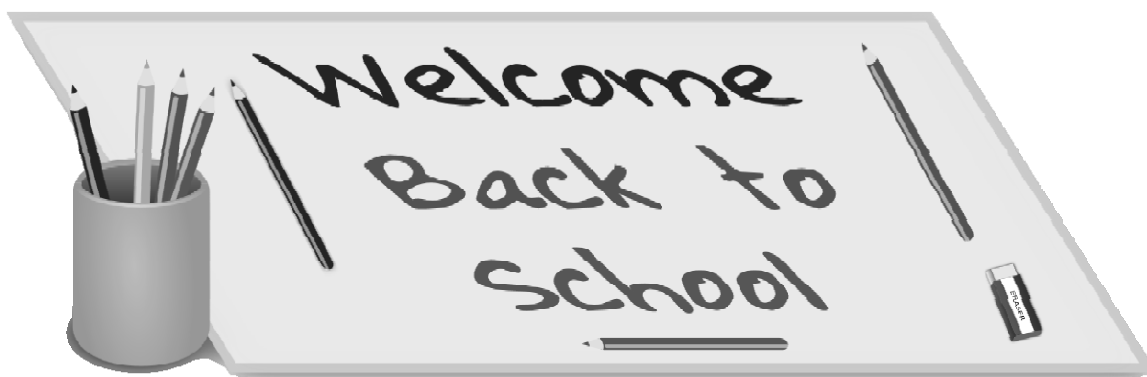


# Santa Fe Trail USD 434 Student Handbook



**Kdg - Grade 3  
2019-2020**

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## **USD 434 MISSION STATEMENT**

The mission of Santa Fe Trail USD 434 is to support individual student needs in preparation for successful lifework.

### **ACCEPTANCE OF ACCOUNTABILITY**

Achieving our mission is a shared responsibility. The primary responsibility is accepted by the Board of Education and Superintendent of Schools, building administrators, faculty members, and support personnel of the district.

Students are accountable for taking advantage of educational opportunities and experiences provided throughout the district. The parents and community contribute to the achievement of these specific goals by upholding this mission and actively supporting the school and students. The Santa Fe Trail District expects support from government agencies involved in education.

Santa Fe Trail USD 434 does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities.

If you have questions regarding the above, please contact:

Superintendent of Schools  
104 S. Burlingame Ave.  
Scranton, Kansas 66537  
Phone: 1-800-836-9525

### **DISTRICT BELIEFS**

- The individual needs of all students should be the focus in instructional planning and addressing personal well-being.
- Guidance in exploring various college and career opportunities is an essential element of a comprehensive education program.
- Character education efforts help prepare students to become responsible and accountable citizens.
- Personal growth and achievements should be privately and publicly recognized.
- Parents and communities are an integral part of the educational process and student success.
- A well-rounded student takes advantage of opportunities inside and outside the classroom.

### **SUPPORT PROGRAMS**

#### **Art**

All students in grades K-3 will participate in arts classes on a regular basis, exploring various types of media and artistic expression.

## Counseling

The mission of elementary counseling in the Santa Fe Trail Schools is to provide a program that emphasizes academic, career, personal, and social development for all students. Counseling services may be obtained by calling the school office and asking for the school counselor.

## Fitness

Fitness education is provided to all students K-8. Exceptions are made with a written note from a student's physician. For fitness classes, all students are required to have clean gym shoes with non-marking soles, which are not worn elsewhere.

## Vocal Music

Vocal music is part of the academic program in all USD 434 schools. It provides an opportunity for children to develop a good foundation in music, as well as an appreciation for music in the world around them. Performances are a vital part of the vocal programs of USD 434. Students enrolled in these classes are expected to attend and participate in all scheduled performances.

## Reading and Math

Reading and math support services for students who qualify are provided in all schools, either through teachers or through paraprofessionals. Parent support and participation are encouraged to aid in the development of reading and math skills.

## Special Services

USD 434 schools, in accordance with Public Law 94-142, offer a full range of special education services through the Three Lakes Special Education Cooperative.

For further information, contact the school office or the Three Lakes Special Education Cooperative in Lyndon at 785-828-3113.

## Student Improvement Team

A Student Improvement Team (SIT) is in place in each school. This is a team of teachers, the school counselor, and the principal which has a purpose of providing appropriate interventions and assistance for students having either academic or behavioral difficulties. Through combined efforts, a nurturing environment is created to help these students. Parental support and encouragement are a vital part of that effort as well.

## Technology

Technology, either directly or indirectly, affects everyone. Therefore, all students in USD 434 are provided the opportunity to become familiar with various forms and uses of technology, as identified in the District Technology Standards.

Computers are available both in classrooms and in the school computer lab. Other forms of technology with which students become familiar include scanners, digital cameras, printers, and use of the internet.

# **POLICIES AND PROCEDURES**

## **ACTIVITY PASSES**

Activity passes will be available during enrollment and in each school until September 30. The following passes will be available:

- Adult District - \$50.00

- Student District - \$25.00

All individuals wishing to enter a district function must have a pass to present at the gate for admittance. Adults from Santa Fe Trail communities age 65 or over will be admitted to all events free of charge.

## AGE OF ENTRANCE TO SCHOOL

Any child who has attained the age of five on or before August 31 of the current school year is eligible to enter kindergarten. A child who was a resident of another state and who was attending kindergarten in that state is eligible to enter kindergarten regardless of age.

Any child enrolling in kindergarten or first grade for the first time must present a certified copy of the birth certificate, or, as an alternative, a copy of the court order placing the student in the custody of the Kansas DCF. Parents who do not have such a certificate should request one from the Bureau of Vital Statistics in the state in which the child was born. School offices have available request forms for State of Kansas birth certificates upon parental request.

The parents and/or guardians of any student enrolling in the district for the first time in Grades 2 through 12 shall furnish proof of identity of the student. The proof of identity may include, but may not be limited to, a certified birth certificate, a copy of a court order placing the student in the custody of the Kansas SRS, a certified transcript of the student, or other documentary evidence that the district considers satisfactory. (K.S.A. 72-53, 106)

Proof of identity must be presented within 30 days of enrollment.

According to Kansas law, all students must show proof of immunization against diphtheria, pertussis, tetanus, polio, measles (rubeola), mumps, and rubella. All students entering kindergarten and first grade must also show proof of immunization for Hepatitis B and two varicella (chickenpox), unless proof of the chickenpox disease is provided.

## ANIMALS IN SCHOOLS

Guidelines for animals at school are found in the “Animals in Kansas Schools” pamphlet published by the Kansas State Dept. of Health and Environment and will be followed. If **specific permission** is obtained in advance from the building principal, the following animals may be brought to school for short visits: domestic dog, domestic cat, domestic ferret, domestic ungulate (e.g. cow, sheep, goat, pig, horse), pet rabbit, or pet rodent (e.g. mice, rats, hamsters, gerbils, guinea pigs, chinchillas). Parrots, parakeets, cockatiels, and other such birds should be confined to cages and will not be handled by children.

Animals brought to school must be clean, healthy, free of disease, and free of external parasites such as fleas, ticks, and mites, as well as skin lesions. Female dogs and cats should be determined not to be in estrus (heat) at the time of the visit. Current rabies vaccinations by a licensed veterinarian should be documented for all dogs, cats, and ferrets brought to school for instructional purposes. All such animals should be restrained by collar, harness, cage, leash, or other safe container while at school and should be restricted to the areas designated by the building principal.

The following animals are **not allowed** at school at any time: wild animals, poisonous animals (spiders, poisonous reptiles, poisonous amphibians, spiders, etc.), wolf-dog hybrids, stray animals, baby chicks and ducks, and aggressive animals.

## ARRIVAL AND DEPARTURE

Each student will need to have a designated transportation destination that the school will follow. Changes to this destination must be made in writing by noon of that day. Emails will not be accepted unless followed up by a phone call to confirm email was received. Exceptions may be made with administrative approval if emergencies arise.

Classes begin at 8:00 am in all three buildings. Students will be bused to their attendance center from their home community school building. The buses will leave the buildings according to a schedule

set by the transportation provider and the district administration following enrollment each year. The before-and after-school programs will be held at the Carbondale Attendance Center and Overbrook Attendance Center. Students enrolled in the morning FAST LANE program will be bused to their attendance center from both Carbondale Attendance Center and Overbrook Attendance Center. Students enrolled in the before-school programs may arrive no earlier than 7:00 am. Students will report to the designated area for supervision upon their arrival at the buildings. The before-and-after school program will be provided to parents at a fee rate to be set each year. Those fee rates and policies will be distributed at enrollment. Before- and after-school program enrollment is made on a quarterly basis, with fees due as per the guidelines set by the program. That information will be available in August when students enroll for school.

For students not enrolled in the before-school program, the doors of the buildings will open for students at 7:20 am. Students should go to the designated areas to be supervised. The shuttle busses between Overbrook, Scranton, and Carbondale will depart from those buildings at 7:30 am. Students may enter the building at the discretion of the building principal, when the temperature or wind chill is below 25 degrees.

There are two dismissal bells for the schools. All students who will be bused back to their home communities will be dismissed at 3:20 pm. The buses will depart for the home community school buildings no later than 3:25 pm. Students who live in the same community as the school they attend will be dismissed at 3:40 pm. Students who walk should immediately leave the school grounds, while those being picked up should be picked up promptly at 3:40 pm.

K-8 students are prohibited from driving vehicles and/or parking on school property.

The arrival and departure procedures for each building are as follows:

#### OAC Arrival Procedures:

All shuttle buses will be parked on the east side of the building on Oak Street. Cars are not allowed to drive on that portion of Oak Street from 7:20 to 3:45. Students who are being dropped off to catch the shuttle buses or to attend Overbrook Attendance Center should be dropped off in front of the building on 7<sup>th</sup> Street. Students who are catching the shuttle will walk through the building to the cafeteria where they will be supervised and loaded onto the shuttle buses. Shuttle buses leave promptly at 7:30. Overbrook students will go directly to the gym until 7:30, at which time they will be taken to the cafeteria for breakfast or stay in the gym to participate in our walking club. We ask that you not drop students off at the corner of Oak and 7<sup>th</sup> as this backs up traffic. We do have two buses that unload in front of the building around 7:25. Cars, by law, will need to stop and wait behind the buses while they unload. All high school students should wait to load the bus on the sidewalk in front of the building in the bus loading area. High School students will not be allowed to congregate at the front door to the school.

#### OAC Departure Procedures:

Students who ride shuttle buses back to the other communities will load buses on the east side of the building on Oak Street at 3:15 and depart Overbrook by 3:25. All Overbrook walkers and car riders are dismissed at 3:35 and should be picked up at the front door. If a student is waiting on an older sibling to arrive from another community, they are to wait at the flag pole right outside the front door. Overbrook students are not allowed to wait for siblings on the east side of the building due to the commotion that takes place once the buses arrive. Overbrook students who ride route buses will be escorted to the east side of the building at 3:40 and will load the bus and depart from Overbrook at 3:45.

#### OAC Shuttle Bus Procedures:

When shuttle buses arrive at Overbrook Attendance Center from the other communities, all students are to unload and either immediately walk home or line up in their bus line on the blacktop. Students will not

be allowed to stand around and visit during this time. An adult will dismiss bus lines to reload the buses and buses will leave promptly at 3:45.

#### SAC Arrival Procedures:

All shuttle buses will be parked in front of the building on Burlingame Avenue, heading north. Students being dropped off to attend SAC or to catch the shuttle bus should be dropped off on Second Street, which is a one-way street going east on the south side of the school building. For the safety of our students, please do not drop off students on Burlingame Avenue in front of the school and let them walk between the buses. Students coming to catch the shuttle bus should come into the SAC gym, no earlier than 7:20 am, where they will be supervised until time to load the buses beginning at 7:25 am. Shuttle buses leave promptly at 7:30 a.m. High school students should wait on their morning bus at the corner of Second Street and Burlingame Avenue.

#### SAC Shuttle Bus Procedures:

When shuttle buses arrive at the Scranton Attendance Center from the other communities, all students are to unload and either immediately walk home or line up in their bus line on the front sidewalk until their route bus loads. Students will not be allowed to run around the yard or stand around and visit during this time. Adults are on duty to supervise shuttle buses unloading and route buses loading. Route buses will leave promptly by 3:45 p.m.

#### CAC Arrival Procedures:

All shuttle buses will be parked in front of the building on 4<sup>th</sup> Street, heading south. Students being dropped off to attend CAC or to catch the shuttle buses to OAC and SAC should be dropped off either in the east parking lot drop-off lane or in the south parking lot. For the safety of our students, students should only be dropped off in those places. The drop-off lane in the east parking lot is the outside lane. DO NOT use the actual parking lane to drop off students. Students coming to catch the shuttle buses should arrive at 7:20 where they will go to the gymnasium to wait for departure. Again, the shuttle buses leave promptly at 7:30 a.m. CAC/SFTJH students will stay in the gym until the daily morning assembly. CAC/SFTJH students who eat breakfast will go directly to the cafeteria upon arrival, and then move to the gym. Those who are not eating breakfast will be supervised in the gym. High school students should wait on their morning bus on the south side of the building.

#### CAC Dismissal Procedures:

There are two dismissal bells for school. All students who will be bused back to their home communities will be dismissed at 3:20 p.m. The buses will depart for the home community school building at 3:25 p.m. Students who live in the Carbondale attendance area will be dismissed at 3:40 p.m. Students who walk should immediately leave the school grounds, while those being picked up should be picked up promptly at 3:40 p.m. Students not riding the shuttle buses do not get dismissed from school until 3:40 p.m. K-8 students are prohibited from driving vehicles to school and/or parking on school property. Student drop-off and pick-up will be in the above-mentioned designated areas only. Students will need to use the crosswalks with the direction of the supervisors on duty. Parents and families are encouraged to do the same.

#### CAC Shuttle Bus Procedures:

When shuttle buses arrive at the Carbondale Attendance Center from the other communities, all students are to unload and either immediately walk home or line up in their bus line with the bus supervisor until the bus loads for departure. Students will not be allowed to run around the yard or stand around and visit



during this time. Students may not go to the playground upon arrival at CAC. Adults are on duty to supervise shuttle buses unloading and route buses loading. Route buses will leave by 3:45 p.m.

## ATHLETIC EVENTS

All elementary students should be accompanied to athletic events by a parent or responsible adult, and should not be left unattended. Accidents or incidents due to horseplay, pickup games, etc. at USD #434 district events are a parent responsibility.

All students are expected to display proper courtesy, etiquette, and sportsmanship while attending athletic events. It is also expected that all parents, older siblings, and guests in the school will show proper courtesy, respect, and sportsmanship.

Students should be seated in the bleachers during athletic events. They should not be running around at any time, and are expected to follow building procedures pertaining to refreshments. They may not go in and out of the building or stand in doorways. Parents may be called if a student leaves the building.

## ATTENDANCE

USD 434 schools enforce the laws of the State of Kansas concerning attendance and absences of students. Kansas law requires that school be in session for a minimum of 1116 hours during the school year. A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents.

Chronic cases of absence or other unexcused absences will be handled in accordance with the truancy laws of Kansas K.S.A. 72-1113 which declares: "Whenever a child is required by law to attend school and such child is inexcusably absent on either three (3) consecutive days, or five (5) or more days in any semester, or seven (7) or more days in a school year, such child is truant. A child is inexcusably absent from school without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child." For the purpose of determining truancy, three (3) tardies to a student's first class of the day will count as one day of truancy. If a student is unexcused absent more than one hour (60 minutes) of school on a given day, that day will count as a day of truancy.

Building principals are designated as Truancy Officers. They will report to the county attorney or SRS any student who is found to be truant from school. Excessive absences may be referred to the Student Turn Around Team (STAT) for action.

The school will determine whether the absence is excused or unexcused. Kansas State Law allows USD 434 to accept only the following as valid reasons for excusing an absence:

1. Illness (long-term illness verified by notification from doctor).
2. Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).
3. A family crisis.
4. Extended absences of the student when expressly requested by the parents or guardian and prior arrangements have been made in preparation for the absence as defined in the Student Handbook.
5. School approved activities.

The following procedures concerning attendance and absences will be followed:

1. Parents are requested to notify the school before 9 a.m. if a child will be absent or tardy. If the school is not notified, the school may contact the parent/guardian to determine the reason for the absence.
2. Absence due to medical or dental treatment will be excused upon receiving written or verbal notification from the parent and an appointment card or written verification of the treatment from the provider.

3. Absence due to illness or injury will be excused upon receiving written verbal notification from the parent.
4. Absence for attending funerals or religious events will be excused upon receiving a written note from the parent prior to the absence.
5. Unexcused absences will be recorded for missing the bus. If a student misses the bus, the school should be notified before 8:20 a.m.
6. Reasons for an absence not previously covered must be approved by the building principal prior to the absence. Approval for an absence by a parent does not necessarily mean that the absence will be excused by the school.
7. Students who receive an unexcused absence for skipping class, leaving the school without permission, or presenting a falsified or forged excuse note may be required to make up all unexcused time. In addition, the student may be subject to further disciplinary action, including in-school suspension.
8. Tardies recorded after 10 a.m. or before 1:30 p.m. will be recorded as an absence for that half day.
9. Prior to an anticipated absence, it is the responsibility of the student to obtain assignments which will be missed and to turn in homework assignments before they become late. Work missed when absent will be made up. It is the responsibility of the student to obtain missed assignments. To obtain credit for makeup work, it must be turned in to the appropriate teacher on time.
10. Work missed when an absence is unexcused or during an out-of-school suspension must be made up.
11. All students arriving after 8 a.m. must first report to the office for an admit slip.
12. The schools reserve the right to request written notes from the attending physician when absences are interfering with the student's education.
13. Students riding the bus will not be counted as tardy if the bus is delayed.

## BICYCLES AND SKATEBOARDS

Bicycles should be parked in designated racks, and locked at the student's discretion. Bicycles are not allowed in the school building or on the sidewalks before or after school. Skateboards are not allowed on school property.

## BULLYING PLAN

Approved 7/11/18

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-

6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 434 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, “parent” includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a “staff member” means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board’s bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

#### **\*Overbrook Attendance Center Rubric**

To provide teaching experience for the building of social skills and appropriate behaviors, the Overbrook Attendance Center will follow a discipline rubric, which is in the appendix of this handbook.

## **BUS RULES AND PROCEDURES**

The school’s major concern while transporting students to and from school is safety. To ensure safety, good behavior on the bus is required. The bus is an extension of the classroom, and the driver and/or para-educator in charge has the same authority as a teacher. The driver and/or para-educator may assign seats to students, contact parents, and discipline students.

The following rules are in effect:

1. Students will be on time, show respect for others, and conduct themselves in a safe and orderly manner.

2. Students will sit in assigned seats (if seats are assigned) and remain seated at all times while the bus is in motion.
3. Students will keep hands and feet to themselves while on the bus, stay out of the aisle unless entering or exiting, and refrain from throwing things on the bus.
4. Students will not possess or use alcohol, illegal drugs, or tobacco on the bus.
5. Students will talk in a normal conversation voice, refrain from backtalk to the driver or others, and be quiet at all railroad crossings.
6. Students will refrain from deliberate defiance; obscene and unacceptable language, remarks, or signs; and fighting or scuffling.
7. Students will not tamper with or vandalize the bus or equipment.
8. Students will not extend hands, arms, or any part of their body outside the window of the bus. Windows will only be opened with driver approval.
9. Students should face the front while on the bus.

The following are consequences which may be enacted for violation of the above rules:

- 1st Offense - Phone call from bus driver or bus para
- 2nd Offense - Meeting with driver, principal, parent and student
- 3rd Offense - 5-day suspension from the bus
- 4th Offense - 10-day suspension from the bus or through the end of the semester,

whichever is longer

The bus driver and/or para-educator will enforce rules, prepare Incident Reports, and contact parents. The principal will administer consequences and serve as the appeal authority.

Students requesting to ride a bus other than their regular route must bring a note signed by their parent or guardian and present it to the bus driver prior to riding that bus.

## CLASS PLACEMENT

The building principal is responsible for the assignment of students to classes. Parental input, teacher input, gender mixes, behavioral history, and academic performance are among the factors considered when assigning classes.

Parent requests for a particular teacher are discouraged. Exceptions could include previous conflicts with a teacher or requests for separation from another student(s). Other social reasons are not valid reasons for requests. Parent requests must be made in writing by April 15 for the following school year, and must include the reason for that request and a first and second choice of a teacher. Class assignments will be announced at enrollment. Once class assignments are made, they will not be changed, except when the reason is determined to be in the best educational interest of the child.

In determining the grade level of a new student, the principal considers the previous schooling of the student. The student may be assigned to a higher or lower grade level if the best interest of the student is served. In all cases, the parents will be involved in the decision.

## CONFERENCES

Parents are urged to be a full partner in the educational process. All parents are asked to attend the regularly scheduled parent-teacher conferences concerning the progress of their child. If they cannot attend, they are encouraged to call the teacher and make arrangements for an alternate time. Dates for conferences can be found on the district calendar.

Conferences with appropriate staff members may be arranged at any time by calling the school office.

## CUSTODIAL AND NON-CUSTODIAL RIGHTS

Approved 1-9-19

The district recognizes that parents often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to information regarding their child's school records.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

## DISCIPLINE - Code of Conduct

Discipline is the development of self-control, character, and proper respect for self, others, and property. It is one of the most important goals of education. Discipline and good order are necessary for a proper learning environment.

The Code of Conduct for USD 434 students requires the following:

1. Appropriate school behavior that assures the right of students to learn and the right of every teacher to teach. Appropriate out-of-class behavior demonstrates respect for the personal and property rights of other students.
2. Arrival at school and in class on time.
3. Daily school and class attendance.
4. Appropriate use and care of the school buildings, facilities, and equipment.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Adherence to acceptable standards of courtesy, decency, and morality, as well as compliance with provisions of civil law.
7. Obedience to rules that the school and teachers have established.
8. Elimination of loud talking, chasing, pushing, shoving, or other such disruptive behavior.
9. Availability of supplies, books, and assignments in classes as instruction begins.
10. Respect for the rights of others at all times.
11. Care of textbooks, library books, and other school property.
12. Elimination of temper tantrums; open defiance involving refusal to conform to rules and regulations; profane language; willful disobedience; continual breaking of rules; physical attacks; and threats of physical attacks; name-calling; and verbal abuse.
13. Departure from the school property when school is dismissed, unless the student is participating in activities.
14. Following of the dress code regulations and dressing appropriately for the current weather conditions.
15. Positive, respectful, and cooperative attitudes at school and school events at all times.
16. Keeping hands, feet, objects, and comments to themselves.
17. Use of school telephones only in an emergency and with permission.
18. Execution of emergency drills in a respectful and orderly fashion.

## DISCIPLINE - Consequences

The following are consequences which may be enacted for violation of the Code of Conduct:

1. Phone calls and/or notes to parents
2. Requests for meetings with parents
3. Time Out
4. Detention
5. In-School Suspension
6. Out-of-School Suspension
7. Expulsion
8. Other consequences as deemed appropriate by the staff

Short-term suspension shall be from one to five school days. The maximum time for a long-term suspension shall not exceed 90 school days. The maximum time for an expulsion shall not exceed 186 school days. In case of either a suspension or expulsion, if the number of school days applied extends

beyond the current school year, the remaining number of days may be applied to the succeeding school year.

Short term suspension will not exceed five school days. Written notice and reasons will be furnished to the student, the parent, and the superintendent within 24 hours after the suspension has been imposed. Parents have the right to a hearing if they so desire.

Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing. Such a date of notice shall not be later than the last day of the short-term suspension.

Students serving an out-of-school suspension will not receive credit for work assigned while serving an out of school suspension.

Students serving in-school suspension shall be required to do all regular assignments and will be denied usual privileges. They will not be allowed to participate in or attend extracurricular activities during school time.

Acts of unacceptable behavior that may result in suspension (including in-school suspension) upon the first offense, or which may result in suspension for repeated infractions, include the following:

1. Possession, use of, consumption of, or sale of alcohol and or drugs prior to school, on school property, or at a school activity
2. Possession, use of, consumption of, or sale of tobacco in any of its forms
3. Possession, threat of use, or use of lethal weapons
4. Vandalism
5. Destruction of school property
6. Fighting and/or provoking a fight
7. Intimidation or threatening by word or deed
8. Extortion of any type and/or amount
9. Stealing
10. Excessive public display of affection
11. Use of profanity or vulgarities
12. Temper tantrums
13. Conduct which disrupts the school's activities and/or educational mission
14. Open defiance of authority
15. Failure to comply with a reasonable request from an administrator, teacher, or other school employee
16. Repeated violations of school regulations or rules
17. Excessive tardiness
18. Skipping classes/school or excessive unauthorized absenteeism
19. Cheating
20. Failure to attend an assigned academic or disciplinary detention

Consequences for fighting, profanity and vulgarities, terroristic threats, physical battery, and cheating/plagiarism may be addressed as follows:

**Fighting or Provoking a Fight** - Fighting or provoking a fight is not tolerated. Name calling and verbal abuse will not give students the right to physically attack another student. If students are involved in a minor altercation (such as pushing or shoving) they are subject to detention or in-school suspension for a length of time prescribed by the building principal. If students are involved in an altercation (fighting) which requires medical attention, the police will be called, and the students involved may be given out-of-school suspension unless the determination is made that the student was in physical danger and acting in self-defense.

**Profanity and Vulgarities** - There is never an excuse for the use of profanity, personal insults, vulgarities, and obscene language. On the first violation, students

will be given an appropriate consequence, such as detention or in-school suspension, with the length of time determined by the building principal. Subsequent violations may result in out-of-school suspension.

**Threats & Terroristic Threats** - In the event of threats of physical harm to other students, staff, or school property, the authorities will be called for investigation and possible legal charges, and the student will be subject to disciplinary action up to and including out-of-school suspension.

**Assault/Battery to Staff** - In the event of battery to staff, the police will be called for possible legal charges, and the student will be subject to disciplinary action up to and including out-of-school suspension and/or expulsion.

**Cheating/Plagiarism** - Plagiarism and cheating are serious offenses and may be punished by failure on the exam paper or project, failure in the course, and/or suspension from school.

**Tobacco** - Possession, use of, consumption of, or sale of tobacco in any of its forms on school property will result in a 1-day out-of-school suspension for the first offense, a 2-day out-of-school suspension for the second offense, and a hearing and/or possible expulsion for succeeding offenses.

**Drugs/Alcohol** - Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages on school property. A first-time violator shall be expelled from school, but may be readmitted during the term of expulsion upon completion of an acceptable drug and alcohol rehabilitation program. A student will be expelled for the second and subsequent violations of this policy.

## DRESS CODE

The school reserves the right to determine the appropriateness of dress and appearance while attending school and/or school related activities. Clothing and appearance shall be neat and clean. Shorts and shirts of an appropriate length are acceptable (no bare midriff or excessive skin exposed) and footwear must be worn. High heeled shoes are not allowed. The waistband of all shorts and long pants must be worn above the hips. Spaghetti straps and halter tops are not allowed. Undergarments should not be visible at any time. Hats, bandanas, and other non-religious head coverings are not to be worn at school during the regular school day. Clothing judged by the school to be indecent, suggestive, having any reference by word or influence to violence, death, racial slurs, illegal drugs or alcohol, or disruptive, is not allowed. Face painting is prohibited unless authorized by the administration. The school further reserves the right to restrict the activity around shop machinery or in any other situation where the student's health or safety is directly related to the manner of dress.

## DRILLS

Bus evacuation drills are practiced each year according to state requirements.

Fire evacuation drills are conducted each month that school is in session, as required by state law.

Tornado drills are conducted at least three times each school year, using shelter areas designated in each school.

## DRUG-FREE SCHOOLS

Approved 7/11/18

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

#### Student Conduct

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

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to: expulsion as a consequence for violation of JDDA.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, 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. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

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

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

### EARLY DISMISSAL

Parents will be required to have on file in the school office information on where to send students in the event of early dismissal. Arrangements should be made with a neighbor, friend, or relative to receive your child if you are not home during the day. Specific instructions should also be given to students so they know what arrangements have been made. When school is dismissed early for an emergency, a person in Grade 5 or older must be at home before a student can be sent to the home. When the weather is threatening, local media will provide news of early dismissal. The district School Reach System will provide news of early dismissal or an emergency situation.

### EMERGENCIES

All parents must have on file in the school office a phone number where they may be reached in an emergency. If the phone number changes during the year, the school must be notified. The district K-12 Alert System will provide news of an emergency situation.

### EMERGENCY SAFETY INTERVENTIONS

Approved 1/9/19

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.

“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.

“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;
- 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

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.

### 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 principal 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 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 flyer 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.

#### 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,
- 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 principal, 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 principal 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.

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.

#### 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 principal 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 principal 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 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 30<sup>th</sup> 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.

#### **FEES**

Fees are charged for textbooks/materials used in the classroom, with payment due at the time of enrollment. Checks are made payable to the school district. Fee waivers are available upon proper application, using the same guidelines as those for free lunch. Reduced fee waivers are not available.

#### **FIELD TRIPS**

Subject to approval by the administration, class field trips which are of an educational nature and pertain to the prescribed curriculum for that class for that year, may be made. Due to limited financial resources and instructional time, field trips will generally be held to a minimum and within a 100 mile radius of the school. When beyond the 100 mile radius, permission is required from the district administration and/or Board of Education. Field trips will generally be made by school bus, with adequate sponsorship provided. Due to insurance and liability issues, parents who serve as sponsors or chaperones may not bring along children other than those in the field trip group. That includes younger or older

siblings or relatives. Students will be excluded from field trips if serving in-school or out-of-school suspensions.

## FOOD SERVICE

Breakfast is served daily. Students will eat breakfast in the buildings in which they attend. Breakfast times will be determined as per arrival of buses to each attendance center.

All students must eat lunch at school, unless they are excused by parents. Free and reduced lunches are available to those who qualify. Applications are available during enrollment and in the school office. No student is required to purchase meals at school. Parents may send a sack lunch with their child.

No student, nor school employee, will be allowed to accumulate more than two weeks of food service debt, regardless of whether or not they are reduced lunches or full-pay. Students/Parents will be notified through the building administrative office when accounts are delinquent and notified again should an account become two weeks delinquent.

## FUNDRAISERS

From time to time students have the opportunity to participate in fundraising activities for the purpose of providing funds for special activities. All fundraises must be approved by the BOE prior to the start of the school year. A list of planned fundraisers will be presented by the building principals at the August BOE meeting. All fundraising projects are voluntary, with all funds raised becoming the property of the school.

## GIFTS

Flowers, balloons and gifts delivered to students at school will be picked up in the office at the end of the day. Flower, balloon and gift deliveries will not be taken to the classroom and will be the responsibility of the student to pick up at the end of the day.

## HEALTH SERVICES

The Director of Health Education coordinates health services for all students through screenings or individual counsel. It is the responsibility of the parent or guardian to inform the school health personnel of existing or newly developed health concerns.

**Assessments/Physicals** - Any child 8 years or younger who enters a Kansas school for the first time, including preschool students, must show proof of a health assessment which has been conducted within twelve months of school entry. Health assessments may be signed by a physician, a person acting under the direction of a physician, or a nurse who is certified by the Department of Health and Environment for assessments. Students not meeting this requirement within 90 days of school entry will be excluded.

Yearly sports physicals are required prior to participation in KSHSAA activities and/or practices.

**Immunizations** - According to Kansas law, all students must show proof of immunization against diphtheria, pertussis, tetanus, polio, measles (rubeola), mumps, and rubella. All students entering kindergarten and first grade must also show proof of immunization for Hepatitis B and two varicella (chickenpox), unless proof of the chickenpox disease is provided. This proof shall be verified by one of the following:

- The signed statement of a physician indicating the student's date of illness
- The signed statement of a parent indicating the student's date of illness (month and year)
- Laboratory evidence of varicella immunity.

Students who have not completed the required vaccinations are given 90 days after the first day of school to comply with this law. A parent or guardian is notified in advance of delinquent immunizations.

In May, the nurse notifies the parent/guardian of students in need of immunizations for the following year. Therefore, the 90-day notification period is effective over the summer break and students

will present current immunization histories before entering school in the fall. Medical exemptions for immunizations must be renewed yearly.

**Accidents/Illness** -The school nurse or nurse assistant will be notified in the event of serious injury or illness. Injuries will be managed according to standard first aid protocol. Students will be sent to the health office when they are too sick to stay in class. The office will notify the parent or guardian to obtain specific arrangements for the child.

It is the parent's responsibility to provide the names and phone numbers of persons to contact when a child is injured or ill.

A student who has been ill should remain home until he/she has been free from fever and/or vomiting for 24 hours.

**Medication** - It is desirable for medication to be administered in the home. However, it is recognized that some students are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illness. It is also recognized that in many short-term illnesses, medication may need to be continued after a student returns to school. It is the district's intent to cooperate with the parent and physician in seeing that a student receives the correct medication and dosage at the proper time.

The District Nurse is responsible for supervision of the medication policy and delegation of nursing tasks to unlicensed assistive personnel.

**Medication Policy** -Medication (prescription and over-the-counter) may be administered as delegated by the district nurse under the following conditions:

**Prescription Medications**

1. A written physician order and signed parental consent are on file in the school office. Physicians orders must include the medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effect of the medication. (Prescription medication in an original, properly-labeled container may be substituted for the physician's written permission if the medication is to be given for two weeks or less.)

2. All medication must be brought to school in the original container and be appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and the times to be administered. Two containers, one for home and one for school, may be requested from a pharmacist.

3. Only oral administration of medication will be permitted, except in emergency situations. Administration of insulin may be monitored by delegated unlicensed assistive personnel. However, insulin injections may not be given by unlicensed personnel.

4. Any change in the type of medication, dosage, and/or time of administration must be accompanied by a written physician's order and parent/guardian permission.

5. All medications must be kept in a locked cabinet in the health office.

6. The building principal will have final authority to revoke medication privileges.

7. Permission for the supervision of prescription medication expires at the end of each school year.

**Non-Prescription Medications (Over-the Counter)**

1. Non-prescription medications include, but are not limited to, Tylenol, Advil, cough drops, and Midol.

2. Written parental consent must be on file in the school health office. Information that must be included in the consent includes medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effects of the medication.

3. 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.

4. All medications must be kept in a locked cabinet in the health office.
5. The building principal will have final authority to revoke medication privileges.
6. Permission for the supervision of non-prescription medications expires at the end of each school year.

### **Self-Administration of Asthma Inhalers/Epi-pens**

The self-administration of medication used for the treatment of anaphylactic reactions or asthma is permitted for students K-8 if the students meet the following criteria:

1. A written physician's order and parental consent are on file in the school health office. Written consent must include the name and purpose of the medication, the prescribed dosage, the conditions under which the medication is to be self-administered, any additional special circumstances under which the medication is to be administered, and the length of time for which the medication is prescribed.
2. The written consent from the physician and parent or guardian will also show that the student has been instructed on self-administration of the medication and is authorized to do so in school.
3. The medication will be brought to school in the original container appropriately labeled by the pharmacy or physician, with the student's name, the medication name, dosage, and times to be administered. It is recommended that the pharmacy label be applied to the mouthpiece of the asthma inhalers rather than the box. This helps in the identification of inhalers that might be lost or misplaced.
4. The school district and its employees are not liable for any injury that may result from the self-administration of asthma inhalers or epi-pens.
5. The school district and its employees are not liable for lost or misplaced inhalers or epi-pens.
6. Permission for the self-administration of asthma inhalers and/or epi-pens expires at the end of each school year.

## **HOMEWORK/LATE WORK/MAKEUP WORK**

Each classroom teacher may assign meaningful homework according to the needs of each child. Homework that is assigned is expected to be completed. While assignments every night may not be required, students are expected to spend time outside of school improving those skills learned in school.

Parents should give teachers adequate advanced notice when they plan to pick up homework for a child who has been absent. This notice allows the teacher time to get assignments ready and keeps classroom interruptions to a minimum.

It is expected that all classroom assignments will be completed by the assigned due date, unless that child has an excused absence. Reasonable deadlines will be set for those with an excused absence, as per Board of Education policy. If deadlines are not met, the student's grade will be lowered 50 percent for their earned grade. After five days late the student will receive a zero.

All teachers will supply make-up work assignments at the first opportunity in cases of excused absences. Credit will be given for all such make-up work completed in a timely manner.

The district reserves the right to determine whether or not credit will be granted for make-up work resulting from unexcused absences. After consultation with the appropriate teachers, the building principal will make such a determination subject to possible review by the superintendent.

## **ID BADGES**

Parents, patrons, community members, and guests upon entering OAC, will be expected to have their government-issued ID scanned prior to access to the school building.



## INSURANCE

Information and enrollment for optional insurance coverage at parent expense is provided at enrollment and is available in the principal's office throughout the year.

Information on the Healthwave insurance program, for those who qualify, is also available during enrollment and in the office throughout the year.

## INVITATIONS AT SCHOOL

Invitations brought to school to be distributed will include everyone in that student's class. No exceptions will be made.

## LOCKERS

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.

## MONEY

All checks for fees or food service should be made payable to the school. Money brought by students should be in a sealed envelope with the student's name, grade, and teacher's name on the outside of the envelope.

Students are discouraged from keeping money or items of value in any amount in their desk or in their locker. The school cannot be responsible for money or valuables that are lost.

## PARTIES

Parties are approved only for special holidays, such as Halloween, Christmas, and Valentine's Day. Room parents may assist the teacher in planning and in supervising party activities.

Birthday treats are permitted, but advance arrangements should be made with the classroom teacher.

Food and beverages for classroom rewards, parties, and celebrations will not be provided until at least one hour after the end of the last lunch period, unless prior approval is given by the building principal.

OAC does not host a kindergarten graduation. Though individual classroom teachers may have a small celebration during the school day in their classroom, the school does not hold a kindergarten graduation.

## PERSONAL PROPERTY/ELECTRONIC DEVICES

Individual radio/tape/CD/MP3 players and/or headsets, cell phones, cameras, pagers, flash drives, trading cards, and fidget spinners are not permitted during the instructional day, which includes any sports, activity practices, and any school sponsored events. Personal electronic devices must be turned off and left in the student's locker when a locker is assigned, otherwise these items must be put away in the student's backpack. The school will not be responsible for any lost, stolen, or damaged personal property or electronic devices, including cell phones.

## PROMOTION/RETENTION

In arriving at a decision for either the promotion or retention of a student, the school will consider the viewpoints of the teacher, special services personnel, principal, and parents. The final decision in any case pertaining to promotion or retention shall rest with the building principal.

## PROTECTION OF PRIVACY RIGHTS

Approved 8/13/14

The superintendent, the board of education, and district staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

## PUPIL PROGRESS AND EVALUATION

The school year is divided into four quarters, with grades given at the end of each quarter. Grades represent the achievement of the student for that period of time, and are based on one or more of the following criteria:

1. Building grading scales
2. Portfolios illustrating progress
3. Qualitative/narrative comments

The district will formally schedule parent-teacher conferences two times per year. Parents and/or teachers may request additional conferences as deemed necessary to monitor the progress of students.

## RACIAL AND DISABILITY HARASSMENT: STUDENTS

Approved 1/9/19

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services,
- activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

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

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

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

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

## RECESS

All students are expected to participate in recess activities. If the temperature is 20 degrees or higher (temperature or wind chill) and the weather is not inclement, students will ordinarily go outside for recess. The building principal, in cooperation with recess supervisors, decide when recess is held outside.

Individual students are not allowed to stay in because they do not want to go outside. Generally, if a child is able to come to school, he/she is able to go to recess. Rare exceptions to this rule may be made under special circumstances.

If a child is to stay in during recess, a doctor's note is required, and the child will be provided supervision.

## SAFETY HOTLINE

The statewide toll-free number, 1-877-626-8203, may be called to report school violence.

## SCHOOL ENTRANCE CHANGE

Starting with the 2019-20 school year, students, parents, and patrons who enter the building after 8 am will enter the building and then come through the office before accessing the school building.

## SCHOOL SITE COUNCILS

Approved 8/13/14

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board at least one time a year.

## SEXUAL HARASSMENT

Approved 1/9/19

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel,

students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

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

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

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to

investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

A summary of this policy shall be posted in each district facility, shall be published in employee handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

## STUDENT PRIVACY POLICY

Approved 7/13/16

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

### Student Data Restrictions

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act ("FERPA").

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian's signature; and 2) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;

- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

\*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

#### Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

#### Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student’s physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. “Biometric data” includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

#### Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student’s or the student’s parents’ or guardians’ personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

## STUDENT RECORDS

Approved 8/13/14

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

### Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' 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.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice



provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;

- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

### Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

## TECHNOLOGY/INTERNET ACCEPTABLE USE

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail must be district issued and 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 e-mail or computer application or 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.

Access to network services is provided to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks, just as they are in any school environment. Therefore, general school rules will apply.

It is expected that students will comply with the following rules:

- Students are expected to use appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.
- Students will not give out personal information, such as name, address or phone number.
- Students will not agree to meet with someone they have met online without parental approval.
- Students will promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Students are responsible for their individual logon passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Students will not share passwords.
- Students will not trespass in other folders or files.
- Students will not use, view, download, copy, send, post, or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence or discrimination towards others. Restrictions against inappropriate language, images, or video apply to public messages, private messages, materials posted on Web pages, and files stored or created on technology resources.
- Students shall not plagiarize works or violate copyright on the Internet or any other electronic resource.
- Students shall not use school resources to engage in “hacking” or attempts to otherwise compromise system security, including using user names or logins of other individuals, staff or students.
- Students will immediately inform his/her teacher or the network supervisor if he/she mistakenly accesses inappropriate information.
- K-8 students will not have personal information posted on the district web pages. Group pictures and individual pictures without identifying names, taken at district activities, may be posted on the web page.
- Only e-mail accounts assigned and approved by the staff will be authorized for publication on a website.
- Students will not damage computers or networks or intentionally waste technology resources.
- Students will not use the network for commercial purposes.
- Cyber bullying by students is strictly prohibited.

Violation of these rules and expectations will subject the individual to revocation of privileges and potential disciplinary action.

## TELEPHONE USAGE

The telephones at school are to be used for school business only. Students are permitted to use the phone only after receiving permission from school personnel. Students will not be permitted to call parents to obtain permission to change after-school plans. Arrangements to ride or go home with friends should be made in advance.

## TEXTBOOKS, MATERIALS, AND LIBRARY BOOKS

USD 434 schools have a textbook rental program, with rental fees established and collected each year for the use of the books. A fee may also be charged to cover the cost of consumable materials related to the curriculum.

Any book lost or badly damaged is the responsibility of the individual student. Compensation for lost or damaged books is based on the replacement cost.

Library books and periodicals checked out to a student are also the responsibility of the student. Students will receive notice when books are overdue. When books are long overdue, parents will receive notice of the replacement cost of the book or materials if not returned.

## TRUANCY

Approved 7/13/16

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

### Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

### Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

### Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

### Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's

university, community college, technical college, vocational educational school, or Washburn University.

## VIDEOS

Videos rated “G” or “PG” may be shown by teachers at appropriate times. The showing of any video rated “PG” requires administrative approval and parental notification.

## VISITORS

Parents, grandparents, and community members are invited to visit the school. Prior notification is appreciated by the classroom teacher. Visitors should enter through the north front door and are required to sign in with the office upon arrival and to sign out when they depart. Guests must have State issued identification, such as a driver’s license, to be scanned to obtain a visitor badge which is to be worn while in the building.

Parents/grandparents wishing to speak with their students should make arrangements through the school office. Emergency messages are delivered immediately, while messages of a non-emergency measure are delivered at the end of the day.

Students from other schools are not allowed to visit classrooms without prior permission of the building principal.

## WEAPONS

Approved 7/13/16

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

### Weapons and Destructive Devices

As used in this policy, the term “weapon and/or destructive device” shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

# Disciplinary Rubric

		S Student T Teacher C Counselor A Administrator P Parent			
Behavior	1st Incident (warning)	2nd Incident	3rd Incident	4th Incident	
A	Bringing inappropriate objects to school (toys, games, cell phones, etc.)	T conference with S P contacted by T Object held by teacher/put away	T conference with S P contacted by T Object brought to office T make arrangements for P to pick up object in office	T conference with S P contacted by T Object brought to office T make arrangements for P to pick up object in office	T conference with S C/A role play/conference with S Discipline Referral Form P contacted by T Retake test or assignment in 2 detentions
B	Cheating	T conference with S Discipline Referral Form P contacted by T Retake test or assignment	T conference with S C/A role play/conference with S Discipline Referral Form P contacted by T Retake test or assignment during detention	T conference with S C/A role play/conference with S Discipline Referral Form P contacted by T Retake test or assignment in 2 detentions	T conference with S C/A role play/conference with S Discipline Referral Form P contacted by T Retake test or assignment in 2 detentions
C	Money or other items stolen or damaged, or hidden from another student.	T conference with S P contacted by T Lose 1 recess	T conference with S Discipline Referral Form P contacted by T S conference with A Lose 2 recesses	T conference with S C/A role play/conference with S Discipline Referral Form P contacted by T P/S conference with T/C/A Lunch Detention with A or C	T conference with S C/A role play/conference with S Discipline Referral Form P contacted by T P/S conference with SROT/C/A 2 Lunch Detentions with A or C

# Disciplinary Rubric

		S Student T Teacher C Counselor A Administrator for P Parent			
Behavior	1st Incident (Warning)	2nd Incident	3rd Incident	4th Incident	
D	Called mean name, made fun of, teased in a hurtful way or intimidation	T conference with S A/C Role Play/Conf. with S P contacted by T Verbal Apology (K) Written/Verbal Apology (1,2) Lose 1 recess or Activity Discipline Referral Form	T conference with S A/C Role Play/Conf. with S Verbal Apology (K) Written/Verbal Apology (1,2) P contacted by T Lose 2 recesses or 2 Activities Discipline Referral Form	T conference with S A/C Role Play/Conf. with S Verbal Apology (K) Written/Verbal Apology (1,2) P contacted by A ISS Discipline Referral Form	
E	Socially excluded on purpose, ignoring other student to be hurtful. Encouraging others not to like someone.	T conference with S A/C Role Play with S Verbal Apology Discipline Referral Form	T conference with S A/C Role Play/Conf. with S P contacted by T Verbal Apology (K) Written/Verbal Apology (1,2) Lose 1 recess or 1 Activity Discipline Referral Form	T conference with S A/C Role Play/Conf. with S Verbal Apology (K) Written/Verbal Apology (1,2) P contacted by A ISS Discipline Referral Form	
F	Spread rumors or told lies to make others dislike another Student	T conference with S A/C Role Play with S Verbal Apology Discipline Referral Form	T conference with S A/C Role Play/Conf. with S P contacted by T Verbal Apology (K) Written/Verbal Apology (1,2) Lose 1 recess or 1 Activity Discipline Referral Form	T conference with S A/C Role Play/Conf. with S Verbal Apology (K) Written/Verbal Apology (1,2) P contacted by A ISS Discipline Referral Form	

# Disciplinary Rubric

S Student  
T Teacher  
C Counselor  
A Administrator  
P Parent

Behavior	1st Incident (Warning)	2nd Incident	3rd Incident	4th Incident
G Used Profanity	T conference with S	T conference with S P contacted by T Loss of Recess Discipline Referral Form	T conference with S P contacted by T Lose 2 Recesses Discipline Referral Form	T conference with S A/C conference with S Verbal/Written Apology Letter to with C P contacted by T Discipline Referral Form Lose 3 recesses Alternate Setting
H Inappropriate, but not aggressive or unsafe actions (rough and tumble/ messing around)	T conference with S	T conference with S A/C Role Playing/Conf. with S Lose 1 recess or 1 Activity Discipline Referral Form	T conference with S A/C Role Play/Conf. with S Lose 2 recess or 2 Activities Alternate Setting Discipline Referral Form	T conference with S A/C Role Play/Conf. with S Lose 3 recess or 3 Activities Alternate Setting Discipline Referral Form
I Bumped, kicked, pushed, shoved, or other physical actions toward another person (biting, spitting, choking, pulling hair).	T conference with S A/C Role Playing/Conf. with S Verbal Apology P contacted by T Discipline Referral Form Lose 1 recess or 1 Activity	T conference with S A/C Role Playing/Conf. with S Verbal Apology (K) Written Apology (1,2) P contacted by T Discipline Referral Form Lose 2 recess or 2 Activities	T conference with S A/C Role Playing/Conf. with S Verbal Apology (K) Written Apology (1,2) P contacted by T Discipline Referral Form Lose 3 recess or 3 Activities Alternate Setting	T conference with S A/C Role Playing/Conf. with S Verbal Apology (K) Written Apology (1,2) P contacted by A Discipline Referral Form Lose 3 recess or 3 Activities Alternate Setting ISS
J Disrespectful to an adult (defiance). Refusal to follow an adult request	T conference with S A/C Role Playing/Conf. with S Apology Letter with C P contacted by T Discipline Referral Form Lose 1 recess or 1 Activity Time Out with A or C (15 min)	T conference with S A/C Role Playing/Conference with S Apology Letter to T with C P contacted by T Discipline Referral Form Lose 2 recess or lose 2 E/A Time Out with A or C (30 min)	T conference with S A/C Role Playing/Conference with S Apology Letter to T with C P contacted by T Discipline Referral Form Lose 3 recess or lose 3 E/A Time Out with A or C (45 min)	T conference with S A/C Role Playing/Conference with S Apology Letter to T with C P contacted by T Discipline Referral Form ISS

Ongoing Retaliation will result in a conference with the Student, Teacher, Counselor, Administrator, Parent, and Other Personnel.  
\*The consequences listed are recommendations. The administration reserves the right to modify the consequence based on the infraction. Administration will determine consequences for K, L, M, N, O