

Carbondale Attendance Center / Santa Fe Trail Junior High School 104 N. 4th, Carbondale KS 66414

To: Dr. Steve Pegram, Superintendent
From: Mr. Michael Flax, Principal
Date: 2 May 2014
Re: CAC/SFTJH Proposal for Handbook Changes

The following items are being proposed as changes to our current building handbook for 2014-2015. I would ask the board of education for approval of these changes.

The words "police" or "law enforcement" or "the authorities" have been replaced, when appropriate, with "SRO."

The words "K-12 Alert System" have been replaced with the words "School Reach Alert System" throughout the handbook.

Parent-Teacher Conferences will be two times per year.

Page 5 – I added information about the School Resource Officer in the Support Programs section of the handbook.

No Current Language

Proposed Language:

Through a partnership with the Osage County Sheriff's Department the district has secured the services of two school resource officers. The Carbondale Attendance Center shares an officer with the Scranton Attendance Center. The SRO is responsible for assisting administration with the general safety of the building, instruction of students on various social and legal matters, and staff updates on crisis planning and management.

Page 5 – Technology

Current Language is fine.

Proposed Change: I changed the word "computer lab" to "computer labs" and added "iPads" to the list of technology tools in which students will get instruction.

Page 10 – Athletic Events

Current Language: All elementary students should be accompanied...

Proposed Language: All ***fifth and sixth grade*** students...

Page 11 – Attendance – Procedural Item #8 (not a change, but a clarification)

Current Language: Tardies recorded after 10:00 a.m. or before 1:30 p.m. will be recorded as an absence for that half day.

Proposed Language: Tardies recorded after 10:00 a.m. or after 1:30 p.m. will be recorded as an absence for that half day.

Page 11 – Attendance – Procedural Item #10

Current Language: Work missed when an absence is unexcused or during an out-of-school suspension must be made up.

Proposed Language: Work missed when an absence is unexcused or during an out-of-school suspension must be made up, **but credit will not be received.**

***Bullying Policy was updated. Drug Free Schools Policy was updated. The Emergency Safety Interventions Policy was included. Racial Harassment Policy was updated. Sexual Harassment Policy was updated. Student Records Policy was updated. Truancy Policy was updated. Weapons Policy was updated. SFT Substance Abuse Policy was included.

Page 13 – Bus Rules and Procedures – Consequences for rules infractions

Current Language: 1st Offense – Phone call from school and bus driver

Proposed Language: 1st Offense – Phone call from bus driver

Page 16 – Dress Code

Current Language: We are proud of our students at the attendance centers...

Proposed Language: We are proud of our students at the **Carbondale Attendance Center and Santa Fe Trail Junior High...**

Page 18 – Eligibility – Junior High

There is no change to the policy, but our printed handbook last year neglected to reflect the change we requested when preparing those books.

Guideline #3

Current Language: Students are responsible for notifying their parents prior to receiving written notice.

Proposed Language: Students are responsible for notifying their parents of eligibility status prior to receiving the written notice.

Guideline #8

Current Language: There shall be a two-week grace period..... Failing grades during or after the third week...

Proposed Language: There shall be a one-week grace period.... Failing grades during or after the second week...

Page 22 – Health Services – Immunizations

Current Language is outdated.

Proposed Language: The USD 434 abides by Kansas law as it applies to immunizations of students. The state guidelines that determine which immunizations are given, at what age necessary, and how often are on file with the district RN. Please address questions and concerns to Jeanette Lewis at the Santa Fe Trail High School.

Page 24 – Non-Prescription Medications – Item #3

Current Language: Non-prescription medications must be in the original container. They will be administered per the package directions on the label, unless accompanied by a written doctor's order.

Proposed Language: Non-prescription medications must be in the original container. They will be administered per the package directions on the label, unless accompanied by a written doctor's order. **Caffeine pills fall under the category of non-prescription medications, and must be stored in the health office. The consumption of power energy drinks is strongly discouraged.**

Page 25 - Junior High/CAC Quarterly Rewards

Current Language: Subject to approval by the administration, students/classes may be provided rewards trips/celebrations based on a set of standards previously identified and publicized. Such trips shall consume no more than one day per quarter of school time during the school year.

Proposed Language: Subject to approval by the administration, students/classes may be provided rewards trips/celebrations based on a set of standards previously identified and publicized. Such trips shall consume no more than one day per quarter of school time during the school year. **The following are the requirements for qualifying for rewards celebrations at the six-eight grade levels: 90% attendance; 2 or fewer NHI's; Passing all classes; No more than 1 detention; No ISS or OSS. The requirements for fifth grade classes will be distributed to parents at the beginning of the school year.**

Page 25 – Lockers

Current Language: Lockers in which students may keep books, coats, and personal items may be assigned to students. Lockers are school property and may be inspected by school officials for reasons listed in board policy, and with the principal's consent. Padlock combinations should be kept secret, and lockers should be kept clean, neat, and locked.

Proposed Language: Lockers in which students may keep books, coats, and personal items may be assigned to students. Lockers are school property and may be inspected by school officials for reasons listed in board policy, and with the principal's consent. Padlock combinations should be kept secret, and lockers should be kept clean, neat, and locked. **Lockers are not to be shared.**