



WELCOME TO OVERBROOK ATTENDANCE CENTER

OAC Guidelines for Success:

- Be Safe
 - Be Kind
 - Be Responsible
 - Be Respectful
-

TABLE OF CONTENTS

USD 434 Information (Page 3)

- Board Members
- Administration
- Board Goals
- Board Policy
- Acceptance of Accountability

OAC Information (Page 4)

Quick Reference (Page 4)

School Business (Page 5)

- Age of Entrance to School
- Class Placement
- Emergencies
- Early Dismissal (Page 7)
- Fees
- Food Service
- Insurance
- Protection of Privacy
- Racial & Harassment Discrimination
- School Site Council (Page 9)
- Textbooks & Library
- Visitors (Page 9)
 - Animals in School
 - Money

The School Day (Page 10)

- Attendance
- Arrival and Departure (Page 11)
- Bicycles/Skateboards/Heelys

- Bus Rules & Procedures
- Dress Code (Page 13)
- Learning Opportunities (Page 14)
- Homework/Late Work/MakeUp Work & Pupil Progress and Evaluation

The School Day, con't. (Page 15)

- Conferences
- Student Intervention Team
- Promotion/Retention
- Technology
- Gifts
- Invitations at School
- Parties
- Personal Property/Electronic Devices (Page 16)
- Recess
- Health Services
- Telephone Usage
- Videos
- Drills

Conduct and Discipline (Page 19)

- Code of Conduct
- Consequences
- Student Discipline Process
- Bullying Plan (Page 20)

Activity Information (Page 22)

- Activity Passes
- Athletic Events
- Field Trips
- Fundraisers

Appendix I - Discipline Matrix (Page 23)

Appendix II - Technology Information (Page 25)

Appendix III - Emergency Safety Intervention Policy (Page 25)

Appendix IV - Sexual Harassment (Page 30)

Academic Integrity Policy - (Page 32)

USD 434 INFORMATION

Board Members

- Tanner Black - President
- Stephenie Ganger
- Kylie Hastings
- Amy Huizenga
- Justin Ramsdell
- Michelle Schmale
- Jamie Sowers

Administration

- Faith Flory, Superintendent
- Carrie Mugridge, Director of Learning Services

Board Goals

Find our board goals at: <https://www.usd434.org/vnews/display.v/SEC/Board%20of%20Education%7CGoals>

Board Policy

All currently approved policies for USD 434 are available on the district webpage:

<https://www.usd434.org/vnews/display.v/SEC/District%7CPolicies> or by calling the District Office. Common policy questions address:

- Sexual Harassment
- Student Records
- Truancy
- Drug Free Schools
- Weapons

Note: Exclusion and Restraint policy, which is required in the handbook, can be found in its entirety at the end of this handbook.

Title IX Coordinator: Faith Flory, fflory@usd434.us

ACCEPTANCE OF ACCOUNTABILITY

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

Students are accountable for utilizing educational opportunities. **Parents and the community** contribute by upholding this mission and actively supporting the school and students. The Santa Fe Trail District also 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. For questions regarding this, please contact:

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

OVERBROOK ATTENDANCE CENTER INFORMATION

- **Lorle Bolt**, Principal: lbolt@usd434.us
- **Erin Metsker**, Counselor: emetsker@usd434.us
- **Megan Reynolds**, Office Manager: mreynolds@usd434.us
- **Faith Schreiner**, Nurse: fschreiner@usd434.us
- **Stephanie Banister**, Assistant Office Manager: sbanister@usd434.us
- **Shae Gifford**, Lunch Clerk: sgifford@usd434.us
- **Jacob Burrell**, SRO: jburrell@usd434.us

Individual Teacher Email Address: first initial then last name followed by @usd434.us

Phone: 1- (800) 836-9525, Option 2, or the extension of your party if known. **Fax:** (785) 783-6521 **Mailing address:** 202 West 7th St., Overbrook, KS 66524

Santa Fe Trail USD 434 website: <http://www.usd434.org>

SAFETY HOTLINE

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

QUICK REFERENCE GUIDE

You are ALWAYS welcome!

We love having parents at school! Our school is a locked-down facility. To enter, press the button on the front door. All visitors must pass through the office. When you are ready to leave, please stop by the office and sign out.

The School Day

Students are welcome to arrive at **7:20 a.m.** Students are dismissed at **3:25 p.m.** to walk, be picked up, or ride the shuttle buses. Route buses will leave OAC around **3:45 p.m.**

Absent today? Going to be gone another time?

School begins at **8:00 a.m.** If your student is absent, parents/guardians should call the school office by **9:00 a.m.** You may also email absence information to Miss Megan (mreynolds@usd434.us) or **Mrs. Stephanie Banister (sbanister@usd434.us)**, including your child's classroom teacher. Our voicemail is available 24/7 for messages.

For appointments or pre-arranged absences, please inform the office in advance so we can document them. Many service providers will give a note to excuse your child for an appointment; please submit this note when your child returns to school. Without any information, your child's absence will be considered unexcused until determined otherwise.

Student Meals

Breakfast is served from **7:30-7:55 a.m.** Lunch is **25 minutes** each day.

Want to come for lunch?

Our lunch count is finalized by **9:00 a.m.** If you wish to join your child for lunch, please call the office by 9:00 a.m. Miss Megan can inform you of the lunch choices, or you may bring your own. An adult lunch currently costs **\$4.50**, payable when you sign in.

Transportation Changes

Each child needs a designated transportation destination that we will follow daily. If you need to change how your child will get home, please call our office by **2:00 p.m.** each day. If you email the teacher to make changes, please include Miss Megan. We will then notify your child and the bus monitor.

If your child has a regularly changing schedule due to family arrangements, please provide the office with that schedule to ensure your child goes to the correct place!

Parent Addresses and Phone Numbers

It's crucial that the office has current addresses, phone numbers, and email addresses for our students. Please contact the office to share any updates. This is particularly helpful for contacting you if your child is ill or injured, and for sending student data to teachers and School Messenger emails.

SCHOOL BUSINESS

AGE OF ENTRANCE TO SCHOOL

Any child who is **five years old 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 was attending kindergarten there is eligible regardless of age.

Any child enrolling in kindergarten or first grade for the first time must present a **certified copy of their birth certificate**, or a copy of the court order placing the student in the custody of the Kansas DCF. Parents without a certificate should request one from the Bureau of Vital Statistics in the child's birth state. School offices have request forms for Kansas birth certificates.

For students enrolling for the first time in **Grades 2 through 12**, parents/guardians must furnish proof of identity. This may include a certified birth certificate, a copy of a court order placing the student in the custody of the Kansas SRS, a certified transcript, or other satisfactory documentary evidence (K.S.A. 72-53, 106). Proof of identity must be presented within **30 days** of enrollment.

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

CLASS PLACEMENT

At USD 434, we value each teacher's unique strengths. To ensure fairness, balance, and the best learning environment, we **do not accept teacher requests** from parents or guardians.

Guiding Principles:

1. **Equity:** All students will be assigned to classrooms for equal opportunities.
2. **Classroom Composition:** Teachers and administrators consider academic needs, social development, gender balance, and learning styles.
3. **Teacher Collaboration:** Teachers work together to ensure high-quality instruction and support for all students.
4. **Professional Expertise:** School administration and staff use their professional judgment for the best placement decisions.

Process:

1. **Student Placement:** This occurs each spring/summer. The principal and teachers review student needs and carefully consider assignments.
2. **Special Circumstances:** Parents/guardians with specific concerns (e.g., health issues, learning disabilities, social challenges) may communicate these in writing to the principal. However, requests for specific teachers will **not** be accommodated.
3. **Transparency:** Classroom placements will be shared with parents before the school year begins.

We understand the importance of classroom assignments and strive to place each child in an environment that fosters growth and learning. Our policy of not accepting teacher requests supports a fair and balanced process for all students.

The principal considers a new student's previous schooling for grade level determination. A student may be assigned to a higher or lower grade level if it serves their best interest. Parents will be involved in all such decisions. Approved 1/15/25.

EMERGENCIES

All parents must have a current emergency contact phone number on file at the school office. Notify the school if this number changes. The **district K-12 School Messenger System** will provide news of emergency situations.

EARLY DISMISSAL

Parents will be called regarding dismissal needs if school dismisses early. Specific instructions will be given to students regarding arrangements. For early dismissal due to an emergency, a person in Grade 5 or older must be at home before a student can be sent home. When weather is threatening, local media will provide news of early dismissal. The **district K-12 School Messenger System** will also provide news of early dismissal or emergency situations.

FEES

Fees are charged for **textbooks/technology/materials** used in the classroom and are due at enrollment. Checks should be made payable to the school district. **Fee waivers** are available upon proper application, using the same guidelines as for free lunch. Reduced fee waivers are not available.

FOOD SERVICE

Breakfast is served daily in students' respective buildings. Breakfast times are determined by bus arrival schedules. All students must eat lunch at school unless 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; parents may send a sack lunch.

No student or school employee may accumulate more than **two weeks of food service debt**, regardless of whether they receive reduced or full-pay lunches. Students/Parents will be notified by the building administrative office when accounts are delinquent and again if an account becomes two weeks delinquent.

INSURANCE

Information on the KanCare insurance program, for those who qualify, is available during enrollment and in the office throughout the year. KanCare information can also be accessed at <https://kancare.ks.gov/consumers/apply-for-kancare>.

PROTECTION OF PRIVACY RIGHTS (Approved 8/13/14)

The superintendent, board of education, and district staff will protect the privacy of students and their families regarding surveys or physical examinations. The district will notify parents of their rights under the **Protection of Pupil Rights Amendment and the Student Data Privacy Act** as required by law.

RACIAL AND DISABILITY HARASSMENT: STUDENTS (Approved 1/19/19)

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 these bases ("racial harassment" or "disability harassment") will not be

tolerated. This prohibition applies to board members, administrators, certificated and support personnel, students, vendors, and any others having contact with the school district.

Racial harassment is unlawful discrimination under Titles VI and VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination 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, whether or not the harassment occurs on school grounds.

It is a violation of this policy for any student, employee, or third party to harass any student, employee, or other individual associated with the school. It is also a violation for any employee to discourage a complaint, or fail to investigate or refer for investigation, any complaint lodged under this policy.

Prohibited conduct includes racially or disability-motivated conduct which:

- Affords a student different treatment solely based on race, color, national origin, or disability, interfering with or limiting their ability to participate in or benefit from school services, activities, or programs.
- Is sufficiently severe, pervasive, or persistent to create a hostile academic environment.
- Is sufficiently severe, pervasive, or persistent to interfere with a student's academic performance or ability to participate in or benefit from school services, activities, or programs.

The district encourages all victims and witnesses of racial or disability harassment to report it immediately. The district will promptly investigate all complaints and take corrective action to end the harassment.

Any student who believes they have been subject to or witnessed racial or disability harassment should discuss it with the **building principal, another administrator, the guidance counselor, or another certified staff member**. Any school employee receiving such a complaint must inform the student of their obligation to report the complaint and any proposed resolution to the building principal. If the principal is the alleged harasser, the complaint goes to the district compliance coordinator. If the matter is not resolved informally, the student may initiate a formal complaint under policy KN.

Complaints will be investigated to determine if the behavior constitutes harassment. Unacceptable behavior that does not meet the harassment definition may still warrant discipline under the code of student conduct. Discipline for conduct code violations 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 recurrence. Employees who witness an act of harassment must report it to the building principal. Failure to report, investigate, or take appropriate action may result in disciplinary action for employees and administrators.

Complaints showing evidence of criminal activity or child abuse will be reported to law enforcement or DCF authorities. Confidentiality will be maintained during investigations to the extent possible, balanced with the need for a thorough investigation and due process.

Filing a complaint will not negatively impact a student's status or grades. Retaliation or discrimination against anyone filing a complaint or participating in an investigation is prohibited. Retaliators face immediate disciplinary action, up to expulsion for students or termination for employees. False or malicious complaints may result in corrective or disciplinary action against the complainant.

A summary of this policy will be posted in each district facility and published in student, parent, and employee handbooks. Annual notification will be included in the school newsletter or local newspaper, if applicable.

SCHOOL SITE COUNCILS (Approved 8/13/14)

Each district building will establish a site council. Each council will advise on evaluating state, district, and school site performance goals, and recommend methods to meet these goals. Discussions may include school budget allocation and administrative/management functions.

Council membership will include at minimum, the **building principal, teacher and staff representatives, parents, business community members, and community leaders**. Each council will establish meeting schedules, subject to board approval, and report to the board at least once a year.

TEXTBOOKS, MATERIALS, AND LIBRARY BOOKS

Fees are charged for **textbooks/materials/computers** used in the classroom, due at enrollment. Students are responsible for any lost or badly damaged books, with compensation based on replacement cost.

Library books and periodicals are also the student's responsibility. Students will be notified when books are overdue. For long overdue books, parents will receive notice of replacement cost if the materials are not returned.

VISITORS

Parents, grandparents, and community members are invited to visit the school **for special events**. Prior notification to the classroom teacher is appreciated. Visitors must enter through the front door, sign in with the office upon arrival, and sign out upon departure.

Parents/**guardians** wishing to speak with their students should make arrangements through the school office. Emergency messages are delivered immediately; non-emergency messages are delivered at the end of the day. Students from other schools are not allowed to visit classrooms without prior principal permission.

ANIMALS IN SCHOOLS

Guidelines for animals at school are found in the "Animals in Kansas Schools" pamphlet by the Kansas State Department of Health and Environment and will be followed. With prior principal permission, the following may be brought for short visits: domestic dog, domestic cat, domestic ferret, domestic ungulate (e.g., cow, sheep, goat, pig, horse), pet rabbit, or pet rodent. Parrots, parakeets, cockatiels, and similar birds should be confined to cages and not handled by children.

Animals brought to school must be clean, healthy, disease-free, and free of external parasites and skin lesions. Female dogs and cats must not be in estrus (heat). Current rabies vaccinations, documented by a licensed veterinarian, are required for all dogs, cats, and ferrets brought for instructional purposes. All such animals must be restrained by collar, harness, cage, leash, or other safe container, and restricted to principal-designated areas.

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

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. Students are discouraged from keeping money or valuables in their desk or locker. The school is not responsible for lost money or valuables.

THE SCHOOL DAY

ATTENDANCE, ABSENCES, TRUANCY

Regular school attendance promotes academic success and high school graduation. Parents/guardians are responsible for elementary school attendance. If a student is absent, parents/guardians must call the elementary office at **1-800-826-9525 ext 2** before or on the day of the absence. The office accepts calls from **7:20 a.m. to 3:45 p.m.** daily, and voicemail is available 24/7. Absence calls must be made by **9:00 a.m.** Students who do not follow this policy will be counted as unexcused. Students have **two days (48 hours)** from their return to school to clear unexcused absences. When a student is absent, an attempt will be made to contact parents/guardians to determine the reason. The administration is responsible for determining if an absence is excused or unexcused; an absence excused at home may not be excused at school.

After a student reaches **10 absences**, a parent/guardian letter will be sent home detailing the absences, providing resources, and reminding them of the attendance policy. After the 10th absence, **documentation must be provided for all other absences**. Without documentation, absences will be unexcused, and truancy papers may be filed with the Osage County Attorney and the Department of Children and Families.

To participate in any after-school program (music concert, band concert, etc.), an elementary student must be in school for at least half of the school day.

The following are considered excused absences:

- **Personal illness:** For three or more consecutive days, a doctor's note is required for re-entry, including visit and return dates.
- **Appointments for medical treatment:** Includes medical, mental health, or dental treatments, examinations, or recuperations. Students should not miss a full day for routine appointments. An appointment card from the doctor/dentist must be provided upon return to the elementary office; otherwise, the absence may be unexcused.
- **Family crisis:** Serious illness or death in the family.
- **Religious events:** Obligatory religious observances.
- **Funeral:** Parents must call or provide a written note before the student attends. Without prior communication, the absence may not be excused.
- **Field Trips:** Participation in a district-approved or school-sponsored activity.
- **Limited Family Requests:** Pre-arranged by parents/guardians and approved by the principal. **Students must have fewer than 10 absences, or it will be considered unexcused.**
- **Military Related:** Students of active duty military personnel may have additional excused absences at the principal's discretion for visitations related to leave or deployment.

All absences that **do not fit** into one of the above categories will be considered an **unexcused absence**. Examples include: oversleeping, car problems, shopping, haircuts, photo sessions, lost pet/death of pet, and birthday celebrations.

According to Kansas Truancy Law 72-113, a child is considered "not attending school" if inexcusably absent for **three (3) consecutive days, five (5) or more days in any semester, or seven (7) or more days in a school year**. For truancy purposes, **three (3) tardies to a student's first class of the day will count as 1 day of truancy**. At that time, the principal will notify the Osage County Attorney and the Department of Children and Families.

A student serving suspension or expulsion is not considered inexcusably absent. It is the student's responsibility to obtain make-up assignments from teachers when absent.

Significant Part of a School Day: An absence of **two or more hours** in any school day will be considered an absence for a significant part of the school day.

ARRIVAL AND DEPARTURE

Each student must have a designated transportation destination that the school will follow. Changes must be made in writing or by phone by **2:00 p.m.** that day.

Classes begin at **8:00 a.m.** in all three buildings. Students will be bussed to their attendance center from their home community school building or other indicated stops. Buses will leave buildings according to a schedule set by the transportation director and district administration after enrollment each year. Students will report to designated supervision areas upon arrival.

Event	Where	Arrival	Departure
School Arrival	OAC	7:20 a.m. Doors Open	
Shuttle Buses a.m.	OAC or assigned stop	7:20 a.m. Load Buses	7:30 a.m. Buses Leave
OAC Shuttle Buses p.m. OAC Walkers/Picked up	East recess door Front door/K at West door		3:25 p.m.
OAC Route Buses	Leave school		3:45 p.m.

By law, cars must stop and wait behind 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 and are not allowed to congregate at the front door. When shuttle buses arrive at Overbrook Attendance Center from other communities, students should unload immediately and either walk home or line up in their bus line on the blacktop.

MORNING DROP-OFF

To ensure a safe and efficient start to the school day, parents will not be permitted to walk students to the gym in the mornings. The only exception to this policy will be on the first day of school. To support a smooth

transition, school staff will be present to assist students as they arrive. Parents may bring their child to the front foyer, where students will then proceed independently to the gym or to breakfast.

This adjustment ensures we can accurately monitor and account for everyone in the building at all times. It also reflects safety protocols already in place at other district buildings.

AFTERNOON DISMISSAL

To reduce congestion and maintain safety during dismissal, we kindly ask parents of walkers to wait outside the building rather than entering the office area. The end of the school day is a high-traffic time, and minimizing movement within the building helps staff manage phone calls, process last-minute dismissal changes, and ensure a calm and secure dismissal for all students.

SAC Bussing Procedures: Santa Fe Trail provides bussing to Scranton Attendance Center for:

- **Shuttles:** Bussing available at your home town attendance center for shuttle services to Scranton.
- **Routes:** Students with older siblings (K-12) riding route buses can ride to their home attendance center for shuttle services to Scranton.
- **Licensed Day Care:** Students attending a licensed day care center are eligible for door-to-door bussing.

Event	Where	Arrival	Departure
Shuttle Buses AM	From: OAC/CAC	7:20 a.m.	7:30 a.m.
SAC Shuttle Buses mid-day	OAC Front Door CAC South Side of School	Drop-off 11:15 a.m. Pick-up 11:55 a.m.	12:00 p.m.
SAC Shuttle Buses PM	To: OAC/CAC	3:25 p.m.	

CAC Arrival Procedures: Upon bus arrival, CAC students will enter at door 5 (south gym door) for supervision in the gym, where they will sit with their homeroom class. Students riding shuttle buses to Overbrook Attendance Center, Scranton Attendance Center, or the high school will gather in designated areas on Wells street, south of the school. Shuttle bus riders will remain outside when the temperature is 20 degrees or higher (including wind chill). They will enter door 5 and go to their designated area when the temperature is below 20 degrees (with wind chill) and when precipitation is falling. Shuttle buses will depart CAC promptly at **7:30 a.m.** Students arriving after shuttle departure must be driven to their attendance center by a family member.

Students arriving at and departing from CAC on foot or in a personally owned vehicle (POV) are to be dropped off directly in front of the school on Fourth street. Traffic cones designate the curbside drop zone. Drivers need to pull forward to the CHARGER sign before letting their child out of the car on the right-hand (passenger) side. This allows for safe, simultaneous exiting from multiple cars. Drivers should never exit their vehicle in the curbside drop zone. Please note handicap parking stalls and maintain safe access. Drivers needing to exit their vehicle must park in the front parking lot and walk across Fourth street at one of the two crosswalks. CAC students arriving on Fourth street will enter our school at door 2. Parents entering the school will use door 1

and sign in at the office. OAC, SAC, and HS students arriving on Fourth street will walk south to Front street to catch their bus.

CAC Dismissal Procedures: CAC students dismiss with teachers at various doors on Wells street and Fourth street. The sidewalks and grassy areas outside these doors must be clear of pedestrians for safe student exit and to ensure students remain with their teacher until dismissed.

CAC students who ride the bus to the high school or OAC, CAC students who walk to a Carbondale location and do not need to wait for siblings on a shuttle, and those picked up in a personal vehicle will be dismissed at **3:20 p.m.** The SAC shuttle bus typically arrives at **3:30 p.m.**, and those students will be dismissed then.

Afternoon shuttle buses arrive at CAC around **3:35 p.m.** At that time, students may transfer to a route bus, be picked up by a family member, or walk home. For safety, some shuttle bus riders may need to connect with a CAC student to walk home together. These students get off the bus on Wells street and use sidewalks to walk to the front of the school (Fourth street). Students riding Carbondale route buses, those staying for after-school events, and CAC students waiting for siblings on shuttle buses will remain in classrooms until the **3:40 p.m.** dismissal bell.

K-8 students are prohibited from driving vehicles to school. Children and adults must use crosswalks under the direction of supervisors. Traffic and pedestrian laws must be followed to provide safe models for students. Students should not remain on school property unless participating in an after-school activity or event.

BICYCLES, SKATEBOARDS, HEELYS

Bicycles should be parked in designated racks and locked at the student's discretion. Bicycles are **not allowed** in the school building or on sidewalks before or after school. Skateboards are **not allowed** on school property. Heely shoes can be worn if the plug is in place; however, if the wheels remain in the shoes, they are **not allowed** in our building due to safety reasons.

BUS RULES AND PROCEDURES

School's major concern when transporting students is **safety**. Good behavior on the bus is required. The bus is an extension of the classroom, and the driver and/or para-educator has the same authority as a teacher. They may assign seats, contact parents, and discipline students.

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.

Parents requesting transportation changes for the day must call the school office by **2:00 p.m.**

Transportation Handbook can be accessed on the district website for guidance regarding transportation:

www.usd434.us

DRESS CODE

All students are to be **clean, neat, and appropriate** in their dress. Any dress or appearance that attracts undue attention, disrupts, or interferes with the normal educational process is not permitted and will be referred to the office. School administration will be the final authority on inappropriate dress. Any garment with decorations, patches, lettering advertisements, etc., considered obscene, offensive, or lewd is not to be worn.

This includes any garment or accessory with drug emblems, tobacco products, firearms, beer, wine, brewery, or any type of alcoholic beverage. Hats, bandanas, and other non-religious head coverings are not to be worn during the regular school day. Hats and other appropriate headwear are allowed during outside activities. When students violate the dress code, they will be asked to correct the violation at school. If unresolved, parents will be called to bring appropriate clothing. If clothing cannot be provided, the school nurse will provide clothing if possible. Consistent dress code violations will result in regular disciplinary procedures as deemed necessary by the principal.

LEARNING OPPORTUNITIES

In addition to reading, writing, math, science, and social studies, students will participate in:

- **Counseling:** Elementary counseling in Santa Fe Trail Schools emphasizes academic, career, personal, and social development for all students. Services can be obtained by calling the school office and asking for the school counselor.
- **Explorations:** Class time dedicated to hands-on, inquiry-based learning through the integration of science, technology, reading, engineering, art, and math.
- **Physical Education:** Fitness education is provided to all students K-8. Exceptions require a written note from a student's physician. For fitness classes, all students must have clean gym shoes with non-marking soles that are not worn elsewhere.
- **Vocal Music:** Part of the academic program in all USD 434 schools, providing a foundation and appreciation for music. Performances are a vital part of the vocal programs, and students are expected to attend and participate in all scheduled performances.
- **Reading and Math Interventions:** Support services for qualifying students are provided in all schools by teachers or paraprofessionals. Parent support and participation are encouraged.
- **Art:** Art classes provide students with opportunities to explore their creativity while developing fine motor skills and visual literacy. Students will experiment with a variety of materials and techniques while learning about art history, cultural expression, and the elements and principles of design.

HOMEWORK/LATE WORK/MAKEUP WORK

Each classroom teacher may assign meaningful homework based on individual child's needs. Assigned homework is expected to be completed. While daily assignments may not be required, students are expected to spend time outside of school improving skills learned in school.

Parents should give teachers adequate advanced notice when planning to pick up homework for an absent child. This allows teachers time to prepare assignments and minimizes classroom interruptions.

All classroom assignments are expected to be completed by the assigned due date, unless there is an excused absence. Reasonable deadlines will be set for those with excused absences, 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 for excused absences, and credit will be given for timely completion.

The district reserves the right to determine whether credit will be granted for make-up work resulting from unexcused absences. After consulting with appropriate teachers, the building principal will make such a determination, subject to superintendent review.

STUDENT PROGRESS AND EVALUATION

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

- Building grading scales
- Portfolios illustrating progress
- Qualitative/narrative comments

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

THE SCHOOL DAY, CON'T.

CONFERENCES

Parents are encouraged to be full partners in the educational process. All parents are asked to attend regularly scheduled parent-teacher conferences. If unable to attend, please call the teacher to arrange an alternate time. Conference dates are on the district calendar. Conferences with appropriate staff members can be arranged anytime by calling the school office.

STUDENT IMPROVEMENT TEAM

A **Student Improvement Team (SIT)** is present in each school, composed of teachers, the school counselor, and the principal. Its purpose is to provide appropriate interventions and assistance for students needing academic or behavioral support. Through combined efforts, a nurturing environment is created. Parental support and encouragement are vital.

PROMOTION/RETENTION

When deciding on student promotion or retention, the school will consider viewpoints from the teacher, special services personnel, principal, and parents. The **building principal** will make the final decision, in all cases, regarding promotion or retention.

TECHNOLOGY

Technology affects everyone, directly or indirectly. All USD 434 students have the opportunity to become familiar with various forms and uses of technology, as identified in the District Technology Standards. Individual **iPads or Chromebooks** are available to every student. Devices will only be sent home for extended absences due to illness/family emergency or at the teacher's discretion for individual need.

GIFTS

Flowers, balloons, and gifts delivered to students at school will be picked up in the office at the end of the day. Deliveries will not be taken to classrooms; students are responsible for picking them up.

INVITATIONS AT SCHOOL

Invitations brought to school for distribution must include **everyone in that student's class**. No exceptions will be made.

PARTIES

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

Birthday treats are permitted, but **advanced 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. While individual classroom teachers may have a small celebration during the school day, the school does not hold a kindergarten graduation.

PERSONAL PROPERTY/ELECTRONIC DEVICES

All personal electronics, including but not limited to **cell phones, wireless earbuds, and smart watches**, must be turned off and kept in the student's locker (if assigned) or backpack. The school is not responsible for any lost, stolen, or damaged personal property or electronic devices, including cell phones.

Consequences for USD 434 Students (Electronic Device Violations):

- **First Offense:**
 - Verbal Warning for student
 - Parents notified by teacher
 - Offense documented
- **Second Offense:**
 - Administrator notified
 - Parents notified by administrator
 - Student detention
- **Third Offense:**
 - 2 day in-school suspension
- **Fourth Offense:**
 - 2 day out-of-school suspension
- **Fifth Offense:**
 - 3 day out-of-school suspension
 - All on-campus cell phone privileges revoked

RECESS

All students are expected to participate in recess activities. If the temperature is **20 degrees Fahrenheit or higher** (temperature or wind chill) and the weather is not inclement, students will generally go outside for recess. The building principal, in cooperation with recess supervisors, decides 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 can come to school, they can go to recess. Rare exceptions may be made under special circumstances, requiring a doctor's note, and the child will be supervised indoors.

HEALTH SERVICES

The Director of Health Education coordinates health services through screenings or individual counsel. Parents/guardians are responsible for informing school health personnel of existing or newly developed health concerns.

Assessments/Physicals: Any child **8 years or younger** entering a Kansas school for the first time (including preschool) must show proof of a health assessment conducted within **twelve months of school entry**. Health assessments may be signed by a physician, a person acting under a physician's direction, or a nurse certified by the Department of Health and Environment. Students not meeting this within **90 days** of school entry will be excluded. Yearly sports physicals are required before 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. Kindergarten and first-grade students must also show proof of immunization for Hepatitis B and two varicella (chickenpox) doses, unless proof of the chickenpox disease is provided. This proof shall be verified by:

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

Students who have not completed vaccinations are given **90 days** after the first day of school to comply. Parents/guardians are notified in advance of delinquent immunizations. In May, the nurse notifies parents/guardians of students needing immunizations for the following year, so the 90-day notification period is effective over the summer break, and students must present current immunization histories before fall entry. Medical exemptions must be renewed yearly.

Accidents/Illness: The school nurse or nurse assistant will be notified in case of serious injury or illness. Injuries will be managed according to standard first aid protocol. Students will be sent to the health office when too sick to stay in class. The office will notify the parent or guardian to make specific arrangements. Parents are responsible for providing contact names and phone numbers for child injury or illness. A student who has been ill should remain home until free from fever (100.4 or above) and/or vomiting for **24 hours**.

Medication: Administering medication at home is preferred. However, it's recognized that some students attend school regularly due to medication for chronic disabilities or illnesses, or need continued medication for short-term illnesses. The district intends to cooperate with parents and physicians to ensure correct medication and dosage at the proper time. The District Nurse supervises medication policy and delegates nursing tasks.

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

- **Prescription Medications:**
 - Written physician order and signed parental consent on file, including medication name, dosage, schedule, anticipated administration days, reason, and side effects. (Original, properly-labeled prescription container may substitute for written permission if medication is for two weeks or less).
 - All medication must be in the original, appropriately-labeled container by the pharmacy or physician.
 - Only oral administration is permitted, except in emergencies.

- Insulin administration may be monitored by delegated unlicensed assistive personnel, but injections cannot be given by unlicensed personnel.
- Any change in medication type, dosage, or time requires a written physician's order and parent/guardian permission.
- All medications must be kept in a locked cabinet in the health office.
- The building principal has final authority to revoke medication privileges.
- Permission for prescription medication supervision expires at the end of each school year.
- **Non-Prescription Medications (Over-the Counter):** (e.g., Tylenol, Advil, cough drops, Midol)
 - Written parental consent on file, including medication name, dosage, schedule, anticipated administration days, reason, and side effects.
 - Must be in the original container.
 - Administered per package directions unless accompanied by a written doctor's order.
 - All medications must be kept in a locked cabinet in the health office.
 - The building principal has final authority to revoke medication privileges.
 - Permission for non-prescription medication supervision expires at the end of each school year.
- **Self-Administration of Asthma Inhalers/Epi-pens:** Permitted for K-8 students meeting these criteria:
 - Written physician's order and parental consent on file, including medication name, purpose, prescribed dosage, conditions for self-administration, special circumstances, and length of prescription.
 - Written consent from physician and parent/guardian must show student has been instructed on self-administration and is authorized to do so at school.
 - Medication must be in original, appropriately-labeled container by pharmacy or physician. Pharmacy label recommended on inhaler mouthpiece for identification if lost.
 - School district and employees are not liable for injuries from self-administration or for lost/misplaced inhalers/epi-pens.
 - Permission for self-administration expires at the end of each school year.

TELEPHONE USAGE

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

VIDEOS

Videos rated "G" or "PG" may be shown by teachers at appropriate times. Showing any "PG" rated video requires administrative approval and parental notification.

DRILLS

Bus evacuation drills are practiced annually per state requirements. Fire evacuation drills are conducted four times annually, and tornado drills at least two times annually, as required by state law. Crisis drills are conducted at least three times each school year.

CONDUCT AND DISCIPLINE

CODE OF CONDUCT

Discipline, the development of self-control, character, and respect for self, others, and property, is a crucial goal 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 ensures the right of students to learn and teachers to teach.
Appropriate out-of-class behavior demonstrates respect for 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 school buildings, facilities, and equipment.
5. Cooperation with school staff in meeting varied educational needs.
6. Adherence to acceptable standards of courtesy, decency, and morality, and compliance with civil law.
7. Obedience to established school and teacher rules.
8. Elimination of loud talking, chasing, pushing, shoving, or other disruptive behavior.
9. Availability of supplies, books, and assignments when 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 of rules; profane language; willful disobedience; continual rule-breaking; physical attacks; threats of physical attacks; name-calling; and verbal abuse.
13. Departure from school property when school is dismissed, unless participating in activities.
14. Following dress code regulations and dressing appropriately for 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.

CONSEQUENCES

The following consequences may be enacted for Code of Conduct violations:

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

Short-term suspension ranges from one to five school days. **Long-term suspension** maximum is 90 school days. **Expulsion** maximum is 186 school days. If the suspension or expulsion extends beyond the current school year, remaining days may apply to the succeeding year.

For short-term suspension, written notice and reasons will be furnished to the student, parent, and superintendent within **24 hours**. Parents have the right to a hearing if desired.

Notice of proposal for extended-term suspension or expulsion will state the time, date, and place of the hearing, no later than the last day of the short-term suspension.

Students serving an out-of-school suspension will **not receive credit** for assigned work. Students serving in-school suspension must complete all regular assignments and will be denied usual privileges. They will not be allowed to participate in or attend extracurricular activities during school time.

STUDENT DISCIPLINE PROCESS

CLASSROOM DISCIPLINE

- When a student misbehaves and all classroom procedures are exhausted, the student will be referred to the principal, depending on the need.
- All adults will make classroom corrections before an office referral, except for serious offenses.
- Use the principal, counselor, and parents to help solve a discipline problem before student removal from the classroom becomes necessary.
- When a student has a discipline issue, the teacher will:
 - Document the incident in the Log Entry feature in PowerSchool.
 - Describe the issue, state concerns, and detail corrective actions taken.
- Thoroughly document steps taken and save all related emails.
- Staff members are to contact parents when a classroom discipline issue has been handled during the school day.
- Contact parents when their support is needed or to inform them of a situation, and follow-up on progress.

OFFICE REFERRALS

- When the supervising adult has exhausted their steps, the student may be brought to the office, accompanied by the teacher/para.
- Students should never be brought to the office and left without explanation.
- An office referral must be filled out and submitted by the end of the school day, preferably when the student is brought to the office. Each involved student needs their own report.
- The principal and/or counselor will use a matrix record on the initial office visit, record steps completed, and enter the incident and consequences in the Log Entry feature of PowerSchool.
- The teacher and/or principal will contact the parents. The principal will meet with the teacher to discuss the incident and inform them of the course of action.
- Follow-up with students and/or parents within a week to confirm improvement or continued concern.
- Notify the office if assistance is needed to remove a student from the classroom. Do not physically remove a student without principal assistance unless it's an absolute emergency.
- Any form of **corporal punishment is prohibited**.

BULLYING PLAN (Approved 7/11/18)

Bullying means: Any intentional gesture or intentional written, verbal, electronic, or physical act or threat by any student, staff member, or parent toward a student or staff member that is sufficiently severe, persistent, or

pervasive to create an intimidating, threatening, or abusive educational environment that a reasonable person knows or should know will:

- Harm a student or staff member, physically or mentally.
- Damage a student's or staff member's property.
- Place a student or staff member in reasonable fear of harm.
- Place a student or staff member in reasonable fear of damage to their property.

Bullying also includes **cyberbullying**, which is bullying using any electronic communication device (e.g., e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites).

Additionally, bullying includes any form of intimidation or harassment prohibited by the board of education in policies adopted under K.S.A. 72-6147 or K.S.A. 72-1138(e), and amendments. USD 434 will not tolerate these actions by students, staff, or parents.

For this plan, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student. A "staff member" means any person employed by the district.

Any act of bullying by an individual student or group of students toward a district student or staff member 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 directly engaged in bullying, students who support bullying behavior, and all staff members and parents who engage in similar behaviors.

Training on identifying, reporting, investigating, and preventing bullying behaviors (as outlined in policies and this plan) will be provided to students and staff using district resources, through assemblies, staff development, or other appropriate forums at least annually.

The board or district administration may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of bullying policies or the 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 witness to bullying is prohibited. A student or staff member who engages in bullying, reprisal, retaliation, or false reporting will be subject to discipline per school district policy and procedures. The school administration and/or board may consider factors like ages, developmental/maturity levels, special education needs, and severity of behavior when determining disciplinary action.

Discipline guidelines for student bullying can be found in student and employee handbooks. Repeated offenses or severe single offenses may result in discipline up to and including suspension and/or expulsion or employment termination. Parents participating in prohibited bullying conduct toward district students and/or staff may jeopardize their access to district facilities, property, school-sponsored activities, and/or district students and staff through communication systems. As appropriate, reports will be filed with local law enforcement for criminal bullying behaviors.

Overbrook Attendance Center Rubric: *To foster social skills and appropriate behaviors, OAC will follow a discipline rubric, located in the appendix of this handbook.*

ACTIVITY INFORMATION

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**

All adults wishing to enter a district function must have a pass. USD 434 students and adults from Santa Fe Trail communities age 65 or over will be admitted to all events free of charge.

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's responsibility.

All students are expected to display proper courtesy, etiquette, and sportsmanship. Parents, older siblings, and guests are also expected to show proper courtesy, respect, and sportsmanship. Students should be seated in the bleachers during athletic events; they should not be running around and are expected to follow building procedures regarding 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.

FIELD TRIPS

Class field trips of an educational nature, pertaining to the prescribed curriculum, may be made subject to administration approval. Due to limited financial resources and instructional time, field trips will generally be minimal and within a **100-mile radius** of the school. Out-of-state trips require permission from district administration and/or the Board of Education. Field trips will generally be made by school bus with adequate sponsorship. Due to insurance and liability, parents serving as sponsors or chaperones may **not** bring other children (younger/older siblings or relatives). Students will be excluded from field trips if serving in-school or out-of-school suspensions.

Fundraisers

Students may occasionally participate in **fundraising activities** to provide funds for special school activities. All fundraisers must be **approved by the Board of Education (BOE)** before the start of the school year. A list of planned fundraisers will be presented by building principals at the August BOE meeting. All fundraising projects are **voluntary**, and all funds raised become the **property of the school**.

OAC School-Wide Behavior Matrix - updated June 1, 2024

Matrix of Misbehaviors This is the guide staff will use to provide consistency across all classrooms. It is understood there may be exceptions to this guide in our efforts to meet each child's specific needs. OAC Guidelines for Success are: Be Safe, Be Kind, Be Responsible, Be Respectful			
Minor Misbehaviors ONLY IMPACT SAID STUDENT Tier 1	Major Misbehaviors IMPEDE LEARNING or SAFETY Tier 2 &3		Crisis Misbehaviors HARMFUL, ILLEGAL, or DISRUPTIVE to LEARNING Tier 4
Teacher Managed <u>Off-Task Behaviors</u> <ul style="list-style-type: none"> Distracting noises/movements Not following directions Out of seat Refusal to work Using supplies inappropriately Blurting Throwing things without intent to harm others <u>Safety Issues</u> <ul style="list-style-type: none"> Mimicking weapons Leaving teacher w/o permission Horseplay Petty theft (school supplies) <u>Avoidance</u> <ul style="list-style-type: none"> Destruction of supplies Not taking responsibility for actions Making excuses/lack of truthfulness Cheating 	Teacher Managed <u>Off-Task Behaviors</u> <ul style="list-style-type: none"> Inappropriate, attention-seeking behaviors Repeated talking post direction Inappropriate use of equipment Touching others' supplies *Poking, shoving, tripping, name calling *Bullying Inappropriate communication (i.e. note passing/emails) <u>Avoidance</u> <ul style="list-style-type: none"> Arguing w/ staff Consistently not following directions Profanity Personal electronics and toys out of backpack Excessive wandering <u>Miscellaneous</u> <ul style="list-style-type: none"> Disrespect to students/staff Inappropriate language/gestures (including those of a sexual nature) Graffiti of school property Inappropriate bathroom etiquette 	Office Managed <u>Safety Issues</u> <ul style="list-style-type: none"> Fighting/punching/kicking with intent to hurt Threat to hurt person Sexual Harassment -unwanted touching/attention Possession of weapons Substantial theft (beyond school supplies) Violation-technology agreement Destruction of property Spitting on others Eloping from classroom <u>Confrontation</u> <ul style="list-style-type: none"> Argumentative behaviors that impede learning Harassment Verbal aggression or intimidation to staff or students Repeated refusal to comply with an attainable repeated request that impedes learning and safety of others 	Office Managed <u>Harmful Behavior</u> <ul style="list-style-type: none"> Aggressive behavior/fighting with physical injury to person Possession or use of weapons <u>Safety</u> <ul style="list-style-type: none"> Elopement from building
Behaviors and responses listed are not inclusive. Staff will use <u>professional judgment</u> to respond as they see fit when other instances occur. <u>Tier 2 Major Repeated Misbehaviors must be reported to parents or guardians of all parties involved via phone call, email or text by the teacher involved. Documentation of contact is kept by the teacher. Teacher records Powerschool documentation for Tier 2 Major Repeated Misbehaviors and Tier 3&4 Office Referrals</u>			

The proactive supports below are intended to help students be successful in all settings.

<p>Strategies to use for teacher managed minors:</p> <ul style="list-style-type: none"> • Maintain flow of instruction • Have a clear sequence of expected responses to support students not meeting expectations • Positively acknowledge other students who are meeting expectations • <u>Remind</u> of expectation • <u>Redirect</u> (prompt) student(s) who are struggling; provide gentle reminders in private and <u>Reteach</u> expected behavior • Allow student time to respond to request and re-engage • Positively recognize and reinforce changed behavior • *If a student continues behavior with 3 separate incidents, the 4th incident becomes a major tier 2. 	<p>Strategies to use for teacher managed majors:</p> <ul style="list-style-type: none"> • Relationship building events • Reflection assignments about behavior • Re-teach expectations during recess • Phone conference with guardians • Face to face conference with guardians and student • Individual seating or placement for student • Reflective talk with student • Loss of privilege • Behavior contract • Apology • Assigned seating (lunch or classroom) • Use of buddy classroom • Study hall • Classroom timeout • *If a student continues with 2 separate incidents, the 3rd incident becomes a major tier 3. 	<p>Sequence of steps to follow:</p> <ul style="list-style-type: none"> • Behavior office referral submitted in writing using form provided by administration. • Call 2106 to ensure office is staffed. • Send written office referral to office with said misbehaving student if they need seen immediately • If student does not need seen immediately leave referral in the office for administrator to deal with by end of day • Emergencies - administrator reports to room (i.e. refusal to leave the room or class has been evacuated for safety reasons) 	<p>If the situation is a crisis or the safety of students is compromised, call the office immediately.</p> <ul style="list-style-type: none"> • If the crisis misbehavior is non-emergency <ol style="list-style-type: none"> 1. Document on the behavior office referral form provided by administration. 2. Call 2106 to ascertain the office is staffed. 3. Send written office referral to office with said student. • For all crisis misbehaviors parent contact will be made by an administrator. • Students exhibiting repeated crisis behaviors will be considered by the Student Improvement Team.
--	---	--	--

Special Education Student with Behavior Goals/Specific Behavior Intervention Plan (BIP):

- Behaviors that are specific to the Behavior Improvement Plan will be documented per the IEP and need to be documented for discipline. Minor, major, and crisis data will be collected to determine goals for special education services.

Bullying is:

- An aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically it is repeated over time.

- A STUDENT IN GOOD STANDING will be allowed to participate in school activities, and events when he/she is not serving office-managed consequences in response to misbehavior.

Technology Information

Technology Overview

Technology 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.

- **Kindergarten and First grade students** will utilize a tablet.
 - **Students in grades 2-12** will be assigned a Chromebook for use at Santa Fe Trail.
 - Other forms of technology students will use include scanners, digital cameras, printers, green screens, and the Internet.
-

All parents will receive and agree to the District Technology Acceptable Use and Electronic Device Policy during enrollment. Parents who do not agree must submit a letter to the building administrator stating their reasons. **Technology Acceptable Use and Electronic Device Policy can be accessed on the district website: www.usd434.us**

Emergency Safety Interventions (ESI)

The Board of Education is committed to **limiting the use of ESI** (seclusion and restraint) with all students. Seclusion and restraint shall be used **only when a student's conduct necessitates it** as defined below. All employees are encouraged to use other behavioral management tools, including prevention, de-escalation, and positive behavioral intervention strategies.

This policy will be available on the district website with links on individual school pages. It will also be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Parents will be notified of online availability during enrollment each year.

Definitions

- **Campus police officer:** A school security officer designated by the BOE per K.S.A. 72-6146.
- **Chemical Restraint:** Use of medication to control violent physical behavior or restrict movement.
- **Emergency Safety Intervention (ESI):** The use of seclusion or physical restraint, but **does not include physical escort or time-out**.
- **Incident:** Each occurrence of ESI use.
- **Law enforcement officer / police officer:** Full-time or part-time salaried officer whose duties include crime prevention/detection and enforcement of criminal/traffic law. Includes campus police officers.
- **Legitimate law enforcement purpose:** A goal within an officer's lawful authority achieved through methods condoned by the appointing authority.
- **Mechanical Restraint:** Any device or object used to limit a student's movement.

- **Parent:** A natural parent, adoptive parent, person acting as a parent, legal guardian, education advocate for a student with an exceptionality, foster parent (unless the student is a child with an exceptionality), or a student who has reached the age of majority or is an emancipated minor.
 - **Physical Escort:** Temporary touching or holding a student's hand, wrist, arm, shoulder, or back to induce walking to a safe location.
 - **Physical Restraint:** Bodily force used to substantially limit a student's movement. Excludes consensual, solicited, or unintentional contact, and contact for comfort, assistance, or instruction.
 - **School resource officer:** A law enforcement officer employed by a local law enforcement agency and assigned to a district through an agreement.
 - **School security officer:** A person employed by a BOE to aid and supplement state and local law enforcement agencies, but is not a law enforcement officer or police officer.
 - **Seclusion:** Placement of a student in an enclosed area by school personnel, purposefully isolated from adults and peers, and prevented or reasonably believes they are prevented from leaving.
 - **Time-out:** A behavioral intervention where 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 medical or psychiatric condition by a licensed professional.
 - Using mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with a licensed professional's order.
 - Any device used by a certified law enforcement officer for law enforcement duties.
 - Seatbelts and other safety equipment when used for transportation.
-

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a **reasonable and immediate danger of physical harm** to themselves or others, with the present ability to effect such physical harm.

- Less restrictive alternatives, such as positive behavior interventions, must be deemed inappropriate or ineffective by the school employee witnessing the behavior before ESI is used.
 - The use of ESI shall **cease as soon as the immediate danger of physical harm ceases to exist**.
 - Violent action destructive of property may necessitate ESI.
 - Using ESI for discipline, punishment, or convenience of a school employee does not meet the standard of immediate danger of physical harm.
-

ESI Restrictions

A student shall not be subjected to ESI if they have a known medical condition that could put them in mental or physical danger as a result of ESI.

- Such a medical condition must be indicated in a **written statement from the student's licensed health care provider**, provided to the school and placed in the student's file.
 - The statement must include diagnosis, reasons ESI would be dangerous, and suggested alternatives.
 - Notwithstanding these provisions, ESI may be used 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 in seclusion, a school employee shall be able to **see and hear the student at all times**.
 - Seclusion rooms with locking doors shall be designed so the lock automatically disengages when the viewing school employee walks away, or in case of emergency.
 - A seclusion room shall be a **safe place with proportional and similar characteristics as other rooms** where students frequent. It must be free of danger, well-ventilated, and sufficiently lighted.
-

Training

- All staff members shall be trained regarding **positive behavioral intervention strategies, de-escalation techniques, and prevention techniques**.
 - Training shall be consistent with **nationally recognized ESI training programs**.
 - Training intensity will vary by employee position, with administrators, licensed staff, and those most likely to need to restrain students receiving more intense training.
 - District and building administration will determine required training intensity.
 - Each school building shall maintain written or electronic documentation of training and participants, 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**.
- Same-day notification is met if the school attempts at least two methods of contacting the parent. A parent may designate a preferred contact method.
- A parent may agree, in writing, to receive only one same-day notification for multiple incidents 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 incident.**

Written documentation shall include:

- The events leading up to the incident.
- Student behaviors that necessitated the ESI.
- Steps taken to transition the student back into the educational setting.
- The date and time of the incident, type of ESI, duration, and school personnel involved.
- Space or form for parents to provide feedback or comments.
- A statement inviting and strongly encouraging parents to schedule a meeting to discuss and prevent future incidents.
- Email and phone information for parents to contact the school to schedule the ESI meeting.
- Schools may group incidents when documenting if the triggering issue 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.
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 (set forth in this policy) and the state board of education's complaint process.
4. Information to assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first ESI incident, this information will be in printed form or, upon written request, by email. For subsequent incidents, parents will receive a full and direct website address containing this information.

Law Enforcement, School Resource, and Campus Security Officers

- Campus police officers and school resource officers are **exempt from this policy** when engaged in an activity with a legitimate law enforcement purpose.
- School security officers are **not exempt**.
- 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 is **not required to provide written documentation** to a parent regarding law enforcement ESI use, or report it to the state department of education.
- For this subsection, mechanical restraint includes, but is not limited to, handcuffs.

Documentation of ESI Incidents

Except for law enforcement or school resource officer ESI use, each building shall maintain documentation any time ESI is used with a student. Documentation shall include:

- 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 (IEP) at the time.
- Whether the student had a Section 504 plan at the time.
- Whether the student had a behavior intervention plan (BIP) at the time.

All such documentation shall be provided to the building principal, who is responsible for providing copies to the superintendent or designee at least biannually. At least once per school year, each building principal or designee shall review ESI incident documentation with appropriate staff to consider the appropriateness of ESI use.

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, verbally, in writing, or electronically.

- A school shall hold such a meeting **within 10 school days** of the parent's request.
- The focus shall be to discuss proactive ways to prevent the need for ESI and reduce incidents.

For students with an IEP or Section 504 plan:

- The student's IEP team or Section 504 plan team shall discuss the incident and consider the need for a functional behavioral assessment, developing a BIP, or amending an existing BIP.
- For a student with a Section 504 plan, the team shall consider the need for a special education evaluation.
- For students with an IEP placed in a private school by a parent, the meeting will include the parent and private school, considering if the parent should request an IEP team meeting. If requested, the private school will help facilitate.

For students without an IEP or Section 504 plan:

- 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 a behavior intervention plan.
 - Any such meeting shall include the student's parent, a school administrator, one of the student's teachers, a school employee involved in the incident, and other appropriate school employees designated by the administrator.
 - The student may be invited to attend at the parent's discretion.
 - The 10-day meeting limit may be extended if the parent is unable to attend.
 - Nothing prohibits the development and implementation of a functional behavior assessment or BIP for any student who would benefit.
-

Local Dispute Resolution Process

If a parent believes ESI has been used on their child in violation of state law or board policy, they may file a complaint.

- The board encourages parents to attempt to **resolve issues informally with the building principal and/or superintendent** before filing a formal complaint.
 - Upon receipt of an informal complaint, the administrator will investigate as deemed appropriate.
 - If informally resolved, the administrator must provide a **written report of the informal resolution** to the superintendent and parents and retain a copy. The superintendent will share it with the BOE and provide a copy to the state department of education.
 - If issues are not resolved informally, parents may submit a **formal written complaint to the board of education** by providing a copy to the clerk of the board and the superintendent **within thirty (30) days** after being informed of the incident.
 - Upon receipt of a formal written complaint, the board president shall assign an investigator (board member, school administrator, or board attorney) to review and report findings to the board. Investigators will maintain confidentiality.
 - The investigation must be completed **within thirty (30) days** of receiving the formal written complaint.
 - On or before the 30th day, the board shall adopt **written findings of fact and, if necessary, appropriate corrective action**. A copy will be provided to the parents, school, and state department of education 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 via the local dispute resolution process.
-

Sexual Harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. **Sexual harassment shall not be tolerated** in the school district. It is strictly prohibited by board members, administrators, certificated and support personnel, students, vendors, and anyone else having business or contact with the school district.

- Sexual harassment is **unlawful discrimination** under Title IX, Title VII, 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, regardless of whether it occurs on school grounds.
- It is a violation for any student, employee, or third party to sexually harass any student, employee, or other individual.
- It is also a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation any complaint.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a school staff member to a student or by any student to another student when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education.
2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. It may include, but is not limited to:

- Verbal harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks with sexual or demeaning implication.
- Unwelcome touching.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, extracurricular activities, etc.

The district encourages all victims and persons with knowledge of sexual harassment to **report it immediately**. The district will **promptly investigate all complaints** and take **prompt corrective action** to end the harassment.

- Any student who believes they have been subjected to sexual harassment should discuss it with the **building principal, another administrator, the guidance counselor, or another certified staff member**.
- Any school employee receiving a complaint shall inform the student of their obligation to report it and any proposed resolution to the building principal. If the principal is the alleged harasser, the complaint goes to the district compliance coordinator.
- The principal or compliance coordinator will discuss the complaint to determine if it can be resolved. If not resolved to the student's satisfaction, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.
- Complaints will be investigated to determine if, under the totality of circumstances, the alleged behavior constitutes sexual harassment. Unacceptable student conduct may or may not be harassment, but may provide grounds for discipline under the code of student conduct.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent recurrence.
- An employee who witnesses sexual harassment shall report it to the building principal. Employees who fail to report complaints or incidents may face disciplinary action. Administrators who fail to investigate and take appropriate corrective action may also face disciplinary action.
- When a complaint contains evidence of criminal activity or child abuse, the building or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.
- **Confidentiality will be maintained** to the extent possible, balanced with the district's obligation to conduct a thorough investigation, take corrective action, or provide due process.
- Filing a complaint or reporting sexual harassment shall not reflect upon the individual's status or grades.
- **Any act of retaliation or discrimination is prohibited.** Retaliators are subject to immediate disciplinary action, up to expulsion for a student or termination for an employee.
- False or malicious complaints may result in corrective or disciplinary action against the complainant.

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

Academic Integrity Policy

Definitions

- **Academic Integrity:** Respecting and upholding the school's academic rules and submitting work that reflects a student's own efforts.
- **Cheating:** Attempting to use prohibited materials, information, or study aids in any academic exercise.
- **Plagiarism:** The act of using another person's work without clearly acknowledging your debt to the original source. This includes borrowing words, ideas, images, tables, charts, etc., from books, articles, web pages, interviews, television shows, films, songs, or any other medium.
- **Collusion:** Unauthorized collaboration with another person in preparing academic assignments.

Offenses

Offenses are categorized into three tiers, with increasing severity.

Tier 1 Offense

Tier 1 offenses include, but are not limited to:

- Copying any **minor assignment** or allowing any minor assignment to be copied (e.g., a one-night homework assignment assigned to be completed independently).
- Collusion on a minor assignment in a manner inconsistent with the teacher's expectations.
- Allowing a student to plagiarize one's work on a minor assignment.
- Dishonesty to teachers or parents/guardians

Tier 2 Offense

Tier 2 offenses include, but are not limited to:

- Repeated Tier 1 offenses.
- Any Tier 1 offenses on a **major assignment** (e.g., test, project, lab).
- Submitting plagiarized work, or allowing your work to be plagiarized, for a major assignment.
- Looking at another student's work or paper during a test or quiz.
- Any form of communication with another student during a test or quiz with the explicit purpose of cheating.
- Using any unauthorized material or device during a

Tier 3 Offense

Tier 3 offenses include, but are not limited to:

- Repeated Tier 2 offenses.
- Altering any returned assignment with the purpose of deceiving the teacher about the student's performance on that assignment.
- Altering grades on a computer database or in a grade book.
- Stealing, photographing, or distributing stolen exam information/materials, projects, or major assignments.

about completion or submission of work.

test or quiz (including translators, calculators, cell phones, etc.).

- Giving major assessment information to students in other periods of the same course or from previous school years.
- Receiving major assessment information and failing to report it to school officials.
- Repeated dishonesty to teachers or parents/guardians about completion or submission of work.

Artificial Intelligence (AI) Usage

With the widespread use of artificial intelligence tools, it's necessary to clarify our expectations regarding this developing technology. The use of AI in schools can be complex. As an emerging technology that can be used for a student's benefit or detriment, it's important to understand what is considered **ethical or unethical use of AI**. Please consult your individual syllabi or assignment descriptions for more detailed information.

Ethical Use

Using AI output as a basis of a student submission. The student is careful to check for "hallucinations" (factual inaccuracies), uses citations just as one would for any other source, and follows all requirements set forth by the teacher (e.g., submission of process statements, reflections on how AI was used, etc.)

Using AI to generate ideas to stimulate one's own thinking.

Using AI to explain a complicated concept in simpler terms.

Using AI to give feedback on a draft of an essay the student has written.

Using AI to assist with correct citation.

Unethical Use

Using AI output verbatim without any editing, refining, and/or citation done by the student. Submission of such output, represented by the student as his or her own original work, is considered plagiarism.

Using AI to cite sources without the student checking the accuracy and validity of the sources.

Providing someone else's personal information to a Large Language Model/Generative AI.

Using AI to look up answers for an exam.

Using AI to generate content that appears to represent another person's

voice, image, or written words.

Using AI to generate flashcards or other study aids.

Using AI to misrepresent your understanding of content and skill level.

Adapted from Generative AI for School Work by Miriam Scott.

Items identified as unethical will be considered violations of this policy. Please see your individual course syllabi for clarifications and/or applicable alterations to this policy developed by our staff.

Consequences

The school will take various actions depending on the tier of the offense. Disciplinary points are applicable to Santa Fe Trail High School students.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none">• Teacher notifies student's parents and administrator• Teacher meets with the student to review the Academic Integrity Policy• Student receives a zero on the assignment until the assignment is re-submitted at a reduced score• Student will earn 2 discipline points	<ul style="list-style-type: none">• Administrator notifies parents, sponsors, and coaches• Student receives a zero on the assignment until the assignment is re-submitted at a reduced score• Student will earn 3 discipline points	<ul style="list-style-type: none">• Student's teachers will be notified of the offense• Student becomes ineligible for any academic or scholastic honor offered by the school or district.• A recommendation to revoke NHS and/or Student Council (e.g., other leadership roles) membership will be made to sponsor.• Student will earn 5 discipline points and receive in-school suspension

At SFT, we believe in embracing the future of learning. With AI becoming an increasingly present tool in our daily lives, we recognize the need for clarity and guidance in its use within our academic environment. This policy aims to foster responsible innovation, enabling students to leverage AI ethically while maintaining the highest standards of academic integrity. Always refer to your individual course syllabi for specific guidelines and expectations regarding AI use in your coursework.