Children are allowed to have visitors ride with them provided there is enough room on the bus. A written request must be presented to the bus driver in advance - email is more efficient and preferred. If this is not possible, call the transportation office so that the bus driver may be informed.

Schedule Changes

If there is a change in your child's schedule, or the child will not be riding the bus, please be sure to send a note to the bus driver and the teacher. **Changes can be called in to the appropriate school office before 3 pm.** Those students riding buses will be placed on the bus unless the parent has sent a note to the teacher and the bus driver or telephoned in advance. Notes for the teacher and bus driver are necessary when a bus student is to ride a different bus or when a non-bus student is to ride home with a bus student. **A bus pass must be obtained from the school office.**

Bus Expectations

Be safe and respectful by:

- Staying in seats at all times
- Listen to driver instructions
- Use inside voices

Respect the bus by

- Picking up your trash
- No food or drink on the bus
- Not damaging the bus

Respect each other by

- Not yelling
- Not fighting
- Not pushing

When Expectations are Followed

- Students will be greeted by a driver with a polite familiar face daily whose focus is always on the road ahead.
- Students will enter each bus safely and comfortably
- Students will arrive at school or home safely, having enjoyed a safe, positive experience on a USD 333 bus.

When Expectations are Not Followed

The USD 333 Transportation Department makes safety our primary focus whether making decisions regarding inclement weather, emergency evacuation drills, or student discipline. All discipline referrals for poor bus behavior will be first handled by each respective building administrator with consequences as outlined in each building's respective student handbook. In the instance the behavior is not corrected or is extremely severe, the Transportation Director will become involved with a face-to-face parent meeting. Transportation privileges may be suspended for a specific number of days or the remainder of the school year, depending on the severity of the misbehavior.

Inclement Weather Procedures

The USD 333 Transportation Department makes safety our primary focus whether making decisions regarding inclement weather or emergency evacuation drills. When decisions are made to run buses late or not to run at all, an announcement will be made as soon as possible through our School Messenger system, www.usd333.com, Facebook, Twitter, as well as KNCK radio 1390am, 94.9fm.

The Board of Education has indicated when there is any doubt about a situation: the decision will be in favor of not running the buses which might endanger the safety of children. State law requires that twice a year school buses must conduct an emergency evacuation. Your child may bring home a note asking for your permission to help with the evacuation.

Parents Right to Know

USD 333 complies with the Parent's Right to Know requirements in the No Child Left Behind Law. The requirements listed below apply to all Title I schools.

The first requirement is the annual notification to parents. The notification is to be distributed to parents of all of the children in the Title I school. The notification should explain that parents may request information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provided instruction.
- Whether the teacher is teaching under emergency or another provisional status through which State Qualifications or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

Districts must maintain copies of the above annual notifications that are sent to parents. These must be available for review during Local consolidated Plan (LCP) onsite monitoring visits. The LCP contact in each district should obtain copies from each Title I school.

The second notification requirement relates to the highly qualified teacher criteria. Title I schools are to notify each parent when his or her child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. Whenever the second type of notification occurs in your district please send KSDE a copy of the letter(s) sent to parents. The LCP contact in each district should inform the administrators in all Title I schools of this requirement. The copies should be sent to Colleen Riley, 900 SW Jackson, Topeka, KS 66612, or criley@ksde.org. Please contact the Title Programs & Services Team if you have questions.

Annual Notification of Rights under Family Educational Rights Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Concordia Elementary, Concordia Middle, and/or Concordia jr/sr high school receives a request for access. Parents or eligible students should submit to the school administrator (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make access arrangements and notify the parent or eligible student of the time and place where the records may be

inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school administrator or appropriate official, clearly identify the part of the record they want to be changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school complies with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of
Education 400 Maryland
Ave, SW Washington
D.C. 20202

See the list below of the disclosures that elementary and secondary schools may make without consent:

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student if the disclosure meets certain conditions and is found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosure. A school may disclose PII from the education records of a student without obtaining the prior written consent of the parents or the eligible student -

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State Educational Agency (SEA) in the parent or eligible student's state. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the school, to (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "Directory Information."

Protection of Pupil Rights

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Before distribution, parents shall have the right to inspect any survey that seeks information about political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such a survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or email, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Before the administration of any non-emergency, invasive examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing, and vision screening required under Kansas Law.

Parental Rights: Marketing Information

If the school collects, discloses, or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities involving the collection and disclosure of personal information from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments are used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Civility Statements

The District has established Conduct and Civility Guidelines to set clear expectations and procedures to support a welcoming, collaborative, and safe environment. The purpose of these guidelines is to ensure that all meetings are undertaken in an environment of mutual respect and consideration reflected in the language, attitude, and conduct of all attendees. These guidelines are not intended to impede freedom of expression but to maintain the student-focused nature of the meeting process and integrity of the educational environment.

All attendees will treat others with respect and expect the same in return. All attendees shall silence their mobile devices; be courteous to one another; respectfully consider all ideas, input, and information provided; and communicate in a manner that is mindful of how others will receive the information. Attendees shall refrain from conduct that causes a disruption, is threatening, uses loud or offensive language, or causes property damage.

The meeting Administrator will maintain an orderly process and attempt to resolve concerns during the meeting under these guidelines. The Administrator may table an issue for further discussion, allow for a brief break, or, in the event that an attendee is unwilling or unable to adhere to the Guidelines such that the meeting cannot continue in a collaborative and mutually respectful manner, the administrator may discontinue and reschedule the meeting for a mutually agreeable future time or date.

GAAF **Emergency Safety Interventions** (See GAO, JRB, JQ, and KN)

GAAF

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

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

Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

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“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or

traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

GAAF Emergency Safety Interventions GAAF-3

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is

located, but is not a law enforcement officer or police officer.

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

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

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;

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- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or

ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any

ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

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A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

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Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized

training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The administrator or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to

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transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flier on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in

navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

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Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,

GAAF Emergency Safety Interventions GAAF-9

- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building administrator, who shall be responsible for

providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building administrator or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

GAAF Emergency Safety Interventions

GAAF-10

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and

implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

GAAF Emergency Safety Interventions

GAAF-11

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building administrator and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building administrator and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report.

GAAF Emergency Safety Interventions

GAAF-12

the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal

complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18

CONCORDIA JR/SR HIGH SCHOOL

STUDENT-PARENT/GUARDIAN HANDBOOK

2023-2024



**436 W. 10th Street
Concordia, Kansas
66901**

Phone: (785) 243-2452

Fax: (785) 243-8805

DISTRICT MISSION STATEMENT

**“Our Mission is to create and to maintain
an environment that ensures:**

ENGAGED LEARNING,

EFFECTIVE TEACHING,

TRUSTING RELATIONSHIPS,

**so that all members of the school community reach their
highest level of academic achievement.”**



NOTICE OF NONDISCRIMINATION

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementation Education Amendments of 1972/Americans with a Disability Act or Section 504 of Rehabilitation Act of 1973; and all other Federal, State, School rules; laws, regulations, and policies, the Concordia Schools, U.S.D. 333, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Concordia, U.S. D. 333, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Quentin Breese, Superintendent of Schools, Section 504 Coordinator

217 West 7th Street

Concordia, Kansas 66901

785-243-3518

Title IX Complaints can also be filed with the Office for Civil Rights.

U.S. Department of Education

8930 Ward Parkway, Suite 2037

Kansas City, Missouri 64114

All students attending Concordia, U.S.D. 333 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap or sex.

CHS FIGHT SONG

Stand up and cheer for dear
Concordia;
Stand up and shout for CHS
Her students, teachers we all
think the best;
And though she's still quite
young,
She'll always stand the test.
For tried and true already she
has won;
Her banner to the breezes
bravely flung;
For dear Concordia we are
proud of you.
We'll cheer for you, the best
school of all.

HAIL TO THEE, CONCORDIA (Alma Mater)

Hail to Thee, Concordia
Hail to Thee,
Concordia
Hold your colors high!
Loyal we will be
There's for you a destiny,
You'll fulfill
your destiny,
Higher than the sky!
Always
you'll be free!
Foes for courage splendid,
Always
strong in battle,
O Hail to Thee Concordia
Never
fearful foes,
May these colors fly!
We'll
remember thee!

COLORS

RED/WHITE

MASCOT

PANTHER

Welcome to
Concordia Junior-Senior High School
2023-2024

Dear Students and Parents/Guardians,

It is with great excitement that we welcome you to Concordia Junior-Senior High School. We look forward to working with you throughout this school year. In order to maximize the learning experience for each student, it is essential that educators, parents/guardians, and students work together in order to create a safe, meaningful, engaging, and challenging environment. Concordia Junior-Senior High School provides a number of opportunities for you to be successful both in and out of the classroom. I encourage and challenge you to explore these opportunities, to get out of your comfort zone by trying something new, and to make this a memorable school year.

The information contained in this student-parent/guardian handbook is offered as a guide to assist us in maintaining an atmosphere conducive to learning. We strive for students to act with PANTHER PRIDE (Presence, Responsibility, Integrity, Diligence, and Ethics). We encourage students and parents/guardians to read the handbook together at the start of the school year in order to understand the basic guidelines, expectations, and procedures at CJSHS.

We thank you for being a vital part of our learning community. Please do not hesitate to call the school at any time if you have questions and/or concerns. I am looking forward to a successful school year at Concordia Junior-Senior High School.

Chad Eshbaugh

Principal, Concordia Junior-Senior High School



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BOARD OF EDUCATION POLICY AND NEGOTIATED AGREEMENT TAKE PRECEDENCE OVER THIS DOCUMENT



ADMINISTRATION, FACULTY AND STAFF



Board of Education

Mr. Bryan Bombardier	President
Mrs. Jennifer Parker	Member
Mrs. Nancy Owen	Member
Mr. John Culley	Member
Mr. Tony Miller	Member
Mr. Kevin Pounds	Member
Mr. Brad Berk	Member

Central Office Administration

Mr. Quentin Breese	MS, Wichita State	Superintendent
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CJHS/CHS Building Administration

Mr. Chad Eshbaugh	MS, Fort Hays State	Principal
Mr. Skyler Hittle	BA, Fort Hays State	Assistant Principal/AD
Mr. Kevin Muff	MS, Pittsburg State	Dean of Student Success

CJHS/CHS Faculty

Ms. Shannon Abram	MS, Fort Hays State	CJSHS School Counselor
Ms. Amy Applebee	MS, Wichita State	Social Science
Ms. Jenny Acree	MS, Fort Hays State	Language Arts//Digital Media
Mr. Dustin Bender	M.Ed, Doane College	Science
Ms. Alisha Blackwood	BS, Fort Hays State	Physical Ed.
Ms. Ashley Blain	MA, Kaplan University	English
Ms. Rio Brown	BA, Kansas Wesleyan	Physical Ed.
Ms. Sydney Cantrell	MS, Western Governors Univ.	Science
Ms. Ashley Carlgren	BS, Kansas State	Social Science
Ms. Jordan Champlin	BS, Kansas State	Social Work
Mr. Quentin Clark	BS, Kansas State	Science
Ms. Robin Daniels	BS, Kansas State	Math
Ms. Janelle Donovan	MS, Kansas State	FACS
Ms. Brandi Duskie	MS, Fort Hays State	School Psychologist
Ms. Bailey Echer	MS, Fort Hays State	CJSHS School Counselor
Mr. Jordan Echer	BA, Fort Hays State	Strength/Conditioning Ms.
Ms. Amy Florea	BA, Fort Hays State	Special Education
Ms. Danielle Friesen	MS, Concordia Univ	Language Arts
Ms. Sofia Gallup	BA, Valley City State	Physical Ed.

Ms. Diana Gering	CCCC/American Red Cross	CNA
Mr. David Gieber	BS, Fort Hays State	Business
Ms. Leslie Girard	BFA, Fort Hays State	Art/FACS
Ms. Ashley Gray	BS, Kansas State	Language Arts
Ms. Leigh Gritten		Gifted
Mr. Brock Hartshorn	MS, Univ. of Kansas	Special Education

Ms. Chrissy Henderson	AS, Cloud County	JAG-K
Mr. Dan Hyman	BS, Pittsburg State	Manufacturing
Ms. Melissa Hyman	BS, Fort Hays State	Special Education
Ms. Melinda Isaacson	BA, Kansas Wesleyan	Language Arts
Ms. Gena Kearn	MLS, Fort Hays State	2D Art
Mr. Kelly Knedler	MS, University of Arkansas	Vocal Music, Theatre
Ms. Alexis Koops	BA, Kansas Wesleyan	Special Education
Ms. Rachel Lord Johnson	BFA, Kansas State	3D Art
Ms. Rachel Kueker	MS, St. Louis Univ.	OT
Ms. Sarah Lacy	BA, Sterling	Math
Ms. Jamie Meyer	MS, Kansas State	Math
Mr. Zachary Morris	BS, Emporia State	Debate/Forensics/ELA
Ms. Krystal Nelson	BS, Kansas State	Vocational Agriculture
Ms. Tawni Retter	BA, Kansas State	Librarian
Mr. Michael Roe	BS, Washburn	Math
Mr. Stuart Roegge	BME, Fort Hays State	Instrumental Music
Mr. Gene Rundus	BS, Kansas State	Directed Learning
Mr. Keaton Snavelly	Pittsburg State	Woods
Mr. Chris Stiles	BA, Univ. of Montana	Language Arts
Ms. Melissae Stiles	MA, Emporia State	Science
Ms. Margaret Timme	BS, Oral Roberts	Spanish
Ms. Morgan Trost	BS, Wichita State	Social Science
Mr. Brad Wildeman	BS, Fort Hays State	Science
Mr. Shawn Woolsey	MS, Emporia State	Special Education

School Nurse

Ms. Jeni Johnson	RN, Cloud County	School Nurse
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Clerical Staff

Ms. JoDee Ball	Secretary/Athletics, CJSHS Office
Ms. Martina Gieber	Secretary CJSHS Office
Ms. Niki Henderson	Secretary CJSHS Counseling Office

Custodians

Mr. John Turner	Head Custodian
Mr. Ryan Rank	Custodian
Ms. Hannah Gartung	Custodian
Mr. Colton Martin	Custodian
Ms. Mary Thrush	Custodian



STATEMENT OF COMPLIANCE



Civil Rights Compliance

It shall be the goal of the district to achieve an educational environment that is free from discriminatory insults, intimidation, or harassment due to race, color, religion, sex, age, national origin or handicap status.

The USD #333 does not discriminate on the basis of race, color, national origin, sex or handicap in admission or access to, or treatment of employment in its program and activities.

Student Grievance/Procedure

Section I

If any person believes that the school district or any of the district's staff has inadequately applied the regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, or Americans with Disabilities Act, he/she may bring forward a complaint, which shall be referred to as a grievance, to the School District's Section 504 Coordinator, It should be understood by the individual(s) involved, that a complaint can be made to the Office for Civil Rights without going through the school district's grievance procedures. The grievance procedures are to provide for a prompt and equitable resolution of a complaint.

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the school Section 504 Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the school Section 504 Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the school Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Coordinator and Superintendent cannot be the same individual. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the School District Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

The person can file a complaint with the Office of Civil Rights at any time before or during the grievance procedures: Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, (816)880-4200. The school Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Coordinator's office.

Parent/Guardian Concerns

It is the responsibility of the parent or guardian to contact the teachers or administrators with whom they have a concern. This must be done before moving to the next level of command (teachers→building administrators→superintendent→Board of Education)



Civility Statements



The District has established Conduct and Civility Guidelines to set clear expectations and procedures to support a welcoming, collaborative, and safe environment. The purpose of these guidelines is to ensure that all meetings are undertaken in an environment of mutual respect and consideration reflected in the language, attitude, and conduct of all attendees. These guidelines are not intended to impede freedom of expression but to maintain the student-focused nature of the meeting process and integrity of the educational environment.

All attendees will treat others with respect and expect the same in return. All attendees shall silence their mobile devices; be courteous to one another; respectfully consider all ideas, input, and information provided; and communicate in a manner that is mindful of how others will receive the information. Attendees shall refrain from conduct that causes a disruption, is threatening, uses loud or offensive language, or causes property damage.

The meeting Administrator will maintain an orderly process and attempt to resolve concerns during the meeting under these guidelines. The Administrator may table an issue for further discussion, allow for a brief break, or, in the event that an attendee is unwilling or unable to adhere to the guidelines such that the meeting cannot continue in a collaborative and mutually respectful manner, the administrator may discontinue and reschedule the meeting for a mutually agreeable future time or date.

Cognia

Commission on Accreditation and School Improvement

Cognia brings together more than 100 years of experience and the expertise of the two largest US-based accreditation agencies — the North Central Association Commission on Accreditation and School Improvement (NCA CASI), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Concordia High School is one of the oldest continuously accredited members of the North Central Association. CHS has been a member of this association since 1910. **In 2010, Concordia High School received their 100 years of continuous accreditation award.** USD 333 began the district-wide accreditation process in 2005.

Vision, Mission and Values

Vision

The vision of Cognia is to be the leader in advancing excellence in education worldwide so that every student is prepared for success in an ever-changing and diverse world.

Mission

The mission of Cognia is to advance excellence in education worldwide through accreditation, research, and professional services.

Core Values

Education-We believe in the power of education to change the world. We are committed to raising the quality of education for every student across the globe.

Excellence-We stand for excellence. We expect excellence of ourselves and our schools/districts in every area of endeavor. As a learning organization, we are constantly improving our work for the ultimate benefit of schools, districts, students, and parents.

Leadership-We exhibit leadership at all levels of the organization, from the global level where we provide an international voice for the education profession to the local level where we support schools, districts, and students in their quest for excellence.

Service-We place schools, districts, and students first. A spirit of service permeates our work. This spirit of service extends to our employees and volunteers whom we treat as our most valuable resource.

Integrity-We adhere to the highest ethical standards and conduct. We treat others with fairness and respect. We conduct our work to build and ensure public trust.

Innovation-We foster an innovative climate where new ideas and solutions are encouraged, tested, and shared. We seek solutions that are meaningful, relevant, and user-friendly.

Teamwork-We view teamwork as critical to success in our decentralized structure. We collaborate effectively to achieve desired results. We communicate openly and honestly.

Data-Based Decision Making-We gather and analyze data relevant to the achievement of our vision and mission. We use data to make informed decisions and improve our processes.

Results-We hold ourselves and our schools/districts accountable for achieving desired results. We are committed to helping schools/districts improve student achievement and school/district effectiveness.

Cognia Accreditation Standards for Quality School Systems

- Purpose and Direction
- Governance and Leadership
- Teaching and Assessing for Learning
- Resources and Support Systems
- Using Results for Continuous Improvement

In 2010, Concordia High School received their 100 years of continuous accreditation award.



STUDENT SERVICES



CJSHS Bell Schedule Panther Day

1st Hour:	8:00 A.M. - 8:50 A.M.
2nd Hour:	8:54 A.M. - 9:24 A.M.
3rd Hour:	9:28 A.M. - 10:18 A.M.
4th Hour:	10:22 A.M. - 11:12 A.M.
5th Hour:	11:16 A.M. - 11:41 A.M.

<i>JH Lunch:</i>	<i>11:16 A.M. - 11:41 A.M.</i>
<i>HS 1st Lunch:</i>	<i>11:46 A.M. - 12:11 P.M.</i>
<i>HS 2nd Lunch:</i>	<i>12:15 P.M. - 12:40 P.M.</i>

6th Hour:	12:44 P.M. - 1:34 P.M.
7th Hour:	1:38 P.M. - 2:28 P.M.
8th Hour:	2:32 P.M. - 3:22 P.M.

Locker Regulations

Locker assignments will be assigned at the time of enrollment.

- All lockers are the sole property of the school. They are loaned to students for their convenience. **DO NOT LEAVE VALUABLES OR MONEY IN LOCKERS. DO NOT GIVE YOUR COMBINATION TO OTHER STUDENTS.**
- Students are expected to keep their lockers neat and arranged.
- Student lockers are for the convenience of the student. This privilege can and will be taken away if the student abuses the privilege by abusing the locker. The locker belongs to the school and can and will be inspected by the Administration periodically.
- Lockers are to be locked; no foreign objects should be used to jam the locking mechanism.
- Gym lockers will be assigned and locks will be issued. It is the student's responsibility to see that his/her gym locker is kept locked. (A charge of \$4.50 will be assessed if the lock is lost).
- USD 333 and CJHS/CHS are not responsible for lost or stolen items.

Driving Regulations

In order to maintain a safe and orderly environment, students are requested to drive with care around the building anytime classes are in session. The **local authorities** will be notified of problem drivers and warrants may be issued. Students are not to park in any reserved area; reserved areas are most commonly marked by curbs painted white. Those students with permits to park in the school parking lot should not double park, park down the center or park in any other way which might block any other vehicle from leaving. Students who violate parking lot regulations could lose privileges for the remainder of the school year. Vehicles not parked in designated parking stalls may be towed at owner expense. If a tow truck is dispatched to tow a vehicle, the student will be required to pay the service call even if they move their vehicle before the tow truck arrives. Administration may reassign parking spots as needed.

Library Media Center

The library will be open to students from **7:35 A.M.** to 3:45 P.M. most school days. Students must have permission prior to visiting the library media center. Regular books may be checked out for two-week periods.

PAWS: The library media center is not a social venue during PAWS; therefore, students need to plan ahead and pick up a pass from the library media center before PAWS begins. Students will need to get that pass signed by their PAWS teacher and bring it with them to the library media center. PAWS teachers may or may not elect to allow students with a pre-signed pass to go to the library media center. Students who are not studying or using the library resources will be sent back to their PAWS class and may be restricted from using the library media center in the future.

Lost Books and Materials

Any lost book or material is to be reported as soon as it is known that it is lost. Cost of the replacement of books or materials will have to be paid before the end of the semester.

Cafeteria and Lunch Hour

Meal Prices 2023-24

	Breakfast	Lunch	Milk
STUDENT	1.90	3.15	.35
ADULT	2.50	4.35	.35
REDUCED	Varies	Varies	

- The school operates a closed noon hour schedule for 7th-10th grades. All students must report to the cafeteria during their lunch period. Students are not allowed to leave the building to eat lunch, except for those 11th and 12th grade students with Silver, Red and Gold Cards or students who have prior approval through a principal.
- The school operates a hot lunch program with a main line and hamburger line. A deli sandwich line and chef salad lines are also available and meet National School Lunch guidelines. A garden bar providing fresh fruits and vegetables is available to all lines. Ala carte items are also available. Prices of meal tickets are established by the Board of Education and updated each July on the district website.

USD 333 UNPAID MEAL POLICY

The following UNPAID MEAL POLICY has been adopted by the USD 333 Board of Education.

- Food service director will send email notices on a daily basis starting when the family balance reaches \$10.
- NEGATIVE Balance of \$90-\$100: Inform families that no further charges to the account will be allowed after NEGATIVE \$100.
- NEGATIVE \$100 and over: Discontinue charging lunches. Students must bring lunch/or pay cash for individual lunches.
- If a family turns in an application for free and reduced meals and qualifies for FREE meals, students will be allowed to return to eating in the cafeteria. However, outstanding balances will still be required to be paid in full or Kansas Set-Off claims will move forward.
- If the outstanding meal bill has not been paid by enrollment the next fall, district staff will file Kansas Set-Off for the outstanding amount.
- On-Line payment option: An on-line payment option is available to families for ease of paying outstanding debt.
- Families with graduating seniors who have completed all graduation requirements and have no other students enrolled in the district, or outstanding bills with the district, if they have a positive lunch balance will have their positive balance refunded by USD333 through the board approval process by district staff upon receipt of a W-9. Any positive balances less than \$5 will not be refunded due to staff time and cost of mailing to do so.
- Any family withdrawing students from the district that has a positive lunch balance at the time of withdrawal, has until June 1st of the school year from which they withdraw, to request their lunch balance in writing from the School Nutrition Director, with provision of an address for sending the monies to and completion of a W-9. If no written request is received for monies of families with withdrawing students that have a positive lunch
 - Daily meals may be purchased in the cafeteria.
 - When dismissed for lunch, students are expected to get into the serving line promptly and quietly without running or shoving.
 - Students are to return trays, milk cartons and silverware to the conveyor belt and properly dispose of trash and waste.
 - Applications for free or reduced meals according to government guidelines may be filled out during enrollment or in the Food Service Director's Office.
<https://secure.ezmealapp.com/ApplicationScreen.aspx>
 - Students are expected to maintain self-discipline during lunch time. Students not able to maintain self-discipline in the cafeteria will eat elsewhere.
 - Students are expected to remain in the cafeteria area for the duration of their lunch period.
 - Because of the number served in the cafeteria, it is important that all students use common courtesy and manners in eating.
 -

Bus Transportation

- Students riding school buses may be assigned seats and will be under the direct supervision of the bus driver.
- Infraction of the bus rules may call for disciplinary measures and/or loss of bus privileges.
- Any student who is involved with athletics or activities will be required to utilize transportation made available by the school district for various events such as “away games and matches”, “music festivals”, and “field trips”, etc.
- If a parent wishes to take their own child home from such an event, they may do so upon making prior arrangements with the sponsor and/or the building principal through a **written request**. Exceptions to this rule need to be cleared through a building principal in advance. Students will not be released to anyone but a parent.

Telephone

To limit the number of interruptions to the teaching and learning process, the office staff follows a policy of delivering telephone messages rather than calling students to the telephone during class periods. Students may make phone calls before school, after school or between classes in the event of an emergency.

Policy on Past Grads and Visitors

- **All visitors will need to report to the High School Main Office.**
- Students who have someone frequently bringing them to school, waiting to pick them up, or meeting with them at the school are requested to please ask him/her to stay out of the building. Good-byes should be said before the student enters the building. Anyone waiting to pick students up during the day or after school should wait for them in the car.

Lost and Found Articles

- Students are asked to turn any articles found into the main office. Anyone losing an article should notify the office as soon as possible. Students should not bring money or items of value to school. If students choose to do so, they should keep these items on their person at all times.
- The school is not responsible for items lost/stolen at school.
- **All items not picked up by the end of each quarter will be donated for the good.**

Assemblies

There will be various educational and entertainment assemblies sponsored during the year. College and university groups and local school groups will give assemblies for the student body.

- Courtesy is a must for all assemblies.
- Students are expected to give the speaker or performing group their attention and cooperation so that everyone in the auditorium can hear the program.
- Students disrupting assemblies will be removed and privileges suspended.
- CJSHS is judged by outsiders on the basis of assembly conduct. At pep assemblies, students are expected to cooperate with the cheerleaders, speakers, and band.

All pep assemblies or other assemblies must be scheduled in advance by the sponsor through the administration.



ATTENDANCE

Attendance Policy

One of the most important parts of a student's permanent record is attendance. Regular and punctual attendance by all students is necessary for the proper functioning of the entire school. One of the major causes of failure in secondary school is absenteeism.

Kansas law requires compulsory attendance at school; statute 72-1111 states that "every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of 7 and under the age of 18 and has not attained a high school diploma or GED credential, shall require such child to be regularly enrolled in and attend continuously each school year."

Kansas Statute 72-1113 discusses enforcement of compulsory school attendance, and requiring school boards to establish policy identifying excused and unexcused absences; our board has established the following for excused and unexcused absences:

Excused:

1. Illness- (severe injury or illness: too severe or contagious for the student to attend class), with a parent's call or note, or a doctor's note, or the school nurse
2. Dental or clinical appointments, legal appointments, or school sponsored activity.
3. Prearranged excuses for funerals, family trips, outside organizations, or any other absence the principal gives prior approval for.
4. Severe weather that makes it impossible or impractical.

Unexcused:

1. Skipping school.
2. Non-arranged absence.
3. Leaving school without permission.
4. Absent from regularly assigned class.
5. Leaving for lunch **without parent/guardian permission or prior approval from administration.**

School law goes on to explain truancy as a student who misses 3 consecutive days unexcused, 5 days in a semester unexcused, or 7 days in a year unexcused.

Ten Absences: Once a student has accumulated ten absences per year, any additional absences will be considered UNEXCUSED and handled as an unexcused absence. Exceptions to this policy are absences that can be verified by a physician. It is the expectation of the student/parent to provide the physician documentation to the office. This policy does NOT automatically excuse a student for his/her first ten absences from school, as the administration has the final authority to determine whether or not any absence will be excused. *Documentation will be required from a physician after ten (10) absences.*

- Please fill out a Planned Absence Request Form "Blue Form" for all prearranged absences. We will work with you if you work with us. This helps all of us to avoid the issues of truancy as defined in school law in our state.

- **Understand that a parent phone call to excuse a student, for personal reasons, may not be an excused absence.** Only the administration can excuse an absence, because law states that a child attending public school is attending under the compulsory attendance law. They are to be at school, unless they fall under an excused absence, as stated above. The administration are also the truant officers and are bound by state law to enforce attendance and truancy law.
- Our automated calling system is activated at 8:45 am. It will call parents who have not notified the school of their student's absence. After this call is made by our automated calling system, absences will be unexcused except for unusual circumstances. The administration will have final authority on this.

Planned Absence: If a student knows in advance that he/she will have a personal absence, he/she must have a Planned Absence form "blue form" signed by all his/her teachers and the Principal before it is turned in to the office. The form must be turned in prior to the planned absence. These forms may be picked up in the office.

A student shall not be allowed to practice, participate in, or attend any school-sponsored activities on a day in which he or she did not attend at least half of all classes unless approval is obtained from the administration prior to the event. Students are expected to be in attendance at all classes the day following a contest or activity regardless of the arrival time home unless approval is obtained from the administration. Absences not approved will be considered unexcused. Some exceptions include doctor appointments, school activities, school-sponsored work release, religious observances, attending a funeral or other emergencies as approved by the administration.

TARDIES

Students in academic classes are expected to be in their seats ready for class when the bell rings. Students in lab, activity, or physical education classes where this is not reasonable are expected to be in the room preparing to begin class when the bell rings. Any student not meeting these criteria is tardy.

Tardies will be handled by **both the teachers and the** administration. First hour tardies **will** be sent back to the office for an admit slip. All tardies will be recorded by the teacher in the student information system.

- Students who are more than 20 minutes late to class will receive an unexcused absence for that period(s).
- Students will be given two warnings prior to punitive action for being tardy to class. Each additional tardy may result in a detention with the teacher at the teacher's discretion.

Permit to Leave the Building Pass

Written permission or telephone permission from the parent must be given to the office before a student will be issued a town pass. A student who becomes ill during the school day must check with the school nurse and/or a principal and the parents will be notified so they will know that the student is leaving school because of illness.

Senior Pictures/Personal Appointments

Seniors are required to have their yearbook portraits taken outside of school hours. Students are expected to schedule hair appointments outside of school hours.

Makeup Work

All work missed because of an excused absence must be made up, whether the absence resulted because of school activities, a prearranged excuse or illness. It is up to the student to get assignments and makeup work completed. Make-up work can be requested by the parent after the student has missed 3 consecutive days of school. Prior to 3 days students/parents can email teachers to request work or get assignments upon return to school. All students participating in extracurricular activities are to make up work missed in advance whenever possible. All work missed because of an unexcused absence will still be required to be completed.

Late work

Each teacher at Concordia Junior-Senior High has an individual policy for late work. This policy is in their syllabus. Please refer to that policy if this situation occurs. In the event of an emergency, or extremely unusual circumstances, teachers will exercise professional judgment or discretion in regards to late work.

Homework/Remediation

- Teachers may choose to assign mandatory extended learning opportunities before or after school if assignments are incomplete.
- If incomplete work becomes a habitual problem, parents will be notified and a conference can be held with student, parent and teacher.
- Further problems may result in an office referral.

HOW TO ACCESS YOUR STUDENTS GRADES ON POWERSCHOOL

Go to <https://www.usd333.com/>

Click on **Parents**

Click on **PowerSchool Gradebook**

Enter User Name: **Student ID + first/last initial** (Example: 2345965aw)

Enter Password

If forgotten, click on Forgot Password or call office to have reset

Click **Sign In**

Your student's grades will be listed to view

Click on the grade to see individual assignment grades/teacher comments



RULES AND EXPECTATIONS



Concordia Jr. /Sr. High School Behavioral Policy

It is our goal at Concordia Junior/Senior High School to provide a safe environment for all students so that the learning process is at its highest level at all times for all students. We ask all students at Concordia Junior/Senior High School to follow five basic guidelines, and to make personal choices with these guidelines in mind:

The U.S.D. 333 definition of discipline is as follows: A process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

Belief Statements:

Teaching and learning the intended curriculum for all students is our highest priority. Therefore, the misbehavior of one student....

- Will not be allowed to interfere with the learning opportunities of another student.
 - Will not be allowed to interfere with the teacher's responsibility to teach all students.
 - Will not excuse the misbehaving student from successfully completing the learning objectives.
1. Discipline is part of the daily routine. Every discipline situation is an opportunity to teach expected behavior.
 2. Changing behavior takes time - self-discipline is the expected outcome.
 3. Punishment by itself cannot change behaviors.
 4. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to change unacceptable behaviors.
 5. Expected behaviors must be communicated, taught, and modeled daily.
 6. A safe and productive learning environment is maintained for all individuals at school and school-related activities.
 7. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and productive learning environment for others.
 8. Students and staff demonstrate respect for themselves, others, and their environment.
 9. Student conflicts are handled with respect for all individuals without the use of violence or threats.

PANTHER SUCCESS PRIDE

- Presence
 - Showing up to school
 - Punctuality to class and practice
 - Contributing to your school
- Responsibility
 - For your work
 - For your behavior
 - For setting goals
- Integrity

- Sticking to what you believe is right
- Being honest in what you do and respecting others
- Providing a positive example to others
- Diligence
 - Persevering through problems
 - Finishing what you start
 - Avoiding procrastination
- Ethics
 - Standing up for what is right
 - Standing against what is wrong
 - Conducting yourself in a moral and respectful manner

Students are assigned discipline referrals for inappropriate behavior.. **Proper documentation must accompany all referrals. Staff will also document all efforts made to correct the behaviors prior to an office referral unless the situation is an emergency.**

Administration will have the final authority on disciplinary consequences and may modify severity of consequences. Threats that disrupt the safety and security of school may be reported to law enforcement.

Types of Consequences:

Conversation with a teacher, counselor, or administrator

Restorative Practice

Detentions (Before School, Lunch, After School)

Short-Term In-School Suspension

Short-Term Out-of-School Suspension

Long-Term Out-of-School Suspension



Through its health services, the school attempts to assess the health status of students and staff, to counsel students, parents, and staff to help prevent and control disease. The nurse will provide basic first aid care for injuries or sudden illness.

Vision and Hearing Screenings are administered annually for certain grades and for any student regardless of grade level upon teacher or parental request.

Student health records are maintained separately from academic records. All staff abides by the HIPPA requirements and maintain confidentiality of protected health information.

Students must receive a nurse pass from a classroom teacher before visiting the nurses office.

Immunization Policy:

The Board of Education's policy pertaining to immunization is in compliance with K.S.A. 72-5208, 5209, 5210, and 5211 and is as follows:

- A. Upon first entrance to school certification must be presented to the appropriate school authority indicating the student has received or is in the process of receiving immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, chickenpox, and hepatitis B.
- B. Health records received from other schools where a student had been in attendance will be acceptable; however, immunizations must include those required by the State of Kansas.
- C. No student will be permitted to enter school unless the following provisions have been met:
 1. Certificate of immunization for diseases listed in Item A.
 2. In lieu of not having obtained the required immunization, the presentation of certification from a physician or local health department that student is in process of receiving the required immunization.
 3. Parents of students who are not completely immunized or for whom records are not immediately available shall sign a statement that the entire series will be completed within 90 days of school entrance.
- D. This policy includes all students unless medical or religious exemptions are taken. Such exemptions must be substantiated by a certificate from the physician and/or parent. Forms are available from the school nurse. Religious exemptions only need to be filled out once. Medical exemptions need to be filled out yearly.
- E. The immunization program is carried on through the county health office and is available without cost to the family.

Medication Policy:

Present board policy states that if students require medication during the school day, school personnel may administer the medication only if you meet all of the following criteria:

1. The medication is prescribed by a licensed physician or dentist.
2. The prescribing medical person sends written authorization that medication may be given at school.
3. The medication comes in the original container with the appropriate prescription label. The medication is accompanied by a note from the parent designating school personnel to administer the drug. The nurse has a form available. Please contact the office.

Head lice:

In the event that a student is excluded from school due to head lice, the district procedure is as follows: Students are required to remain home for 24 hours. Students will only be readmitted to school through the office, when treatment is completed, after being checked by the nurse and treatment is found to be satisfactory. For the best interest of the student and their learning, after a third occurrence, Department of Children and Families will be notified.

USD #333 Bed Bug & or Biting Insect* Policy

(*Biting insect referred to in this policy refers to Cockroaches, and/or Fleas)

It is The Policy of USD #333 that once a Bed Bug or Biting Insect has been found on a student's body, or evidence of infestation is found in a student's belongings, that the parent/guardian of that student will be notified and the student will be sent home. The school nurse will provide the parent with information/resources on treatment of the home and may provide information on assistance with cost of treatment if needed. ***Only those students with evidence of infestation will be sent home.** All of the affected student(s) classroom areas will be treated as a preventative precaution.

§ Students sent home for evidence of infestation will report to the Nurses Office first upon return to school. The nurse will check the students belongings and perform a skin check daily for two weeks after documented professional treatment of the home, or until no further evidence of infestation is found.

§ Students that are sent home will not be allowed to take home school owned items such as laptops, library books, or homework folders, ect, until the school has documentation of treatment of the home by a professional pest control agent.

§ Personal items of the affected student(s) (book bags, coats, jackets, ect.) will be stored in a plastic bag or tote in the nurse's office daily upon arrival after inspection by the school nurse. Students of classrooms affected will be required to keep their belongings in plastic bags for two weeks after the school receives confirmation of professional treatment of the affected home.

If Bed Bugs or other Biting Insects are found on the school premises (not physically on a student) The principal will notify Facilities Management. The school will seek guidance from a licensed professional pest control agent. The Principal or Superintendent, if warranted, will then notify the parents/guardians of students in the affected classroom(s)/school. Please refer to the USD #333 Bed Bug Response Flow Chart.

Wellness Policy:

U.S.D. 333 is committed to providing school environments that promote and protect children's health,

well-being, and ability to learn by supporting healthy eating, nutrition education, physical activity, and integrated school-based wellness. Therefore, it is the policy of CMS that:

Nutrition:

1. General Guidelines

- All school food service personnel receive required food safety training at a minimum of every five years. Continuing education training for all food service personnel meets federal and state requirements.
- The dining area has seating to accommodate all students during each service period.
- The food service area is clean, orderly, and has an inviting atmosphere that encourages meal consumption.
- The dining area has adequate adult supervision.
- The students are allowed to converse with one another for at least part of the mealtime.
- Mealtime conversation is not prohibited for the entire mealtime as disciplinary action.
- Reimbursable meals and/or parts of a reimbursable meal are not withheld or denied as disciplinary action.
- Content of reimbursable lunch and breakfast is identified near or at the beginning of the serving lines.
- A Kansas product is served in the school meals program at least one time per week.
- Students may bring water bottles. They need to be taken home weekly and sanitized.
- Water bottles are to be used for water only. No soda, juice, or water additives.

2. Breakfast

- All school breakfasts comply with USDA regulations and state policies.
- At least three different fruits are offered each week on three different days. At least one fruit per week is served fresh.
- Students have the opportunity to eat breakfast.
- The district offers at least 15 minutes of "seat time" to eat breakfast (not including time spent walking to and from class or waiting in line) or Grab n Go options are available
- Breakfast After the Bell- offered to students after the beginning of the school day. Schools make breakfast accessible to all students. *Breakfast prices subject to change

3. Lunch

- All school lunches comply with USDA regulations and state policies.
- At least three different fruits are offered each week. Two fruits per week are served fresh.
- One additional ½ cup* vegetable offering weekly from and of three vegetable subgroups (dark-green, red/orange, dry beans, and peas).
- An additional 1 cup* vegetable offering weekly from any of three vegetable subgroups (dark-green, red/orange, dry beans, and peas)
- Students have at least 20 minutes of "seat time" to eat lunch, not including time spent walking to/from class or waiting in line.

4. All Food Sold in Schools

- All foods and beverages sold in schools comply with USDA's Smart Snacks in Schools "All Food Sold in Schools" Standards from midnight before the 30 minutes after the end of the official school day.

- No energy drinks are sold on school property from midnight before to 30 minutes after the end of the official school day.
- USDA's Smart Snacks in Schools Beverage Standards for middle schools apply to high school (only 100% juice, water, milk).
- Fundraising within the school day meets USDA's Smart Snacks in School "All Food Sold in Schools" Standards (sans the exempted fundraisers).

3. . Other Child Nutrition Programs

- Meals and snacks served under the USDA At-Risk Afterschool Meals, Afterschool Care Snack Program, Fresh Fruit & Vegetable Program, and/or Summer Food Service Program comply with all federal regulations and state policies.

A full copy of the Wellness Policy can be obtained from the school nurse or Food Service Director.

Tobacco and Electronic Cigarette Use

Smoking by students and/or the possession and use of any tobacco product or electric cigarette (Juul, Vape) is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events- and on any school owned or operated property.

Electronic Cigarette means a battery-powered device, whether or not such device is shaped like a cigarette that can provide inhaled doses of nicotine by delivering a vaporized solution by means of cartridges other chemical delivery systems.

Vaping by students and/or possession of a vaping device or vaping (Juul) paraphernalia, is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events- and on any school owned or operated property.

Smoking on campus

Students may not possess, smoke, use or smokeless tobacco products of any kind on school grounds. This includes electronic cigarettes and vaping devices.

Hallways and Morning Procedures

To maintain an environment conducive to teaching and learning, students are expected to pass through the halls in a quiet, orderly manner. All students are to report to their respective first-block class upon arrival to campus each day. Students are not to loiter in the hallway, gymnasiums, locker rooms, etc. Students who eat school breakfast are to report to their respective first-block class immediately after eating.

Detentions

Detention periods will run from 3:22 pm to 4:12 pm unless otherwise directed by administration or teachers. Students assigned detention by teachers or administrators are expected to take study materials with them. Detentions are to be served on Mondays or Wednesdays unless specific arrangements have been made. Bus students have a one-day grace period to make arrangements, if needed.

Public Display of Affection

The school has the right to expect that a student's attitudes toward others be courteous and respectful. Displaying affection in public places is inappropriate. Students, please see discipline policy for consequences.

Student Dress Guidelines

The Board of Education of USD No. 333 recognizes the fact that the image of schools is reflected in the appearance of students when they are attending school or participating in extracurricular activities. The Board has approved the following guideline for student dress, with emphasis on neatness, cleanliness and appropriateness.

Personal appearance guidelines are sometimes difficult to interpret because clothing decisions may be a result of fashion trends, individual needs and tastes, and parental guidance. However, there is a standard of dress at CJSHS. Casual attire reflecting career readiness and promoting a positive and safe learning environment is the standard expectation in our school. Examples include: Dresses, dress pants, dress shirts, polo shirts, khakis, jeans, shorts, skirts, casual pants, casual shorts, blouses, sweat shirts, sweat pants, leggings (worn with tastefulness), sport shirts and t-shirts. CJSHS standards of dress are not limited to this specific list; but rather, the standard of dress is established to align with the preferred dress of our local business partners in the workplace environment.

Examples of clothing that do not meet the dress code standard of CJSHS include, but are not limited to:

- Clothing that is sexually suggestive.
- Pajamas or clothing considered nightwear (including blankets).
- Clothing that exposes the chest area, mid-section, buttocks, or undergarments (i.e. boxers under low-slung jeans,, excessively short garments). Excessively short shorts are not considered appropriate. Shirts should go to the pants. See-through clothing is not considered appropriate.
- At no time should undergarment straps be visible.
- Clothing that is too tight, tube tops or strapless clothing. (Casual attire, specifically shorts/dresses, should be worn "within tolerance" of fingertip length by the student).
- Clothing and accessories that advertise violence, illegal activities, gang affiliation, alcohol, tobacco, or illicit drugs. This applies to trips with school clubs or organizations as well as to school.
- Clothing with language or symbols that are vulgar or plainly offensive.
- Headwear during the school day (hoods, hats, etc.). Exceptions may be made at administrator discretion for courses offered in garages where debris could pose an issue.
- Any article of clothing/accessory, which could effectively be used as a weapon, will not be permitted. Prohibited items **may** include, but are not limited to: spiked protrusions bracelets and necklaces which are similar, but not identical, in length, design and weight to wallet chains; chains, spurs; fishing hooks on hats pliers.
- When long hair or apparel may pose a safety issue, it must be tied up or changed. Sponsors of extra-curricular activities have the right to establish reasonable guidelines for dress and appearance more stringent than those above.

Additional expectations regarding dress code:

- A student's dress and grooming should not threaten the health or safety of the student or other individuals. For example, students must wear shoes while on school property or during school-sponsored activities for protective purposes.
- Parents and guardians are encouraged to monitor their student's dress in order to support a positive learning environment.

It is our desire to work with parents and students to promote a safe and positive learning environment at school. Please note that CJSHS administration reserves the right to make decisions concerning the appropriateness of a student's attire as it pertains to ensuring a standardization of student dress. CJSHS administration also reserves the right to confiscate any item deemed inappropriate for school or to send a student home for a change of attire. Any items deemed inappropriate for school will be retained in the office. For all other violations of appearance/dress code, students will be asked to change dress or to amend grooming accordingly

The Board of Education and the administration respectfully solicit the cooperation of students and parents in complying with the dress guidelines. Students who are not in compliance with the dress guidelines will be sent to the office. In most instances, students will be asked to change. Time missed from classes will be unexcused. Students please see discipline policy for further consequences.

Access to Electronic Media: Acceptable Use Policy

The Board supports reasonable access to various information formats for students, employees and the community and believes it is essential for users to use this privilege in an appropriate and responsible manner.

Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber-bullying awareness and response.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor's access to materials harmful to them.
- Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

Permission/Agreement Form

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Employee Use

Employees shall use electronic mail primarily for purposes directly related to work-related activities. Each employee is responsible for the security of his/her own password.

Community Use

On recommendation of the Superintendent, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a website shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Administrative Audits

The administration reserves the right to monitor uses of all electronic communication devices, files and accounts. Staff and students and members of the public granted permission to use district equipment shall have no expectation of privacy while using district equipment on or off school premises.

Computer Network & Internet Use

In order for a student to gain access to the Internet or network, the individual student must have parental/legal guardian permission. Parents/legal guardians will be given the option of denying Internet access and requesting alternative assignments that do not require Internet/network usage. All students must sign an Internet Network Access Agreement. Failure to do so will result in the Internet/network being denied.

Students shall have no expectations of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email, computer application, information in district computers, or computer system is subject to monitoring by the staff and/or the administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Please remember that use of the Internet/network is a privilege, not a right. Students violating policies pertaining to the standards of conduct regarding Internet use will be subject to the following:

1. Restriction or loss of network/Internet access for an undisclosed period of time deemed appropriate by the administration; and/or
2. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state and federal laws; and/or
3. Restitution for the cost of damages to hardware/software.

Inappropriate use of the Internet/network will include, but not be limited to the following:

1. Accessing, uploading, downloading or distributing pornographic, obscene, or sexually explicit material of any kind.
2. Accessing, uploading, downloading or distributing music or electronic files of any kind.
3. Transmitting obscene, abusive, sexually explicit or threatening language.
4. Accessing another individual's materials, information, or files without previously being given permission.
5. Using or attempting to discover another's password.
6. Violating copyright or using the intellectual property of another individual or organization without their permission.
7. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks. Also including the destruction or attempt to destroy the data of another user by creating, uploading, or intentionally introducing viruses into the network/Internet.
8. Intentionally wasting limited resources and storage space.
9. Harassing, insulting, or attacking others.
10. Using, disclosing, or disseminating personal information online, such as full name, home address, phone number etc..., except with the pre-approval of certified staff or the administration.
11. Using email lists from the district, network or server to gain personal information about other individuals.
12. Gaining unauthorized access to resources or entities.
13. Invading the privacy of others.
14. Improperly and/or intentionally altering the set-up of computers as determined by the administration. This includes, but is not limited to; desktops, wallpapers, screensavers, shareware or any installed software.
15. Using software that has not been pre-approved or assigned by staff or administration.
16. Seeking to gain or gaining unauthorized access to the network, software, Internet or computer devices.
17. Failure to follow district policy, building policies and guidelines, or any other policies established by the board of education, building administration, or certified staff designed to prevent computer, Internet or network usage.

18. Any issue the administration deems as inappropriate use.

1BG Computer Use (See GAA and JCDA) Use of District Computer/Privacy Rights

Computer systems are for educational and professional use only. All information created by staff shall be considered District property and shall be subject to unannounced monitoring by District Administrators. The District retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Copyright (See ECH)

Software acquired by staff using either District or personal funds, and installed on District computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the District office.

Installation

No software, including freeware or shareware, may be installed on any District computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the Superintendent's approval to be installed on any District server or computer. Students shall not install software on District computers or computer systems.

Hardware

Staff shall not install unapproved hardware on District computers, or make changes to software settings that support District hardware.

Audits

The administration may conduct periodic audits of software installed on District equipment to verify legitimate use.

Privacy Rights

Employees are/or students have no expectation of privacy when using District e-mail or other official communication systems. Any email or computer application or information in District computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials

Computer materials or devices created as part of any assigned District responsibility or classroom activity undertaken on school time shall be the property of the Board.

Approved: 1/12/98; Amended: 8/14/00; Amended: 8/12/02; Amended 8/11/03

11BGA Children's Internet Protection Act

The District shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the Board Clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: 11/12/01

Please check https://www.usd333.com/238934_2 for the 1:1 Chromebook Initiative Handbook

Cell Phones & Electronic Devices

With the constant advancement in electronic technology, the use of cell phones in the building will be restricted. Cell phones must be turned in to the designated holding location upon arrival to each classroom and may be picked at the end of the class. **Junior High School Students may not have cell phones during the school day. High School students may use electronic devices between classes and at lunch time, and when directed to by teacher or office personnel during class time.** Violations of this policy may result in confiscation of the cell phone by a teacher or principal. Confiscated items will be returned to the student or parent/guardian at the discretion of the principal. Other devices (including, but not limited to, smart watches and headphones/AirPods) may be restricted or

confiscated if they pose a threat to safety/security of school operations, interfere with learning, or jeopardize the integrity of academics.

Hazing/Harassment/Intimidation/Bullying/ Menacing Policy

USD 333 is committed to providing a positive and productive learning and working environment. Hazing, harassment (may be sexual or racial), intimidation, menacing or bullying (including cyber-bullying) by students, staff or third parties is strictly prohibited and shall not be tolerated on school property, in school vehicles, or at school sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

Bullying by Definition

The term “bullying” is many times misinterpreted within the setting of our schools. All conflict between students must not be interpreted as bullying. In the instance there is retaliatory behavior (fighting back) by students who are bullied it could make determining the distinction between bullying and conflict difficult. However, in the case that bullying is taking place, it will be handled strictly, thoroughly, and quickly by administration in accordance with USD 333 policy.

CJSHS and USD 333 policy define “bullying” as the activity of repeated, aggressive behavior, or behavior that is highly likely to be repeated, and intended to hurt another person or persons. There are four types of bullying: physical, verbal, relational, and cyberbullying. Conflict engagement between students must meet all of the following 4 criteria to be considered bullying.

- Intentional Unwanted Aggressive Behavior
- Repeated Behavior—or behavior that is highly likely to be repeated
- Must involve a Perceived or Real Power Imbalance
- Cause Harm or Serious Lasting Problems

Incident Report forms can be found in the school office or counseling center to report bullying. All reports will be kept confidential and private. In the instance that bullying is found to be taking place, it will be handled strictly, thoroughly and quickly by administration in accordance with USD 333 policy.

- The “Bully” is referred to administration for consequences and points assigned deemed necessary by the Student Handbook and all situations will be documented.
- Parents of the Bully and the victim are notified.
- The “Bully” is referred to Counselors for monitoring of progress of this problem
- The victim is monitored closely by counselors

In accordance with implementing & emphasizing the above bullying policy, Concordia Jr/Sr High School utilizes character education and character development to support appropriate behavior toward others. At the beginning of each school year, students and staff will be educated in recognizing and reporting bullying to administration, counselors, and additional trusted adults.

Failure to Comply with a Reasonable Request

Failure to comply with the reasonable directive or request of a teacher, staff member, or administrator will be considered disruptive behavior that interferes with the academic environment. These infractions will be disciplined according to the circumstances and severity of the offense.

Suspension and expulsion policy

Procedures for suspension and expulsion of students, including notification, and hearings, are addressed in the USD 333 Policy Handbook and in Chapter 72, Article 89 of the school laws of Kansas.

- The Principal and Assistant Principals have authority from the Board of Education of USD #333 to suspend or expel any student guilty of misconduct or persistent disobedience, when such suspension or expulsion is in the best interest of the school.
- A short-term suspension is not to exceed ten school days. Long-term suspension **may** extend past the end of the current semester.

- Parents shall be notified that a student has been suspended by written notification specifying reasons for suspension in accordance with the policy as set forth in the Board of Education Policy Handbook.
- If a long term suspension or expulsion is decided upon, hearings will be set up for the student, parents and school personnel as set forth in the Board Policy.

Firearms

- A pupil shall not knowingly bring to school or possess, handle or transmit any firearm, at any school at any time, on school property at any time, or at a school supervised activity. The word "school" as used herein, includes not only all schools in this district, but also any school located in the State of Kansas.
- For purposes of this policy, a firearm shall be any device defined as a firearm in Section 921 of Title 18 of the United States Code as it is presently enacted or may hereafter be amended, and includes any device, including a starter gun, which will or is designated to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such device; and firearm muffler or firearm silencer; any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other device similar to any of these devices.
- A pupil who violates the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to an automatic ten (10) day suspension from school, pending a formal hearing on expulsion pursuant to K.S.A. 72-8901, et seq., as amended. The formal hearing on expulsion shall be conducted by the Superintendent.
- Upon conclusion of the hearing, if the Superintendent, as hearing officer, finds that the pupil has violated the terms of this policy, the pupil shall be expelled from school for a period of one (1) year (186 school days), except that the Superintendent may modify this expulsion requirement on a case by case basis under the provisions of JDC (Probation).

JDDA & JDDA-2 Drug Free Schools

The following are Prohibited Activities:

- Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.
- The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances. This Policy is required to the 1989 amendments to the Drug Free Schools and Communities Act., P.L. 102-226, 103 St. 1928. (cf LDD)

JDDB Drug Free Schools

- All school-sponsored functions, including those held at sites other than the school shall be drug free and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted. Students and their guests, regardless of age, are to arrive free of these substances. For the purposes of this policy, the smell of alcohol on a student's breath is a violation.

JDDA-2 Drug Free Schools

- Students who are suspended long term (over 10 days) or expelled under the term of this policy will be afforded the due process rights contained in board policy and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to

enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his/her parents

- A list of available programs along with names and address of contact persons for the program is on file with the board clerk. Parents/Guardians or students should contact the directors of the programs to determine the cost and length of the program. (Cf. JCDA and JDD)
- A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all students, and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

JCAB-R-4 Use of Trained Dogs to Search

- At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees. Vehicles parked on school property are subject to dog searches.

JGEC Sexual Harassment

- When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

JGEC-2 Sexual Harassment

- Any student who believes that he/she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.
- The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.



ACADEMICS AND GRADES



Grade Cards and Eligibility Reports 2022-2023

CURRENT GRADES– Available online.

Grades 7-12: Semester 1 (December) grade cards are printed and mailed
Semester 2 (May) grade cards are mailed and contain grades for the entire school year.

Grades are pulled from the teacher grade book.

Grade Period	End Date	Gradebooks CURRENT by
1 st 9 weeks/Quarter 1	October 13, 2023 (Friday- Fall Break)	October 16, 2023 (4:00 p.m. Monday)
2 nd 9 weeks – Quarter 2/Semester 1	December 20, 2023(Wednesday)	December 21, 2023 (4:00 p.m. Thursday)
3 rd 9 weeks/Quarter 3	March 8, 2024 (Friday- Spring Break)	March 11, 20224 (4:00 p.m. Monday)
4 th 9 weeks – Quarter 4/Semester 2	May 17, 2024(Thursday)	May 20, 2024 (4:00 p.m. Monday)

ELIGIBILITY REPORTS - will be printed at the End of each Semester. Students must be passing 5 new classes to be eligible for the next semester.

You are encouraged to make additional contacts with students and parents as needed to encourage satisfactory academic effort and performance.

Student Records

**All grades are due by the time and dates indicated above.
Exceptions must be approved by building principal.**

Directory information is identified as information which the schools may make available without parents or students consent. Information about students identified as Directory Information is as follows:

1. Student's name, address, telephone number and date of birth.
2. The student's major field of study and classification.
3. The student's participation in officially recognized activities:

- a. Sports
- b. Dramatics, debate, forensics
- c. Music---band, vocal, small groups
- 4. The weight and height of members of athletic teams as well as reports of game performances and statistics, etc.
- 5. Dates of attendance.
- 6. Awards and academic achievements.
- 7. The most recent educational agency or institution attended by the student.
- 8. College or institution students plan to attend after graduation.

Annual Notice To Parents And Students Of Rights Under The Family Educational Rights And 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 that are kept and maintained by Unified School District No. 333. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. 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 others persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.
 - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
 - The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that 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.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 333 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.

5. The right to obtain a copy of Unified School District No. 333 policies for complying with FERPA. A copy may be obtained from Unified School District 333.

Directory Information: For purposes of FERPA, Unified School District No. 333 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

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 Unified School District No. 333 at 217 W. 7th on or before August 1, 2021. If a refusal is not filed, Unified School District No. 333 assumes you have no objection to the release of the directory information designated.

Recruiting information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

Panther Hours

Honor passes **may** be given to seniors only. **This is at the discretion of the building principal.** In order to be eligible, a student must maintain exemplary grades, be a student in good standing, and score proficient or better on high school state assessments. This pass enables students to leave the building during the class period they select during enrollment. Such students are not to be in the hallways after the bell. All other school rules are to be followed by students with honor passes. Parental permission slips are required. Honor passes may be revoked due to improper conduct. During Panther period, students are required to check in at the office at the beginning of the hour or when they arrive at school. Attendance will be taken.

Honor Rolls

The senior high honor rolls will be issued by the Guidance Office after each semester grading period. Students qualifying will be named to one of the following honor rolls:

- Principal's Honor Roll if GPA is between 3.00 and 3.49.
- Panther Honor Roll if GPA is between 3.50 and 4.00.
- A grade of "D", "F" or "I" disqualifies a student from the Honor Roll.

Honor Student Recognition

The Valedictorian, Salutatorian, and CHS Honor Scholars will be recognized at Commencement Exercises. To be considered for these honors, a student must meet a core curriculum in line with the regents qualified admissions requirements and be a student "in good standing". According to the Kansas State High School Activities Association "a student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing." The core curriculum shall include a minimum of :

- a. 4 units of Language Arts (must include Senior Composition or Senior Lit)
- b. 3 units of Math (Algebra I, Geometry, Algebra II, Pre-calculus, Calculus, and College Algebra (College Algebra earns .50 credit))
- c. 3 units of Science (Biology I or Higher)
- d. 3 units of Social Science
- e. 2 units of Fine Arts (Foreign Language, Band, Vocal Music, Drama and Art)
- f. 3.75 GPA

Each senior meeting the above requirements will be awarded a school medal for scholarship honors.

CLASS RANK: Based on a straight 4.0 scale (A,B,C,D/4.0, 3.0, 2.0, 1.0) with no weighted classes. Students may share a ranking; several may have 4.0 and share ranking of 1st in their class.

Panther Honor Awards

Throughout the year, faculty will be asked to submit names of seniors who are in “good standing” and who have contributed to the success of the school over their four years in high school. Students will receive this honor award based on their contributions to the school, including but not limited to attitude toward staff and fellow students, contributions in classes, participation in some aspect of the school activity programs, and the impact they have had on making CHS a better school during their four years. A faculty committee will select the final candidates. Students will be recognized during the end-of-year awards assembly.

Citizenship Award

One senior girl and one senior boy will be elected by a faculty committee to receive the KSHSAA Citizenship Award. It is to be given to the senior boy and girl who have proven to be the most outstanding citizens.

Perfect Attendance Award

Any student attending four years of high school without missing any school will be recognized and awarded a perfect attendance award medal.

Concordia Jr/Sr High Open Lunch Criteria - P.R.I.D.E Card

(Formerly Renaissance Cards)

- Juniors/Seniors only: 3.0 - 4.0 GPA and/or 3.0 KAP Score Avg., Student in Good Standing (Open Lunch option)

- Seniors only: 2.5 minimum GPA, Student in Good Standing (Open Lunch option)

- GPA. calculated for Jr. 's using Sophomore year transcript. Senior GPAs calculated from Junior year.

- Parent permission required for any student to participate.

Administration may revoke card privileges due to improper conduct or declined G.P.A. at the semester. If student tardiness becomes a problem, open-lunch privileges will be revoked. Parent's will be notified if a student loses their P.R.I.D.E. card privileges.

P.R.I.D.E. Card holders are expected to model exemplary behavior/conduct at all times!

COURSE AND GRADUATION REQUIREMENTS

Student Enrollment and Class Changes

All students are required to carry a full seven period schedule with not more than one supervised study. Exceptions may be made by administrators.

All students must have their enrollments checked by the counselors Any questions pertaining to graduation requirements or student classification are to be cleared through the Guidance Office. Any student schedule change during the school term must be worked out through the guidance office and have the approval of the administration. New students entering Concordia Jr-Sr High School for the first time will enroll through the Guidance Office.

Transfer of Credit

Counseling office will request transcripts from a previous school where a student attended. If all credit on transcript is from an accredited school, Concordia JR/SR High School will honor all credits earned. If credit on transcript is from a non-accredited school then the following guidelines will be followed for awarding credit.

- Accept 7.25 credits per year based on admitted grade level
- Grades will be listed on transcript as a total number of credits earned and will not be itemized
- All credits will be pass or fail only which will not figure into GPA
- Maximum number of credits that will be granted is 14.5
- Student will be granted completion of graduation requirements based upon classification status

Traditional Classification of Students

Sophomores	at least 5 to 11 units
Juniors	at least 11 to 17 units
Seniors	at least 17 or more units

Foreign Exchange Students

Concordia JR/SR High School will admit a maximum of three foreign exchange students per year. School administration will review student application and student home placement prior to allowing placement. The school will also review the English Language Test administered to the foreign exchange student by the placement agency. Students will need to score at a level of 80% on this test for acceptance to CJSHS. Students will be admitted as transfer students from a non-accredited school. The counseling department will review the student's educational file and enroll the student as a junior or courses that best meet the student's needs. Foreign exchange students will not graduate or participate in the graduation ceremony.

Independent Study

Independent study courses may not be used for required credit, but may be used for elective credit. Independent study courses must be approved by the principal.

Graduation Ceremony

Seniors wishing to participate in graduation ceremonies must have completed all requirements as set forth by the Board of Education. The Tuesday before graduation weekend will be the last day of finals for seniors, and this will be the deadline date for completion of all requirements. A student who fails to complete requirements by 3:30 pm on Tuesday will be informed that evening that they will not be participating in the graduation ceremonies, and will need to make further arrangements to complete the graduation requirements. Any exceptions must be approved by the Administration.

Senior Graduation Apparel

Gentlemen should wear slacks or pants and shirts for both commencement and baccalaureate. Under no circumstances will open toed shoes or short pants be allowed.

Ladies should wear slacks or pants and shirts or dresses with appropriate shoes. Corsages or costume jewelry may not be worn with caps and gowns. Short pants of any kind are not allowed.

Students who violate the dress code will be asked to change. If time does not permit for this to occur, the student will not be allowed to participate in the ceremony. **NO WRITING OF ANY KIND WILL BE ALLOWED ON CAPS OR GOWNS.**

Only school-issued or -approved cords will be allowed to be worn during the commencement ceremony. If a student is issued an outside cord or distinguishing item, he or she must seek prior approval in writing, using a form found in

the office, indicating how the club, activity, or event falls under two of the four following categories: Scholarship, Service, Leadership, and Character. Only cords meeting at least two of these criteria will be allowed to be worn at the ceremony.

A senior committee will meet each year to review each request prior to each year's commencement ceremony, and, along with the building principal, approve or deny any requests.

Diplomas

The graduating students will receive their diploma immediately following the ceremony. During the graduation ceremony, students will cross the stage and receive their diploma cover.

Dropping of Class

Dropping of a class must be done within the first week of school. Any classes dropped after this time will require the permission of their parent, a counselor, the teacher(s) involved, and the principal and may result in an "F."

College Visitations

Seniors are allowed two days for college visitations, if scheduled before April 12th and taken before May 7th. Two additional college visitations may be taken with prior administrative and counselor approval during your Junior or Senior years. All arrangements for career days or college interviews will be handled by the Guidance Office. Any career or college visitation must be scheduled at least three days in advance of the visit. Colleges prefer one week notice. If arrangements for a college visitation are made directly between the college and the student, appropriate permission forms should still be submitted to the guidance office in advance in order to qualify for excused attendance status.

CONCORDIA HIGH SCHOOL GRADUATION

2023

CHS DIPLOMA - 25 CREDITS REQUIRED

Language Arts – 4 Credits

1 English 9 1 English 10 1 English 11
½ Speech ½ English Elective

Math – 3 Credits Science – 3 Credits

Selected from CHS Mathematics/Science courses

Social Studies – 3 Credits

1 World History (10th) 1 American History (11th)
½ Government (12th) ½ Social Studies Elective

Vocational Classes – 1 Credit listed in Curriculum Handbook

Personal Finance- ½ Credit

Fine Arts/World Lang.– 1 Credit

Includes 2D or 3D Art, Music and World Language

Physical Education – ½ Credit

To be taken sometime during the 4 yrs of HS

Health – ½ Credit (9th) –

Electives - 8 ½ Credits

CHS HONOR SCHOLAR

VALEDICTORIAN or SALUTATORIAN

Language Arts - 4 Credits

1 - English 9 1 - English 10 1 - English 11
½ - Senior Comp or Lit ½ - Speech

Math - 3 Credits

Must take Algebra I or higher

Science - 3 Credits

Must take Biology I or higher

Social Studies - 3 Credits

1 - World History 10
1 - American History 11
½ - U.S. Government 12
½ - Elective

Vocational Classes - 1 Credit

See Curriculum Offered

Personal Finance - ½ Credit

Fine Arts/World Language - 1 Credit

Physical Education - ½ Credit

Health - ½ Credit

Electives - 7 ½ Credits

Valedictorian = The top 4.0 student based on numeric calculation.

Salutatorian = The 2nd highest 4.0 student based on numeric calculation.

REQUIREMENT OPTIONS FOR GRADUATION

Required for:	State (21)	CHS Diploma (25)	CHS HONOR SCHOLAR Minimum 3.75 GPA	Qualified Admissions	Kansas Scholar
English	4 credits Must include reading, writing, literature, communication and grammar	4 credits Same as state 1/2 must be Speech, Debate or Forensics	4 credits Must take Senior Comp & Senior Lit 1/2 must be Speech, Debate or Forensics	4 credits (1 in each year of high school)	4 credits (1 in each year of high school)
Social Sciences	3 credits U.S. Government (1) Modern American History (1) Modern World History (1/2) Elective (1/2)	3 credits Same as state	3 credits Same as state	3 credits Same as state	3 credits Same as state
Math	3 credits Algebraic & Geometric concepts	3 credits Same as state	3 credits Algebra I, Geometry Algebra II	3 credits Algebra I, Geometry Algebra II & at least 22 on ACT (if not 4 credits of higher level math)	4 credits 1 from Pre-Calculus or above
Science	3 credits Physical & Biological concepts with 1 lab course	3 credits Same as state	3 credits Biology I & higher	3 credits Biology I & higher	3 credits Biology, Chemistry & Physics
PE/Health	1 credit	1 credit Same as state	1 credit Same as state	0 credits	0 credits
World Languages	0 credits	0 credits	0 credits	0 credits	2 credits from same World Language
Career & Technical Ed	0 credits	1 ½ credits 1/2 must be Personal Finance	1 ½ credits 1/2 must be Personal Finance	0 credits	0 credits
Fine Arts	1 credit	1 credit Same as state	2 credits Can be from World Language	1 credit Same as state	1 credit Same as state
Electives	6 credits	8 ½ credits	7 ½ credits	7 credits	4 credits
TOTAL Initial all you are pursuing	21 credits	25 credits x	25 credits x	21 credits x	21 credits x

****NOTE - ONE Valedictorian and ONE Salutatorian chosen from the 4.0 students in the CHS Honor Scholar column based on numerical GPA calculation. Must also take Calculus or Physics. **Tie breaker=PSAT/NMSQT**

GRADES AND ELIGIBILITY REQUIREMENTS

Grades

The grades that a student receives for each individual class are entirely between the teacher and the student. If for some reason a student feels that a grade was issued in error, he/she should see the instructor. If this does not resolve the matter, the student should see one of the Guidance Counselors.

Grading Scale

The following grading scale will be used at the Jr/Sr High School:

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

Semester Examination

All students are expected to complete finals for each semester as directed by their respective teachers.

Incompletes

- Students who receive an "Incomplete" from an instructor have ten consecutive school days from the designated end of the grading period to change their status in that subject area. At the end of the ten day grace period, a grade of "F" will be entered on the student's transcript unless an extension is requested by the parent or guardian (the request must be made before the end of the ten day period).
- An extension of time contract needs approval of the administration.
- The parents must initiate the extension process.

Eligibility Requirements

Concordia Junior-Senior High School (CJSHS) is a member of the Kansas State High School Activity Association (KSHSAA) which sets minimum academic standards for student eligibility in extra-curricular activities.

Extra-Curricular Activities and Events Eligibility:

Any junior or senior high student in an extracurricular activities or attending an event must be passing five classes to be eligible to compete or attend. Eligibility will be determined at each marking period (semester). If ineligibility is determined, eligibility will be possible at the next marking period. Students may practice, but not compete, if ineligible. Academics are our first priority. Extracurricular activities or events are a privilege. Students involved in extracurricular activities or wanting to attend events should be aware at all times of their grades. This includes participating in KSHSAA competitions, musicals, and

plays. It also includes attendance at KSHSAA competitions (unless under the direct supervision of a coach), musicals, plays, STUCO activities and dances including prom.

A student who has reached his/her 19th birthday on or before September of the current school year may or may not be eligible for interscholastic activities. Hardship eligibility may be possible for some students. Please see the athletic director if there is a concern.

Students may not engage in outside competition during the season in which they represent the school in that sport. For example, a student may not compete in club basketball during the school's basketball season.

1. Students must have a physical examination and written consent from parents on file in the school office.
2. A transfer student must meet the transfer rule requirements.
3. A student shall not have been in attendance more than eight semesters of possible eligibility in a four year school (grades 9-12).
4. Students must be in good standing. A student who is under suspension, out of school, or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing. In school suspensions end at 3:22 the day of the last ISS day. Students must meet all USD 333 and Concordia Jr/Sr High school requirements to be eligible.

ACADEMIC ELIGIBILITY FOR COLLEGE SPORTS

Scholarships

In order to compete in college level sports, the high school graduate must meet minimum requirements for academic eligibility. It is necessary to start preparation for meeting these requirements in the 9th grade. Requirements vary according to college size and level of competition. Most colleges are associated with one of the following categories:

1. NCAA Division I or Division II (K-State, KU, WSU, etc.)
 - a. Graduate from High School
 - b. Attain a 2.3 grade point in a successfully completed core curriculum of at least 16 academic courses. This includes four years of English, three in Math, two in Natural Science, and two in Social Sciences.
 - c. Complete 10 of 16 core courses including 7 in English, Math, or Science before the start of your 7th semester.
2. NAIA (Bethany, KS. Wesleyan, etc.) The student must meet two of the following three requirements:
 - a. Attain a 2.3 grade point average in a successfully completed core curriculum of 14 academic courses. This includes three years of English, two in Math, two in Natural Science, and two in Social Sciences.
3. Community and Junior Colleges (Cloud County, Hutchinson Jr. College, etc.)
 - a. Graduation from an accredited high school.
 - b. Minimum of a 1.5 grade point average.

NOTE: These are minimum requirements and colleges may have additional requirements of their own.



ACTIVITIES AND ATHLETICS



Refer to the Concordia Junior-Senior High School Athletic/ Activity Policy Handbook for additional policies specifically regarding athletics and activities.

Athletic Passes

An athletic pass will be included in the activity fee for all students 7-12. This will allow students to attend all athletic and activity events, except postseason state events.

School Dances

All school dances will have to be approved and scheduled by the Administration. Three faculty sponsors must be present. There will be no student smoking or drinking allowed. A contraband dog may be invited to attend random dances. After the dance has been in progress for thirty minutes, the outside doors will be locked, and no student will be admitted after that time. Once students enter the function, they are not to leave, unless given specific administrator permission, or they will not be allowed back in, even if it is prior to locking of the entrance doors.

Dances are for Concordia High School students. Outside guests must be signed up in the high school office prior to the dance. No outside guest will be admitted unless given prior approval by the administration. Guests must be under the age of 21. Outside guests must have a valid driver's license or high school student ID at the dance check in. Junior high school students are not allowed at high school dances. High school students are not allowed at junior high dances. Each group sponsoring a dance must appoint a clean-up committee. Lockers are not to be used for school dances. A coat room will be opened if needed.

Football Homecoming

Homecoming during the football season is one of the biggest events of the school year. The student council sponsors the homecoming assembly, parade and election of senior girls and boys as homecoming royalty. They also sponsor the homecoming dance following the football game. In the afternoon, there is the annual parade downtown with many floats and the CHS and junior high bands.

Sportsmanship

CHS students, whether participants or spectators, are expected to conduct themselves at all games, matches and activities according to the principles of sportsmanship as outlined in Rule 52 of the KSHSAA manual. All actions should be positive and supportive of CJSHS, its athletes and teams, and should reflect well on CJSHS.

The Student Council

The purpose of the Student Council organization is to encourage school spirit, cooperation and pride in CHS. It provides students the opportunity to participate in the government of the school, to promote worthy school activities, to provide a forum for discussion of interest to the student body, to create and maintain standards of good citizenship among the students, to aid in the formation of good school policy and to aid the administration in furthering its policies for the betterment of the school.

The officers of StuCo consist of a president, vice-president, secretary and treasurer. These officers were elected last spring by the student body following a school-wide campaign.

Each class is represented in StuCo by four class officers elected during the spring election campaign.

Some of the duties of the Student Council are conducting elections and sponsoring school dances, homecoming and sports festivals as well as making regulations and any other duties that may be delegated to an organization of this kind. It also acts as a sounding board for the student complaints and cooperates with the faculty and administration in the solution of school problems.

The Student Council Advisor will appoint Junior High and Senior High Student Council members to serve on the Concordia Junior-Senior High Site Council. This will allow students the opportunity to meet with the Principal, Assistant Principal and Counselors along with community and parent stakeholders monthly. It will help keep communication lines open between students, administration and the Board of Education.

Elections of the StuCo officers for the succeeding year shall occur in the spring semester of the present school year as designated by the functioning Student Council in cooperation with the administration.

Election of StuCo Executive Officers

Executive officers are elected in the spring. To be eligible:

1. Any qualified member of the junior class may run for the office of president.
2. Vice-Presidential candidates may be current sophomores or juniors.
3. Secretary & Treasurer candidates may be current 8th through 11th graders.
4. The nominees should have at least a 2.5 grade point average for the executive officers.
5. Candidates must file a petition with at least 40 signatures from students currently in grades 8th-11th.
6. Candidates may hang campaign posters that have been approved by the StuCo Advisor or CHS Administration. Each candidate is limited to 5 posters which may be hung in the main hallways with painter's masking tape. Each candidate should operate their campaign on a high level and with integrity. Candidates should center on such issues as: school spirit, academic excellence, improvement of communications, and school pride.
7. Election Assembly – If necessary, an assembly will be held to give competing offices/candidates a chance to state their campaign. Candidates will be seated on stage and be given three minutes to address the student body.

Election of StuCo Class Officers

Class officers are elected in the spring. To be eligible:

1. The nominees should have at least a 2.0 grade point average for class officers.
2. Candidates must have enough credits to classify them with the class electing them.
3. Nominations must be checked by the class sponsor for eligibility.
4. Each candidate will file a petition with 15 student signatures from his/her class. If a classmate signs one petition for a given office, he or she cannot sign another petition for the same office.
5. Candidates may hang campaign posters that have been approved by the StuCo Advisor or CHS Administration. Each candidate is limited to 5 posters which may be hung in the main hallways with painter's masking tape. Each candidate should operate their campaign on a high level and with integrity. Candidates should center on such issues as: school spirit, academic excellence, improvement of communications, and school pride.
6. Election Assembly – If necessary, a class assembly will be held to give competing offices/candidates a chance to state their campaign. Candidates will be seated on stage and be given three minutes to address the class.

2023-2024 Student Council

Executive Officers

President	Hattie Blackwood
Vice-President	Carlie Carlgren
Secretary	Payton Breese
Treasurer	Gracey Drury

Senior Officers

President	Keegun Beims
Vice-President	Ella Bottner
Secretary	Lacie Duvall
Treasurer	Lewis VanMeter

Junior Officers

President	Francisco Ayala
Vice-President	Nevaeh Valcoure
Secretary	Dane Cleveland
Treasurer	Katelyn Reedy
Jr. At Large	Peyton Retter
Jr. At Large	Tierney Breault

Sophomore Officers

President	Anna Widen
Vice President	Mahaylla Ratliff
Secretary	Keri Farmer
Treasurer	Baylor Knox
Soph At Large	Rush LeDuc
Soph At Large	Catelin Benyshek

Freshmen Officers

President	Skye Johnson
Vice-President	Stella Trost
Secretary	Deekon Holbert
Treasurer	Burklee Jackson

Election of Jr. High Student Council

1. The candidates should have at least a 2.0 grade point average.
2. Candidates must complete a Petition For Office form.
3. Candidates will need recommendations from three of their teachers/staff members.
4. Candidates will need recommendation from Junior High Principal or Counselor.
5. Candidates will need a signature from their parent/guardian.
6. Candidates will need recommendations from 10 of their grade level classmates
7. Candidates may hang 3 posters in the school hallways. The individual posters may not exceed 24" x 24".
8. Candidates may NOT hand out any candy, pencils, treats, buttons, etc...
9. Candidates will be given an opportunity to speak in front of their classmates to state their campaign. Speeches must be under 1 minute in length.
10. 8th grade Officers will be determined based on the number of votes. The highest number of votes is President, then Vice President, Secretary, Treasurer, Officer at Large, and Officer at Large, respectively.
11. 7th grade Class Representatives will be the six candidates with the most votes.
12. In the event of a tie, current core teachers will be asked to vote, if a tie still exists, the winning candidate will be determined by the flip of a coin.

Student Organizations and Clubs

Concordia High School sponsors a wide range of student activities for the purpose of providing students with additional opportunities to develop leaders and citizens, to further develop character and self-respect, to learn to work with and respect others, to practice democratic ideas and ideals, and to learn to use leisure time.

Organizations, Clubs, and Activities

Band- Stuart Roegge

Catscratch Productions- Chris Stiles

Chess Team- Zachary Morris

Debate/Forensics- Zachary Morris

Drama Club - Kelly Knedler/Chris Stiles

FBLA- David Gieber

FCCCA - Janelle Donovan

FCIA- Ashley Blain

FFA- Krystal Nelson

Friends of Rachel- Quentin Clark

Yearbook- Jenny Acree

HS Student Council- Dustin Bender

JH Student Council- Ashley Gray

Language Club- Margie Timme

NHS- Jamie Meyer

Scholar Bowl- Alexis Koops

Spirit Squad- Bobbie McWhorter

Robotics Club- Melissae Stiles

Vocal - Kelly Knedler

Letter Requirements

To letter in any of the activities or sports programs, check the requirements for lettering with the head coach or sponsor of the program. The head coaches and sponsors are:

Volleyball	Rio Brown
Football	Jordan Echer
Cross Country	Rick Haden
Boys' Basketball	Derek Holmes
Girls' Basketball	Trey Kuhlman
Boys'/Girls' Track	Brad Wildeman
Wrestling	Josh Brown
Boys' Golf	Gene Rundus
Girls' Golf	Gene Rundus
Girls' Tennis	John Turner
Boys' Tennis	John Turner
Baseball	Dustin Bender
Softball	David Gieber
Instrumental Music	Stuart Roegge
Vocal Music	Kelly Knedler
Debate/Forensics	Zachary Morris
Drama	Kelly Knedler
Spirit Squad	Bobbie McWhorter



COUNSELING OFFICE & STUDENT SERVICES



COUNSELING SERVICES AT CONCORDIA JR/SR HIGH SCHOOL

General Information

Staff: Bailey Echerl, Jr./Sr. High Counselor
Shannon Abram, Jr./Sr. High Counselor
Jordan Champlin, USD #333 Social Worker

Office Hours: 7:40 a.m. - 4:00 p.m. Monday-Friday and by appointment

Telephone: (785) 243-1100

STUDENT SERVICES

In assisting the high school student in their transition from high school to the post-secondary or work environment the guidance department focuses on three main areas or strategies throughout the students four years of high school. First and foremost is through academic counseling. Included within this area but not exclusive would be academic planning which assesses educational progress and preparation, college visitation and admissions assistance and ACT preparation. The second area of focus is career counseling which offers a wide area of resources and tools for career exploration. The third area of focus is on personal counseling. Counselors are always available to assist students with personal problems or concerns which will aid in their transition to the post high school world. We feel that while focusing on these three major areas of student development then we will cover the comprehensive role of our counseling department and therefore meet the needs of all students.

Career Counseling

Xello is an online career exploration resource for students and parents. All students Grades 7th-12th will utilize the program as part of their Individual Plan of Study (IPS).

Academic Counseling

ACT preparation: Registration packets are available in the Counseling Office for the ACT test. Sample tests are available, as well as ACT prep books which can be checked out through the Guidance Office. Sample test questions are also available on the computers in the labs for student use. Some ACT Prep Study Nights have been coordinated through Concordia High School. Please contact the counseling office for further opportunities and resources.

Scholarship Assistance and Information

FastWeb.com: Online Scholarship Applications from thousands of sources.

NOTE: Detailed scholarship information and application forms are available through the Guidance Office.

Academic Planning Assistance – Annual, individualized conferences with parents and students to assess educational progress and preparation.

College Visitation Program – Coordinated through the Guidance Office, the College Visitation Program offers Juniors and Seniors an opportunity to visit the colleges, vocational/technical schools or trade schools they may consider attending after high school.

College Admissions Assistance – Assistance and guidance in the preparation of documents necessary for entrance into post-secondary educational institutions.

Personal Counseling

Counselors are always available to assist students with personal problems or concerns. Students may stop by the School Counseling Office at any time, or may be referred by teachers or parents.

Student Support Phone Numbers

Drug Abuse Hotline: 1-800-662-4357
Suicide and Crisis Hotline: TEXT 988

Sponsored by the United States Department of Health and Human Services

Teen Abuse Hotline: 1-800-422-4453
Crisis Help Line: 1-800-785-8111
Teen Crisis and Runaway Line: 1-800-621-4000
International Suicide Prevention Hotline: 1-800-273-8255



SAFETY PROCEDURES



Fire Drills

Fire drills will be held ~~monthly~~ during the school year. The signal for the fire drill is the continuous ringing of the fire alarm bell. To clear the building as quickly as possible, students should follow the fire drill directions posted in each room. Students are not to push, run, shove or make unnecessary noise during the drill. Everyone should move to the sidewalk away from the school building and wait for the all clear signal to be given.

Students who are handicapped will be assisted from the building by their classroom teacher and/or a paraprofessional.

Tornado Drills

Tornado drills will be held as required by state law. The tornado drill will be signaled by a continuous ringing of the classroom bells. Students are expected to move quietly through the halls. Students should follow the tornado drill directions posted in each room and accompany their teachers to the designated area. In the event of an actual tornado warning, students will not be allowed to leave the building unless picked up by their parents.

Students who are handicapped will be assisted to a designated area in the lower level by their classroom teacher and/or a paraprofessional.

Emergency Crisis Drills

Several times a year we will run Emergency Crisis Drills, as mandated by law. These drills may involve classroom lockdowns. Students will be notified in advance of these drills.

Providence Working Canines

Concordia Jr/Sr High School and USD 333 contracts with Providence Working Canines to provide an even safer and more secure campus. The dogs used are non-aggressive and are approachable by students, faculty and staff while on campus. They detect most substances that are not wanted on campus, whether illegal or prescription, excluding tobacco. Providence does an annual beginning of the year student and parent meeting in our theater. Their website is www.providencek9.com.



TRANSPORTATION HANDBOOK



This handbook sets forth the policies and regulations for school bus riders in Unified School District No. 333, Concordia, Kansas. Please read carefully and discuss these regulations with your children.

District buses run various types of routes, including high school, middle school, elementary school, kindergarten, special education, preschool and various combinations of other activities. Buses are on routes of some kind at almost any hour of the day.

Bus driver training is a continuous program in Unified School District No. 333. At meetings held regularly each month, drivers study Safe and Defensive Driving, First Aid, CPR, Student Behavior Management and other subjects related to bus operations. At the beginning of each year, bus drivers take an eight hour defensive driving class to insure that all drivers have an opportunity to stay abreast of their requirements.

The Transportation Director maintains all vehicles within the school district. The buses are inspected daily for servicing, washing, and repairs.

Every bus is equipped with a two-way FM-VHF radio. While within the district, all busses are in communication range. When breakdowns occur, a spare bus can usually be on the scene within minutes.

It is the intention of the Board of Education and the Transportation Department to provide the safest possible pupil transportation service. You, the parent, and the student can help by putting emphasis on keeping noise and movement at a minimum. Remember, every time drivers check on a disturbance, their eyes are taken off the road and chances for an accident are increased.

If there are any questions, please call the transportation office at 243-6033 or the Board Office at 243-3518.

Transportation Coordinator Office --- 243-6033
BOE Office (Transportation Director) --- 243-3518
Concordia Jr/Sr High School (Grades 7-12) --- 243-2452
Concordia Middle School (Grades 5-6) --- 243-2114
Concordia Elementary School (Grades Pre-K-4) --- 243-8853
LCNCK --- 243-3294
CAP 275-3636 or 275-3593
CCDC 275-1111

KNOW YOUR DRIVER

Be sure you know the number assigned to your child's bus and then be sure to become acquainted with the driver. Problems are handled best when both parties feel free to call each other.

THE SCHOOL BUS STOP LAW

Most people know that they are supposed to stop when a school bus is loading or unloading passengers. In most cases, routes are arranged so that children are not required to cross major highways, but they may need to do so, on certain county roads. Always be especially cautious when near a stopped school bus.

ROUTING

Bus routes are laid out with primary regard for safety, efficiency, and economy. Buses will be routed as close to homes as possible, but other considerations may make it necessary to have children walk a short distance. This distance is never over one-eighth of a mile. If a private drive is over one-eighth of a mile in length, the bus will pull in provided there is an all-weather road surface, adequate room to turn the bus around, and no overhanging tree branches.

When conditions warrant, mud routes will be in use. When mud routes are required, the bus will remain on blacktop or gravel roads.

OFF ROUTE REQUESTS

Buses will not take children to destinations off the regular route. Upon a formal written request, the driver may be able to accommodate a drop off at another approved stop with Transportation Department approval.

Drivers are instructed not to leave a child at home if there appears to be no one there. Children will be returned to the school when there is no one at home. Parents who are delayed in returning home should phone the school that their child attends. This will allow the driver to be notified of this fact.

VISITORS

Children are allowed to have visitors ride with them provided there is room on the bus. A written request must be presented to the bus driver in advance and email is more efficient and preferred. If this is not possible, call the transportation office (243-6033) so that the bus driver may be informed.

SCHEDULE CHANGES

If there is a change in your child's schedule, or the child will not be riding the bus, please be sure to send a note for the bus driver and for the teacher. Changes can be called into the appropriate school office before 3:00 P.M. Those students riding buses will be placed on the bus unless the parent has sent a note to the teacher and the bus driver or telephoned in advance.

Notes for the teacher and the bus driver are also necessary when a bus student is to ride a different bus or when a non-bus student is to ride home with a bus student.

BUS EXPECTATIONS

Be Safe and Respectful by:

- Staying in Seats at all times
- Listen to Driver's Instructions
- Use Inside Voices

Respect the Bus by:

- Picking up your trash
- Avoiding food and drink on bus
- Not damaging the bus

Respect each other by:

- Not Yelling
- Not Fighting
- Not Pushing

WHEN EXPECTATIONS ARE FOLLOWED

- Students will be greeted by a Driver with a polite familiar face daily whose focus is always on the road ahead.
- Students will enter each bus safely and comfortably.
- Students will arrive to school or home safely, having enjoyed a safe, positive experience on a USD 333 bus.

WHEN EXPECTATIONS ARE NOT FOLLOWED

The USD 333 Transportation Department makes safety our primary focus whether making decisions regarding inclement weather, emergency evacuation drills or student discipline. All discipline referrals for poor bus behavior will be first handled by each respective building principal with consequences as outlined in each building's respective student handbook. In the instance the behavior is not corrected or extremely severe, the Transportation Director will become involved with a face to face parent meeting. Transportation privileges may be suspended for a specific number of days or for the remainder of the school year, depending on the severity of the misbehavior.

INCLEMENT WEATHER PROCEDURES

The USD 333 Transportation Department makes safety our primary focus whether making decisions regarding inclement weather, or emergency evacuation drills. When decisions are made to run buses late, or not to run at all, an announcement will be made as soon as possible through our School Messenger system, www.usd333.com, Facebook, Twitter, as well as KNCK Radio (1390 AM) (94.9 FM) on your radio dial for such an announcement.

The Board of Education has indicated when there is any doubt about a situation; the decision will be in favor of not running the buses which might endanger the safety of children.

State law requires that twice a year school buses must conduct an emergency evacuation. Your child may bring home a note asking for your permission to help with the evacuation.

**2023-2024 Negotiated Agreement Update & Ratification
North Cloud Education Association**

The NCEA Negotiations team negotiated with the USD 333 Board of Education on June 14th for approximately four hours to bring the following changes to the Negotiated Agreement.

All certified teachers (bargaining unit members) are eligible to vote to ratify these changes. Ratification vote will take place in August, date and time TBD.

You will be voting to ratify the following negotiated agreement items, which are currently at tentative agreement:

ARTICLE II - SALARY SCHEDULE

A. The base salary schedule will be ~~\$41,000~~ \$41,250 for the ~~2022-23~~ 2023-2024 school year.

(This is an increase of \$250 to the base, bringing it to \$41,250. This is a 1.8% increase to the base, including the step.)

* The supplemental salary schedule base will increase from \$37,700 (2019-20 when frozen) to \$38,700 AND steps honored.

Steps on Salary Schedule

- * All Bachelor columns will have one more step added.
- * MS, MS+15, and MS+30 columns will all have steps to 29. MS+60 will remain bottomless.

ARTICLE XI - DISCRETIONARY LEAVE & ARTICLE XII - SICK LEAVE

Discretionary will move from 3 days to 4 days. Sick leave will move from 10 days to 9 days. Bereavement leave will remain unchanged at 5 days. New leave days will be 4 discretionary, 9 sick, and 5 bereavement.

ARTICLE X - FRINGE BENEFITS

Employee rates change at the following levels

- Employee: 8% (unchanged)
- Employee + Spouse: ~~43%~~ 45% (2% increase)
- Employee + Children: ~~43%~~ 45% (2% increase)
- Family: ~~48%~~ 50% (2% increase)

***Please note that preliminary reports indicate the cost of health insurance increasing 20-30% when rates change in January 2024.

Employer/Employee Matching Retirement Fund

The board agrees to engage monthly in preparation for a 403(b) matching retirement fund to launch in January of 2024.

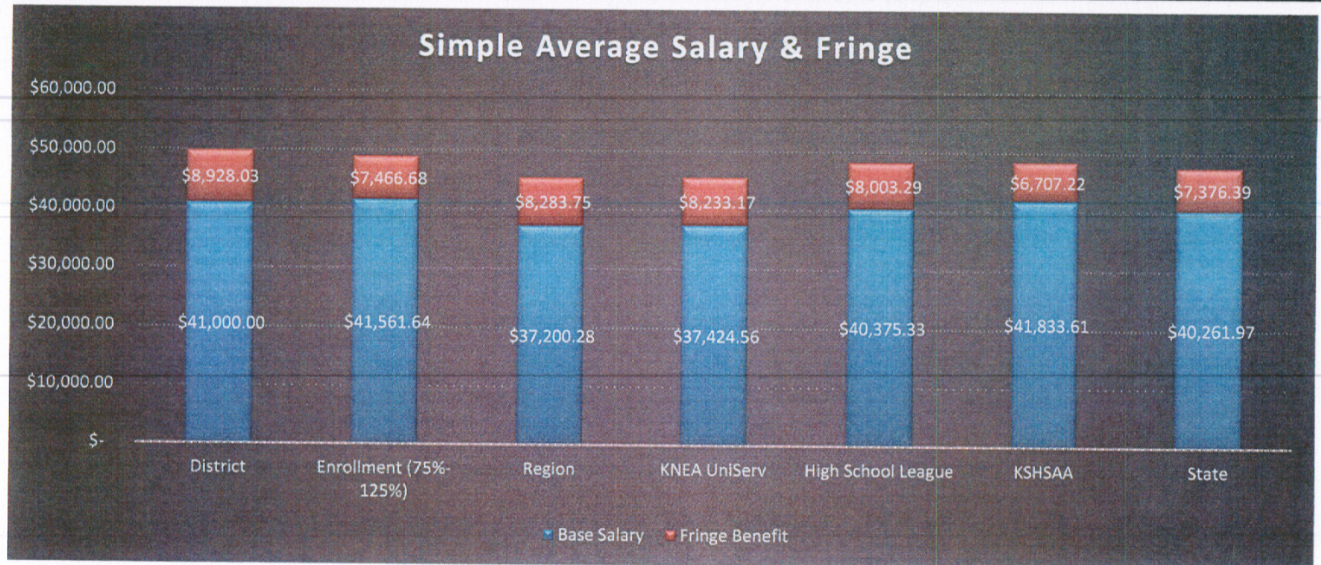
This matching fund is specifically designed for younger teachers on KPERS II, or III that do not have a defined benefit upon retirement. However, all employees will be allowed to participate.

(Additional Information on back side)

ADDITIONAL INFORMATION:

For comparison purposes, here's where we stand amongst other schools...

	District	Enrollment (75%-125%)	Region	KNEA UniServ	High School League	KSHSAA	State
	Concordia USD 333	1,077	7	Cottonwood	orth Central Kans	4A	KS
		Avg 808-1,346	Avg	Avg	Avg	Avg	Avg
Base Salary	\$ 41,000.00	\$ 41,561.64	\$ 37,200.28	\$ 37,424.56	\$ 40,375.33	\$ 41,833.61	\$ 40,261.97
Fringe Benefit	\$8,928.03	\$ 7,466.68	\$ 8,283.75	\$ 8,233.17	\$ 8,003.29	\$ 6,707.22	\$ 7,376.39
Total	\$ 49,928.03	\$ 49,028.33	\$ 45,484.03	\$ 45,657.73	\$ 48,378.63	\$ 48,540.83	\$ 47,638.36



RATIFICATION VOTE

A majority (50% + 1) of the bargaining unit employees must vote in the ratification election. K.S.A 72-2226(a)

If a majority of the bargaining unit votes, a majority of those who voted (50% + 1) must vote in favor of ratification for the new agreement to become binding. K.S.A 72-2226(a)

Please thank the members of the NCEA negotiations team for their hard work. Team members include: Dustin Bender, Josh Brown, David Gieber, Chandra Lambert, and Stacey Scott.

If YOU are a member of KNEA and would like to JOIN the Negotiations Team, please let one of the team members know about your interest.



USD 333 Board of Education Goals

2023-2024

Long Term Goals

1. Recruit, develop, and retain high quality effective staff.
2. Provide world-class education in a stable financial environment.
3. Amplify the Concordia Education Fund to enrich educational opportunities and sustain our future.

Short Term Goals

1. Improve the “USD 333 Data Dashboard” to drive instruction and professional development.
2. Refine a strategic and positive Master Facility plan.
3. Enhance the USD 333 consolidated comprehensive communication platform through Parent Square.
4. Improve Academic and Cognitive Preparation to increase technical and employability skills while encouraging civic engagement.



The mission of USD 333 is to create and to maintain an environment that ensures engaged learning, effective teaching, and trusting relationships, so that all members of the school community reach their highest level of academic achievement.



- USD 333 increase = 58.5 to 65.5
- Fed Gov't increased 2nd half of last year but we did not follow that at the time.
- We are not required to adopt but always adopt annual increases

IRS issues standard mileage rates for 2023; business use increases 3 cents per mile

IR-2022-234, December 29, 2022

WASHINGTON — The Internal Revenue Service today issued the 2023 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2023, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 65.5 cents per mile driven for business use, up 3 cents from the midyear increase setting the rate for the second half of 2022.
- 22 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, consistent with the increased midyear rate set for the second half of 2022.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2022.

These rates apply to electric and hybrid-electric automobiles, as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

[Notice 2023-03](#) [PDF](#) contains the optional 2023 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2023 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

Page Last Reviewed or Updated: 29-Dec-2022



Quentin Breese <quentin.breese@usd333.com>

2023 Delegate Assembly

1 message

Melissa Holder <MHolder@kasb.org>
Reply-To: Melissa Holder <MHolder@kasb.org>
To: Quentin <qbreese@usd333.com>

Thu, Jul 27, 2023 at 7:59 AM

[View this email in your browser](#)

SELECTING DELEGATE ASSEMBLY APPOINTEES

Hi Quentin,

It's time to designate your voting delegate for the upcoming 2023 Delegate Assembly, our Annual Business Meeting of the Association.

This assembly holds significant importance as delegates will partake in electing the KASB President-Elect Designee and determine our Legislative Positions and Priorities that drive our legislative efforts. This year's Delegate Assembly will be held on **Saturday, November 11**, during the KASB Annual Convention in Wichita, KS.

Delegates may participate in person or virtually from 11:00 a.m. to 12:45 p.m. Each KASB member district is granted one vote. Now is the time to address these matters in your upcoming board meeting and submit your delegate and alternate selections **before Friday, November 3**.

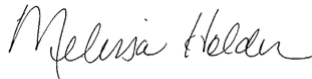
Submit your appointees by logging into the **KASB Member Portal** at any time. Designated delegates will receive all necessary voting instructions, tailored to in-person and virtual attendance.

NOTE: Voting link to be Sent to the Email Address Specified as Member's Primary Email

Select District Delegates

We cannot thank you enough for your participation. Please contact [Melissa Holder](#) at mholder@kasb.org or [785-271-4504](tel:785-271-4504) if you have any questions or need further assistance.

Sincerely,



Melissa Holder, CAP

Executive Assistant

o. [785-271-4504](tel:785-271-4504) | mholder@kasb.org





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Quentin Breese <quentin.breese@usd333.com>

Resignation Letter

1 message

Tony Miller <millerauto04@nckcn.com>
To: quentin.breese@usd333.com

Thu, Jul 13, 2023 at 1:09 PM

Good Afternoon,

I am writing this letter of resignation to resign my seat on the USD333 School Board effective July14th 2023. I am glad I had the opportunity to express my thoughts and concerns over the years to make this district a better place. Thank You and keep striving for excellence and Always put the KIDS first. "Always remember the amount of effort you put into something is the amount of success you will have"

Staff Changes for 2023-2024

(Hi-lited are needing approval. All others have been approved at previous meeting)

<u>KPERS Retirees:</u>	<u>Retirement Date:</u>	<u>Membership Date:</u>
Angela Gabel-McConkey	June 1 st , 2023	08/17/1992
Pamela Moon	August 1 st , 2023	08/08/2016
Estella Callaway	October 1 st , 2023	08/16/2004

Resignations:

Rebekah Helget – Director of Special Education

Chandra Lambert – 2nd Grade Teacher at CES

Morgan McCabe – Concordia Jr. Sr. High School Vocal Music Instructor

Rowe Hinkle – Concordia Jr. Sr. High School Social Studies Teacher

Michelle Haskins – LCNCK Interrelated Teacher at Republic Co. East Elementary

Brandt Hutchinson – Concordia Middle School Counselor

Kale Katt – Principal at Concordia Jr. Sr. High School

David Goodwin – Interrelated Teacher at Concordia Jr. Sr. High School

Christina Lesslie – 5th Grade Teacher at Concordia Middle School

Penny Massing – Interrelated Teacher at Belleville East Elementary School

Cyndi Atwell – Concordia Jr. Sr. High School Counselor/Driver's Education Instructor

Jaelynn Whitley – Interrelated Teacher at Concordia Elementary School

Terminations:

New Hires:

Adrianna Romo – Interrelated Teacher at Concordia Elementary School (Repl. R. Franz)

Gabriel Sharp – Interrelated Teacher at Washington Co. High School (Repl. S. Scott)

Michalea Wetter – Early Childhood Special Education Teacher Itinerant (Repl. A. Colby)

Bailey Blackwood - Early Childhood Special Education Teacher Itinerant (Repl. A.Gabel-McConkey)

Cindy Quinn – Director of Special Education (Repl. R. Helget)

Kelly Knedler – Vocal Music Instructor at Concordia Jr. Sr. High School (Repl. M. McCabe)

Megan Pearson – 6th Grade Teacher at Concordia Middle School (Repl. K. Jackson)

Taunya Kreie – Interrelated Teacher at Belleville East Elementary (Repl. P. Massing)

Amber Colby - Interrelated Teacher at Belleville East Elementary (Repl. S. Haskins)

Kim Kindscher – Special Education Preschool Teacher at Concordia Elementary School (Repl. J. Kindel)

Transfers:

Carla Crutcher – Fall Semester Instructional Coach/Psychology Support/Spring Semester Psychology Practicum

Stacey Scott – X-fer from Interrelated Teacher at Washington Co. to Interrelated Teacher at Clifton Clyde Middle School

Rachel Franz – X-fer from Interrelated Teacher at Concordia Elementary to Instruction Coach (Repl. C. Crutcher)

Mariah Blazek – X-fer from 1st Grade Teacher to 2nd Grade Teacher at Concordia Elementary

Katie Jackson – X-fer from 6th Grade Teacher to Counselor at Concordia Middle School (Repl. B. Hutchinson)

Erin Herman – X-fer from Preschool to Kindergarten Teacher at Concordia Elementary Teacher (Adding 5th Section)

Bethany Richard – X-fer from 4th Grade Teacher to 5th Grade Teacher at Concordia Middle School (Repl. C. Lesslie)

Chad Eshbaugh – X-fer from Assistant Principal/Director of Athletics to Principal at Concordia Jr. Sr. High School (Repl. K. Katt)

Skyler Hittle – X-fer from Social Studies Teacher to Assistant Principal/Director of Athletics (Repl. C. Eshbaugh)

Jackie Kindel – X-fer from Special Education Preschool Teacher to Regular Ed Pre-K & 3 Year old Preschool at Concordia Elementary School (Repl. E. Herman)

Amy Applebee – X-fer from Full-Time Substitute to Social Studies Teacher at Concordia Jr. Sr. High School (Repl. R. Hinkle)

Kevin Muff – X-fer from Dean of Student Improvement to Social Studies Teacher at Concordia Jr. Sr. High School (Repl. S. Hittle)

Shannon Abram – X-fer from 6th Grade Teacher to School Counselor at Concordia Jr. Sr. High School (Repl. C. Atwell)

NAME**POSITION**

Updated 8/14/2023

LCNCK New Hires

Maycee Callihan	Teacher/Para Sub (Clifton Clyde Only)
Crystal Lowell	Para Sub/Teal Teacher Sub (Pending Licensure)
Lydia Shorney	Para Sub/Teal Teacher Sub (Pending Licensure)
Sara Fleming	Teacher/Para Substitute
Adam Yungeberg	Para Educator at WCHS (Repl. S. Kimbrough)
Shawnee Swearingen	Para Educator at Pike Valley (Repl. A. Callaway)

LCNCK Resignations**LCNCK Terminations****LCNCK Deceased****LCNCK Transfers****USD #333 New Hires**

Tony Miller	HS Asst. Football Coach (Repl. J. Hake) (Pending paperwork)
Megan Pearson	HS Asst. Girls Basketball Coach (Repl. K. Muff)
Sofia Gallup	HS Asst. Volleyball Coach (Repl. M. Blazek)
Crystal Lowell	Para Sub/Teal Teacher Sub (Pending Licensure)
Lydia Shorney	Para Sub/Teal Teacher Sub (Pending Licensure)
Sara Fleming	Teacher/Para Substitute
Amber Rogers-Clark	Accompanist at CJSHS (Repl. M. Mallette)
Meechie Whitley	Food Truck Driver (Repl. T. Bombardier)
Karen Barrett	Food Service Server/Prep Cook (Repl. C. Parker) (Pending Paperwork)
Chloe Behrens	CAP Teacher (Pending Paperwork)
Katie Jackson	CAP Teacher
Madison Meyer	Daycare Substitute

USD #333 Transfers**USD #333 Resignations**

Mariah Blazek	Asst. HS Volleyball Coach
Audrianna Stephenson	Regular Ed CMS Para Educator
Chloe Hibbs	Daycare Substitute

USD #333 Terminations**USD #333 Deceased**

