



**PARK AND HIGHLAND  
ELEMENTARY  
PARENT HANDBOOK  
2021-2022**

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## **ATTENDANCE & ENROLLMENT**

### **\*ARRIVAL TIME**

Students should not arrive at school prior to 7:30 a.m. but should be at school by 8:00 a.m.

### **\*ATTENDANCE**

Regular attendance at school is a major factor in a student succeeding. The best time to develop those habits is during the student's first few years of elementary school. We appreciate parental support in helping students get to school promptly. We do understand there are unavoidable absences. Parents should contact the office, not the teacher, if their child will be absent and give reasons for their absence. A child must be fever-free for 24 hours without medication before returning to school. If a parent fails to contact the school within 2 days of the absence, it will remain unexcused. It would be best if the parent turns in a note from the professional when the student has an appointment. The administration reserves the right to make a determination if an absence is justified as excused or unexcused.

The tardy bell rings at 8:10. Students who arrive after that time will be considered tardy. Students who arrive after 9:30 will be considered absent for the first half of the day. If a student arrives after 1:30, they will be considered absent for the second half of the day. **Any student picked up between 1:30 and 3:00 will be considered an early pick-up.**

### **\*ATTENDANCE NOTIFICATION LETTERS**

At the end of the 1<sup>st</sup>-3<sup>rd</sup> quarters the school will check for students with significant absences and send notification letters home to the parents. The following guidelines will be followed:

1. 1<sup>st</sup> quarter – 5 or more absences
2. 2<sup>nd</sup> quarter – 10 or more absences
3. 3<sup>rd</sup> quarter – 15 or more absences
4. At anytime during the school year absences become a concern for a student, a notification letter will be sent home.

In severe attendance issues, students may be put on doctor excused absences only. This would require a note from a professional to excuse an absence.

### **\*CLASS PLACEMENT**

Parents who have concerns about student placement must submit a signed placement request to be taken into consideration. Parents will not be allowed to select which teacher will have their child.

## **\*ENROLLMENT-DISTRICT POLICY**

(Updated Policy: June 2017)

### Resident Students

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas’s law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, stepparents, and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

### Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy.

### Non-resident Students-Continued enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student’s ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than the day before students start school.

### Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

### Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-time students may enroll with the (board’s/administration’s) permission if they complete all paperwork in a timely fashion and are in attendance no later than September 1. Part-time

students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and the students follow the district's student conduct policies and rules.

### Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

### Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

### Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

### Transferring Credit

In junior high and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so.

### Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

### **\*FOSTER CARE STUDENTS**

(Updated Policy: June 2017)

The district, in accordance with state and federal law and the Kansas state plan will ensure that students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, "foster care" means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

### **\*FOSTER CARE STUDENT REGULATIONS**

(Updated Policy: June 2017)

### To Aid In Implementation of Federal Law

The Every Student Succeeds Act ("ESSA") addresses additional protections for students in foster care and establishes a system of joint responsibility for school districts, the Kansas State Department of Education ("KSDE"), and the Kansas Department for Children and Families ("DCF") to ensure the educational stability of students in foster care.

For the purposes of these regulations, "foster care" means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes.

### Transportation of Students in Foster Care

ESSA requires each Kansas school district to collaborate with child welfare agencies, such as DCF and tribal child welfare agencies, to develop and implement clear, written procedures for how transportation to maintain a student in foster care in his or her school of origin (when in the student's best interest) will be provided, arranged, and funded. The procedures must ensure that the transportation will be provided promptly, in a cost-effective manner, and in accordance with federal law. Also, they must address how additional costs will be absorbed. Therefore, if there are any additional costs incurred to maintain a foster care student in his or her school of origin, the district will provide the transportation if:

1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

Upon request, the district will provide an assurance to KSDE that the district has transportation procedures meeting the above requirements.

#### Additional Costs

“Additional costs” reflect the difference between what the district would spend to transport a student to the assigned school and the cost of transporting a student in foster care to his or her school of origin. Title I, Part A funds may be used to pay for additional transportation costs in Title I districts.

#### School of Origin

The “school of origin” is the school in which a student is enrolled at the time of placement in foster care or of a change in placement. A student in foster care is entitled to remain enrolled in his or her school of origin unless it is determined not to be in the student’s best interest to stay at that school.

#### Best-Interest Determination

DCF will make the final decision regarding whether it is in a student’s best interest to remain in the school of origin. District staff may be asked to provide information on the “educational best interest” of the student to support educational decision-making based on what is best for the student academically. For students receiving special education and related services under the Individual with Disabilities Education Act or for students on Section 504 accommodation plans, it is recommended that relevant team members should be consulted in the best interest determination process, as the district will still be required to ensure compliance with Least

#### Restrictive Environment requirements

The United States Department of Education has provided a list of factors that may be considered in determining the student’s educational best interest, which include appropriateness of the current setting, proximity of placement to school attendance centers, the child’s preference, the parents’ preference, the child’s attachment to the school of origin, where siblings will be placed, and the availability of needed services. The “best-interest determination” may not be made based on transportation costs or funding.

#### District Foster Care Liaison

The “district foster care liaison” is a district employee who facilitates the enrollment in or transfer to a public school of a student in the district who is a ward of the state. The district’s foster care liaison is considered the designated point of contact for collaboration with DCF on transportation procedures.

The District has designated the following staff person as the District foster care liaison:

- Name: Dr. Brian Smith
- Position: Superintendent
- E-mail: bsmith@usd493.com
- Address: 802 S High School St
- Telephone: 620-429-3661

### Child Welfare Agency

In Kansas, DCF is the regular child welfare agency for collaboration on transportation procedures. The Child Protective Services (“CPS”) division of DCF will typically be the division that works with the district on issues related to students in foster care, however, tribal child welfare agencies may also be involved with this process. Therefore, whenever DCF is used in these regulations, it may be deemed to apply to any child welfare agency based on the circumstances.

### Child Welfare Contact

The district, if receiving Title I, Part A funds, must collaborate on transportation procedures with the DCF-designated contact if DCF notifies the district in writing that DCF has designated an employee to serve as a point of contact for the district.

### **\*HOMELESS STUDENTS**

(Updated Policy: June 2017)

The district, in accordance with state and federal law and the Kansas state plan will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. For the purposes of this policy, a student awaiting foster care placement shall not be considered homeless.

The board shall designate a homeless coordinator for the district.

### **\*HOMELESS STUDENT REGULATIONS REQUIRED BY FEDERAL AND STATE LAW**

(Updated Policy: June 2017)

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Migratory children who meet one of the above-described circumstances are considered homeless.

### Enrollment/Placement

The district, according to the child's or youth's best interest, shall either continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which: 1) a family becomes homeless between academic years or during an academic year; and 2) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### School Stability

In determining the best interest of the child or youth, the district homeless student liaison shall:

- presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;
- if, after conducting the best interest determination based on consideration of the presumption in clause (1) and the student-centered factors in clause (2), it is determined that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal such determination; and
- in the case of an unaccompanied youth, ensure that the district homeless student liaison assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

### Immediate Enrollment

The school selected shall immediately enroll the homeless child or youth, even if the child or youth:

- is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or
- has missed application or enrollment deadlines during any period of homelessness.

### Relevant Academic Records

The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

### Relevant Health Records

If the child or youth needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent or guardian of the child or youth, or (in the case of an unaccompanied youth) the youth, to the district homeless student liaison, who shall assist in obtaining necessary immunizations or screenings, or immunization or other required health records.

### Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school district and in a manner consistent with the Family Educational Rights and Privacy Act. See policies JR through JRD.

### Enrollment Disputes

If a dispute arises over eligibility, school selection, or enrollment in a school:

- the child or youth shall be immediately enrolled in the school in which enrollment is sought (whether sought by the parent, guardian, or unaccompanied youth), pending final resolution of the dispute, including all available appeals;
- the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; and
- the parent, guardian, or unaccompanied youth shall be referred to the district homeless student liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.

### Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

### Privacy

Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information, under policy JRB.

### Contact Information

Nothing shall prohibit the district from requiring a parent or guardian of a homeless child or youth to submit contact information.

### Definition

The term “school of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool. When the child or youth completes the final grade level served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.

### Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, including:

- Transportation services;
- Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners;
- Programs in career and technical education;
- Programs for gifted and talented students; and
- School nutrition programs.

### Coordination

The district shall coordinate the provision of services under these regulations with the Department for Children and Families and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), and transportation, transfer of school records, and other interdistrict activities, with other local educational agencies.

### Housing Assistance

If applicable, the district shall coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy to minimize educational disruption for children and youths who become homeless.

The coordination required shall be designed to:

- ensure that all homeless children and youths are promptly identified;
- ensure that all homeless children and youths have access to, and are in reasonable proximity to, available education and related support services; and
- raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

### Homeless Children and Youths With Disabilities

For children and youths who are both homeless and eligible for services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the district shall coordinate the provision of services under these regulations with the provision of programs for children with disabilities served by the district and other involved local educational agencies.

### District Homeless Student Liaison

The board designates the following individual to act as the district's homeless student liaison: (Name of Office) (Business Address) (Phone-Fax). The district shall inform school personnel, service providers, and advocates working with homeless families of the duties of this liaison.

The district homeless student liaison shall ensure:

- homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, district schools;
- homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the

Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;

- homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
- the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
- enrollment disputes are mediated in accordance with these regulations;
- the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school that is selected;
- school personnel providing services under these regulations receive professional development and other support; and
- unaccompanied youths are enrolled in school;
- have opportunities to meet the same challenging state academic standards as Kansas establishes for other children and youth; and
- are informed of their status as independent students under federal law regarding student financial assistance for higher education acquisition and that the youths may obtain assistance from the district homeless student liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid.

The liaison shall also work with the state coordinator for education of homeless children and youth to request and receive needed technical assistance and monitoring to ensure the district complies with federal and state law regarding homeless students. Similarly, the liaison will coordinate with the state coordinator in order to provide professional development opportunities for district personnel to aid them in identifying and meeting the needs of homeless children and youths and will respond to inquiries from parents, guardians, and homeless children and youths to ensure they are provided with the full protection of the law and services they are due.

#### Notice

The district shall inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the district homeless student liaison, and publish annually updated contact information for the liaison on the district's website.

### Local and State Coordination

The district homeless student liaison, as a part of assigned duties, shall coordinate and collaborate with state coordinators, the community, and school personnel responsible for the provision of education and related services to homeless children and youths. Such coordination shall include collecting and providing to the state coordinator the reliable, valid, and comprehensive data.

### Homeless Status

The district homeless student liaison may affirm, without further agency action by the Department of Housing and Urban Development, that a child or youth who is eligible for and participating in a program provided by the district, or the immediate family of such a child or youth, who meets the eligibility requirements, is eligible for such program or service.

### Dispute Resolution Process

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless student liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless student liaison. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved, and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the disposition.

### Transportation

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

### **\*KINDERGARTEN SCREENING**

Kindergarten students must be five years of age and first grade students must be six years of age on or before August 31 of the year they enroll. An original birth certificate with the appropriate seal and certification statement must be presented at enrollment time. The student's social security card (or other identification record), immunizations, and a physical will also need to be provided.

A special kindergarten Round-Up Day is held each spring. At that time parents may complete necessary medical forms for kindergarten pre-enrollment. All prospective kindergartners will be screened by school support personnel on the day of their kindergarten visit. If you question your child's readiness for school, contact the principal.

In situations where the child is experiencing problems that would hamper their success in kindergarten, the school staff will make suggestions and recommendations.

If you have a child who will be in kindergarten next fall or know of a new family who will have a child in kindergarten, please call Park Elementary School (429-3905) and report the name of the child and his/her parents. Administrators need to know who will come to school in the fall, so they can prepare adequate classroom space and teaching personnel.

### **\*LEAVING SCHOOL GROUNDS**

No student may leave the school grounds during the school day without permission from the office, unless a teacher supervises them.

### **\*RETENTION POLICY**

A student's promotion/retention will be determined by test results, grades, teacher/principal recommendations, and parent input. A student may be retained without parent permission.

If arrangements can be made, and are agreeable to all parties concerned, a retained student will not repeat the grade under the same teacher. No student will be retained more than one year in any one grade, nor retained for a total of more than two years.

### **\*TRUANCY**

Truancy will be reported to the juvenile court. A child will be considered truant for the following reasons:

1. If the child is not enrolled in a public or private school.
2. If the child has three unexcused absences in a row.
3. If the child has 5 or more unexcused absences in a semester.
4. If the child has 7 or more unexcused absences in a school year.

## **DISCIPLINE**

### **\*ALCOHOL, TOBACCO, DRUGS, AND OTHER ILLICIT SUBSTANCES**

The possession, sale of, distribution of, and/or use of any alcohol, tobacco products, electronic cigarettes, or other illicit substances at school or aboard school vehicles are prohibited and will result in a suspension. Any student presumed to be under the influence of alcohol will be given a breathalyzer test by the school resource officer or another police officer.

### **\*BULLYING**

#### **Policy Statement**

USD 493 Columbus prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school sponsored activity or event. For the purpose of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

### Expected Behavior

Students who have bullied others in violation of this policy may be subject at the discretion of the administration and Board of Education, to disciplinary action, up to and including suspension and expulsion. If appropriate, any student who violates the bullying policy shall be reported by the administration to local law enforcement.

### Bullying Definition

“Bullying” is defined as any intentional gesture or any intentional written, verbal, electronic (cyberbullying), or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member 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 to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.

“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.

Bullying is an intentional, aggressive and repeated behavior that involves an imbalance of power or strength. The various forms include: physical, verbal, emotional, sexual, racial, Cyber and hazing.

Bullying is not a one-time incident with hurt feelings, students not getting along, a disagreement with a peer, or mutual escalation.

### Student Handbook

In the student handbook administrators are given various options to address bullying behavior and harassment in our schools. Not every situation can be defined. Administrators will work to keep the environment safe for all students.

### Response to Bullying

#### Staff

- Take all reports seriously.
- Closely supervise all students.
- Take immediate action if bullying is observed or suspected.

- Provide information to bully, bystander, and victim.
- Report to administration.

#### Students

- Report bullying to a staff member.
- Refuse to participate in bullying.
- Make it socially unacceptable to bully.

#### Families

- Talk with and monitor your child.
- Let your child know that you take bullying seriously.
- Develop clear and consistent rules for your child’s behavior.
- Build on your child’s positive attributes.
- Work with the school or report, stop, and prevent bullying.
- If you have questions or concerns please contact your child’s school.

#### Retaliation

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A person 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.

#### Staff Members

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

#### Parent Bullying

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.

#### **\*BUS RULES AND GUIDELINES**

Bus rules and regulations are in the USD 493 Bus Handbook on the website.

#### **\*EMERGENCY SAFETY INTERVENTIONS**

(Updated Policy: July 2016)

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. 72-8222, 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. 72-1046(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 affect 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. Such documentation must 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 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 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 30 days from the date a final decision is issued pursuant to the local dispute resolution process.

**\*HARASSMENT: RACIAL AND DISABILITY**  
(Updated Policy: July 2015)

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 is 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 and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks 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.

**\*HARASSMENT: SEXUAL**  
(Updated Policy: July 2015)

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. 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 from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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 member of the school staff to a student or when made 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 by an individual is used as the basis for academic decisions affecting that individual; or (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. 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 a student's grades, participation in extra-curricular activities, etc.

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

Any student who believes that he or she has been subjected to sexual 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 sexual 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 or district compliance coordinator 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.

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 student 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 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 its recurrence.

An employee who witnesses an act of sexual harassment shall report the incident 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.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district 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 sexual harassment shall not reflect upon the individual'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 sexual 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 sexual harassment may result in corrective or disciplinary action against the complainant. A summary of this policy and related materials shall be posted in each student handbook and on the USD 493 Web Site.

### **\*PLAYGROUND RULES**

While on the playground, students are under the direction of the playground supervisor. Equipment should be used only for those activities for which it was designed.

The eight general rules for the playground:

- 1) No bare feet
- 2) No tackle football or baseball
- 3) No tree climbing
- 4) No fighting, wrestling, or horseplay
- 5) No standing on or jumping off of swings
- 6) No guns or knives (toy or real)
- 7) No snowballing, throwing of sticks or rocks, etc.
- 8) No playing with sticks

## **\*SEARCHES OF PROPERTY**

(Updated Policy: July 2015)

Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent “or designated representative.”

### Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

### Searches of Property

Any person other than the principal who wishes to search a student’s locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student’s locker or property without the principal’s consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student’s locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

### Use of Trained Dogs in Conducting Sweeps

At the request of the principal/superintendent or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

## **\*SUSPENSION AND EXPULSION PROCEDURES**

(Updated Policy: July 2015)

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

### Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school- sponsored event.

### Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

### Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

The student and parents or guardians shall be given written notice of the time, date and place of the hearing.

The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.

The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.

Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.

Findings required by law shall be prepared by the person or committee conducting the hearing.

### **Suspension and Expulsion Procedures**

A record of the hearing shall be available to students and parents or guardians according to Kansas law. Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled:

Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies, which provide services to improve the student's attitude and behavior.

A student who has been suspended or expelled shall be notified of the day the student can return to school.

If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.

The days a student is suspended or expelled are not subject to the compulsory attendance law.

During the time a student is suspended or expelled from school, the student may not:  
Be on school property or in any school building without the permission of the principal.

Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

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

### **Suspension and Expulsion Procedures**

#### **Student Rights During a Long-Term Suspension/Expulsion Hearing**

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

#### **Appeal to the Board**

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.

**The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.**

The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.

The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.

The board shall record the hearing.

The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

## **\*TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY FOR STUDENTS**

The Columbus School District is proud of the technology we have to offer our students. This document contains the Acceptable Use Policy for your use of the Columbus Schools Computer Systems, Local Area Network, Internet Access and other technology devices. We believe that all students, teachers and administrators must take responsibility for appropriate and lawful use of this access. While the schools' teachers and staff will make reasonable efforts to supervise students' use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below are the Computer, Local and Wide Area Network (LAN and WAN) and Internet Acceptable Use Policy of the Columbus School District. For the purposes of this document, the Columbus School's LAN (local Area Network) and WAN (Wide Area Network), Internet Access and computer systems shall be referred to as the "Network" or the "System".

### **1. Applicability**

- a. Users-These rules and procedures shall apply to all students of USD #493 who use the Network and other technology items.
- b. Equipment-These rules and procedures shall apply to all forms of technology and media that exists at Unified School District #493 (e.g. computers, network, internet, iPhones, video cameras, digital cameras, etc.)

### **2. Training and Compliance**

- a. Netiquette- All students will be trained in and will comply with all policies and guidelines adopted by Columbus Schools for the accessing of the Network and Internet. All such users will be trained in "Netiquette", electronic communication ethics, and user responsibilities.

### **3. Educational Purpose**

- a. Limited Educational Purpose- The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and other limited high-quality activities. Columbus School District has the right to place reasonable restrictions on the material you access or post through the network.
- b. Access- Access to Internet World Wide Web information resources shall be available through student classrooms, library, or school computer labs.

### **4. CIPA Compliance and Content Blocking Technologies**

- a. Filtering Technologies- Columbus School District shall employ any means necessary to maintain compliance with the Children's Internet Protect Act (CIPA), through the use of Internet Filters either maintained on the Network, or through the use of a third party provider.

b. Spam Blocking- Columbus School District may also use Spam E-mail Filtering Technologies to prevent unwanted e-mail from arriving at our users e-mail accounts. It should be understood that the use of Spam Filtering Technologies might cause interruptions or loss of legitimate e-mail.

## **5. Student Guidelines**

a. Chat- Students may NOT use any publicly accessible Chat Software or BBS (Bulletin Board Systems), or any personal communication software/website (e.g. Skype, FaceTime, etc) except as specifically directed for class assignments/projects. These include but are not limited to: AIM – AOL Instant Messenger, Yahoo Instant Messenger, ICQ, Excite Messenger, JabberIM, Odigo Messenger, Netscape Instant Messenger, Etc.

b. Peer to Peer – Peer-to-Peer files sharing programs are STRICTLY forbidden. Examples of these programs are Kazaa, Napster, Morpheus, Limewire, Bearshare, any bittorrent software or website, etc.

c. Gaming Sites- Students may NOT use any publicly accessible gaming web site that provides chatting software, unless teacher sponsored and monitored. (e.g. Runescape)

d. Allowed E-mail- Students may be provided an e-mail account through Columbus Schools. Accounts will only be provided for a legitimate educational purpose and accounts can and will be monitored by the teacher and/or computer administrator.

### **e. Personal Safety**

1. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone number, school address, work address, etc.
2. Computers may not be used to make audio and/or video recordings without the consent of all those who are being recorded.
3. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

f. Privacy - You should expect only limited privacy in the contents of your personal files on the District's Network or the contents of mobile devices. The situation is similar to the rights you have in the privacy of your locker.

### **g. Illegal Activities**

1. Hacking - You will not attempt to gain unauthorized access to the Network or to any other computer system through the Columbus Schools Internet Access or the Network or go beyond your authorized access. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
2. You will not make deliberate attempts to disrupt the computer Network or destroy data by spreading computer viruses or by any other means. These actions are illegal.

3. You will not use the Columbus Schools Internet Access or the Network to engage in any other illegal act such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, bullying, etc.

h. System Security

1. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under **NO** conditions should you provide your password to another person.
2. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not search for security problems because this may be construed as an illegal attempt to gain access.
3. Because strange software can contain viruses or other damaging code, which could cause a security risk, you may not load any personal software onto a district computer without the approval of the Computer Administrator/Technology Facilitator.

i. Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, email messages and material posted on web pages.
2. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
5. You will not knowingly or recklessly post false or defamatory information about a person or organization.

j. Plagiarism and Copyright Infringement

1. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
3. Downloading music, movies or other copyrighted materials is **STRICTLY** forbidden.

k. Inappropriate access to Material

1. You will not use the Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. If you mistakenly access inappropriate information, you should immediately tell your teacher or another district employee. This will protect you against a claim that you have intentionally violated this policy.

3. Your parents should instruct you if there is additional materials that they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.
4. The following are examples of inappropriate Internet uses (but it is not limited to those listed): cheating, seduction, commercial fraud, intellectual property theft, computer fraud, stolen passwords, computer viruses, pornography, software piracy, sedition and treason, computer vandalism, credit card fraud, plagiarism, gambling, sexually explicit materials, harassment, copyright violations, fraudulent misrepresentation, how to make and use weapons
  - a. Commercial Use- You may not use the Columbus School Districts Internet Access for commercial purposes. This means you may not offer, provide, or purchase products or services through the Network or it's Internet Access.
  - b. Political Lobbying- You may not use the Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.
  - c. Circumvention – Students are prohibited from bypassing or attempting to bypass Columbus School Districts Internet Web Filters by any means, including the use of public proxy servers, anonymizers, or any software or service designed to circumvent our web filtering technology.

## 6. Exceptions

- a. System Administrator/Technology Facilitator  
In rare circumstances, it may be necessary for the System Administrator / Technology Coordinator to override or supersede some aspect of this policy, for a user or a classroom. He/She shall only override this policy where it is determined that the policy is inhibiting a valid educational use or experience.

## 7. Equipment Vandalism

- a. General- Vandalism of any kind is strictly forbidden. Vandalism is any malicious attempt to harm or destroy property of the district, another user, or the property of any agencies that are connected to the system through the Network and Internet connection. Vandalism includes, but is not limited to the uploading, downloading, creation, or installing of computer viruses, scratching or writing on computer equipment.

## 8. Miscellaneous

- a. Violation / Discovery -Routine maintenance and monitoring of the Network may lead to discovery that you have violated this policy. If there is suspicion that you have done so, an individual search may be conducted. The investigation will be related to the suspected violation.
- b. Due process
  1. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.
  2. Any deliberate misuse of the Network or violation of this policy may result in loss of privileges in using the Network and/or other disciplinary actions as determined by the district.

c. Limitation of Liability- The district makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

All information on any school or district computer or network is considered property of USD 493. Students and staff shall have no expected right to privacy for any information created, stored, or used on any district system.

**This is not intended to be an all-inclusive list. With technology policies, many issues arise. USD 493 will address those issues as they become apparent.**

#### **\*VANDALISM OF PUBLIC PROPERTY**

Students who damage or destroy school property will be held responsible for repairing, replacing, or paying for the damages.

#### **\*WEAPONS**

(Updated: July 2015)

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 firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement 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.

## **GRADES & SCHOOL WORK**

### **\*ASSESSMENTS**

Students take assessments in grades K thru 8<sup>th</sup> during the year. Students in specified grade levels will be required to take state assessments.

Parents may request at any time during the school year to receive a copy of any or all of their child’s assessment scores. These scores would include **AR reading, Aimsweb, State Assessments, and any other scores** that may apply to your child’s schooling.

### **\*HOMEBOUND SERVICES**

Students with physical or health impairments may qualify for homebound services. To be eligible for services, students must:

- 1) Be judged unable to attend school
- 2) Have a doctor’s recommendation for such services
- 3) Be identified as a special education student with a current Individual Education Plan (IEP)

Parents should contact their building principal in requesting homebound services.

### **\*HOMEWORK**

The school encourages homework when it is needed to supplement or strengthen regular classroom work. Some courses are so designed that projects and assignments are started several days or even weeks before the date due for completion. This method for assignments has definite purposes, some of which follow.

- 1) Allow the individual to budget his own time
- 2) Permit the individual to work at his own speed commensurate with his individualities and abilities

- 3) Provide experiences of achievement beyond the minimum requirements
  - 4) To permit individual creativity and ingenuity
  - 5) To foster the acceptance of responsibilities extending beyond one or two days
- When this type of assignment is given, a student should not wait until the last day or two before working on his assignments. Students may stay after school to work or for conferences if arrangements are made with the teacher.

Some homework will be activities that the student is to do with their parent. This homework is used to provide reinforcement and practice for what the child has learned. Parents are encouraged to do this homework with the student and sign and return the note.

### **\*MAKE-UP WORK**

Teachers will be available after school to help students if make-up work is needed after absences. It is the responsibility of each student to find out about assignments and make the proper arrangements with the teacher regarding make-up work. Students will be given twice the length of time they were absent to complete make-up work after an absence. If a student is going to be gone for more than one day, the parent can call and arrange to have the student's assignments collected. The parent may pick them up towards the end of the school day.

### **\*REPORT CARDS & PROGRESS REPORTS**

Report cards will be sent home with students each quarter.

Progress reports will be sent home with students around the fifth week of each quarter.

### **\*SPECIAL EDUCATION**

The SEK Interlocal 637 provides service for children who need special programs to help them learn.

All district elementary schools integrate students receiving special education services into the regular classroom. In some situations, resource room instruction will be made available.

Ordinarily, parents and teachers refer students for services. Evaluations are made by the psychologist and other professionals. The results are discussed with parents and school staff before a student is placed in a program. Programs include:

- 1) Gifted
- 2) Occupational Therapy
- 3) Physical Therapy
- 4) Audiology
- 5) Speech Therapy
- 6) Hearing Impaired
- 7) Visually Impaired
- 8) Behavior Disorders
- 9) Early Childhood Education

- 10) Learning Disabled
- 11) Semi-independent Mentally Handicapped
- 12) Semi-dependent Mentally Handicapped
- 13) Severely/Multiple Handicapped
- 14) Other health impaired

## **HEALTH**

### **\*FIRST AID AND ILLNESS**

The school makes every attempt to provide a completely safe environment. There are occasions when first aid is necessary or a child becomes ill at school. If first aid is necessary, or if a child becomes ill to the extent that the child should be excused from school, every reasonable effort will be made to notify the parents so the child can be released to them. We ask that an emergency number be on file in the school office, in case parents cannot be contacted.

Students should never leave school without first notifying their teacher and the school office.

### **\*HEALTH ASSESSMENTS AND PHYSICALS**

(Updated Policy: June 2017)

Unless otherwise provided herein, all students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

The above requirement is not to serve as a barrier to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of health assessments.

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments.

### **\*HEALTH SERVICES**

All procedures in conjunction with health are designated for the protection of the child; therefore, we solicit cooperation from parents to work with the school to foster good health.

## **\*INOCULATIONS**

(Updated Policy: June 2017)

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12.

The information on immunizations shall include:

- (1) A list of sources for additional information; and
- (2) related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

## **\* LATEX BALLOONS**

In an effort to keep all students safe, no latex balloons are allowed in any USD 493 building except when teachers are using latex balloons for educational activity demonstrations. During enrollment, parents will fill out a form on their student's allergy to latex. If students are allergic to latex, teachers will be notified and no activities will occur in a particular area or classroom. Latex balloons may not be delivered to school for students or staff or used at school-sponsored activities including dances held indoors.

## **\*MEDICATION POLICY (DISTRICT)**

Per K.A.R. 60-15-101, licensed professional registered nurses are responsible for the management, administration, and delegation of all medications in Kansas Schools. If a licensed

professional registered nurse is not on staff, only the primary care provider or specialist-M.D. (Doctor of Medicine and Surgery), D.O. (Doctor of Osteopathic Medicine), D.D.S. (Doctor of Dental Surgery), A.R.N.P. (Advanced Registered Practitioner, P.A. (Physician's Assistant), or O.D. (Optometrist) for certain eye medications—may supervise or delegate administration of medications in schools.

#### ADMINISTRATIVE PROCEDURE:

1. A student is eligible to take medication at school if it is to be given a specific time of day during regular school hours. Medications that are prescribed for three times a day should be administered at home, before school, after school and at bedtime. Unnecessary medication administration at school is strongly discouraged. Only prescribed oral, subcutaneous, topical, or intranasal medications, eye or eardrops, should be routinely administered at school. Medications requiring IV (intra-venous) or IM (intra-muscular) routes must be accompanied by a detailed Individualized Healthcare Plan (IHP) in collaboration with the prescribing primary care provider or specialist.
2. Both parent/legal guardian authorization and a written order from a person licensed to practice medicine, or dentistry in the State of Kansas or other competent jurisdiction are required for administration of medication in the school setting with the exception of specific over-the counter medications as addressed in #7. The physician order must be updated at the beginning of each school year and dated not prior to May 1<sup>st</sup> of the previous school year.
3. Authorization for Medication at School district form should be completed prior to medication administration, to include the following information:
  1. Student name and birth date
  2. Medication
  3. Dosage (a new physician order is required for dosage changes)
  4. Route of administration
  5. Reason the medication is prescribed
  6. Time(s) to be administered
  7. Duration of medication administration
  8. Parent signature
  9. Health care provider signature
  10. Authorization for the designated school personnel or licensed registered nurse to communicate with the prescribing primary care provider or specialist relating to the medication or treatment prescribed to ensure continuity of care.
4. Parent/lawful custodians are responsible for:
  - a. Verbalizing request for medication administration to school nurse
  - b. Providing a completed "Authorization for Medication" district form with parent/legal guardian and health provider signature
  - c. Prescription medication must be brought to school in a container/package dispensed by the pharmacist with the following information clearly stated on the label:
    1. Name of student
    2. Medication
    3. Dosage
    4. Route of administration

5. Time(s) to be administered

6. Duration of administration, i.e. entire year, 5 days, 1 month, etc.

The licensed professional nurse may take a verbal medication authorization from a medical provider for prescription medication or parent/legal guardian for OTC (over-the-counter) medication as long as the verbal authorization is followed the next working day with written authorization.

5. Termination of medication administration

a. Short-term medication: The medication plan will be terminated when the medication supplied by the lawful custodian has been administered.

b. Long-term medication /PRN (as needed), termination of a medication plan by the lawful custodian, prescribing physician, or school must be written or verbal notice.

c. At the end of the school year all medication orders will terminate.

6. Self-Administration of Emergency Medication:

a. The self-administration of medicine for the treatment of anaphylactic reactions or asthma is allowed for students in grades K-12. To be eligible, a student shall meet all the requirements of this policy. Parent/legal guardians shall submit a written statement from the student's health care provider stating:

1. The name and purpose of the medication

2. The prescribed dose

3. The condition under which the medication is to be self-administered

4. Any additional special circumstances under which the medication is to be administered

5. The length of time for which the medication is prescribed

b. The statement shall also show the student has been instructed on self-administration of the medication and is authorized to do so in school.

a. An annual renewal of parental/legal guardian authorization and annual medical provider authorization for the self-administration of medication is required.

b. The school district shall provide written notification to the parent/legal guardian of a student that the school district and its officers, employees and agents are not liable in any action for damage, injury or death resulting directly or indirectly from the self-administration of medication.

c. The parent/legal guardian of the student shall sign the waiver of liability statement on the "Authorization for Self-Administration of Emergency Asthma/Allergy" form.

7. Nonprescription or Over-the-Counter (OTC) Medication

It is recommended that written authorization from a primary care provider or specialist accompany nonprescription over-the-counter (OTC) medications in order to ensure continuity of care and to prevent unintended medication interactions, OTC medications have therapeutic benefits, as well as risk of potential side effects, and carry the potential for great harm if misused or abused. At the same time it is understood that students may symptomatically benefit from appropriate use of OTC medications and that their use may facilitate a student's return to class and remove temporary barriers to learning.

a. OTC medications may be administered with parent/legal guardian authorization for time-limited minor illness or for intermittent conditions include:

1. Acetaminophen

2. Ibuprofen
  3. Non-steroidal anti-inflammatory drugs for menstrual cramps
  4. Cough drops
  5. Hydrocortisone ointment
- b. A written request for administration of OTC medication must include:
1. The name of the medication
  2. The medication dose
  3. The time of administration of the medication
  4. The reason for the medication
  5. A statement relieving the school of any responsibility for the benefits or consequences of the medication when it is “parent/legal guardian prescribed” and acknowledging that the school bears no responsibility for ensuring the medication is administered except when the student requests the medication.
  6. OTC medication must be brought in the original manufacturer container/package with all labels intact. Deviations from label directions require a written medical provider order.
  7. The school nurse must reserve the right to limit the duration of parent/legal guardian prescribed medications and to require primary care provider or specialist authorization for continued use.
  8. Parent/legal guardian signature.
- c. Health Room Stock of Acetaminophen and Ibuprofen
1. Health rooms for Central School and Columbus Unified High School may stock tablet forms of acetaminophen and ibuprofen
  2. Parent/legal guardian will provide annual written authorization on the district provided form for the school nurse to administer the over-the-counter medication.
  3. Contact with the parent/legal guardians will be attempted by the school nurse prior to administration of health room stock, over-the-counter medication to ensure continuity of care for the student before and after school.

Because the formulation of herbal, natural and homeopathic remedies is unregulated, their potential for harm is great in a school setting where a student’s complete medical history may not be known. These medications/remedies should not be administered at school without primary care provider or specialist authorization. Even with proper authorization, the school must take into consideration the risk inherent to student safety in administering a product that lacks published data about its safety, efficacy, and dosages for children.

8. The school nurse is responsible for:
  - a. Keeping medications locked in specially designated cabinet and/or small locked container for refrigeration.
  - b. Counting all regulated medications when received, weekly thereafter and verifying medication count with at least one other adult (lawful custodian or school employee).
  - c. Initiating a medication order.
  - d. Instructing unlicensed school personnel who have been identified as necessary to implement the administration plan and documenting training and supervision according to the delegation regulations of the Kansas State Board of Nursing (per K.A.R. 60-15-102 through 60-15-104).

- e. Observing students for desired and potential effects.
- f. Completion of required medication documentation, i.e. daily medication log.
- g. Providing necessary feedback to lawful custodian and physician when indicated.

Students, under the age of nine, entering Kansas School for the first time are required to have a physical examination. Parents must provide the school with a completed copy of the physician's physical form within 90 days of their child entering school.

### **\*SCREENINGS**

Hearing screenings will be provided a minimum of every three years and a basic vision screening will be provided every two years to all students. Dental inspections will be offered annually to students. Parents may opt out of state mandated school screenings by providing the school nurse a written and signed request to opt-out of screenings.

### **\*STUDENT SELF-ADMINISTRATION OF MEDICATIONS**

(Update: June 2017)

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider or written parental authorization on file in the school office for over-the-counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

#### Student Eligibility

An eligible student shall meet all the following requirements:

- Have a written statement from the student's health care provider stating the name and purpose of any prescription medication/s or written authorization from the student's parent for use of over-the-counter medication/s;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed;

The student shall also demonstrate to the health care provider or the provider's designee, as applicable, and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

**Authorization Required**

With regard to prescription medications which are not administered on a regular schedule, the student's health care provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks or anaphylaxis episodes, and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

#### Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

#### Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

#### Additional Requirements for Students Prone to Specified Emergencies

The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.

The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency. Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees, or agents.

The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

## **MISCELLANEOUS**

### **\*ACTIVITY TICKETS**

An activity card will be given to each USD 493 student free of charge. The card is good for all USD #493 home athletic events except for KSHSAA hosted events. If lost, the card can be replaced for \$5.00. If a cardholder leaves an event, they may not re-enter.

### **\*ADMINISTRATIVE JUDGEMENT**

Not every situation can be defined in this handbook. It is the school administrations duty to maintain a safe and orderly learning environment. If the administration determines that someone is disrupting the learning environment, then that have the obligation to deal with the situation. This handbook is the guidelines for normal situation. The administration reserves the right to act as necessary to maintain order in extreme and/or excessive situations.

### **\*BOARD OF EDUCATION**

Your Board of Education welcomes you to their meetings. The meetings are normally held on the second Monday of the month. The time and place of the meetings are published in the Columbus News Report.

The Board wishes to be responsive to the community they represent. They hold a special time open on their agenda for visitors to be heard.

Anyone who wishes to place a matter on the agenda may do so by making a request in writing to the Superintendent of Schools, 802 S. High School Avenue, Columbus, KS 66725, at least five days before a meeting. The request should include the person's name, address and telephone number, the name of the group or organization he/she represents, if any, and background information to the request.

### **\*CAMERAS**

Surveillance cameras are located throughout the school buildings, on school grounds, and in school buses. Anyone on school property may be videotaped. The district may use cameras to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Records of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

## **\*COMPLAINTS**

(Updated Policy: July 2015)

### Complaints About Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. David Carriger, Superintendent, USD 493, 802 S High School, 620-429-3661, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or 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 report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

### Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

## **\*FIELD TRIPS**

To enrich the instructional program by providing first hand observations and experiences for children, visits may be made by class groups to local businesses, museums, and industries in the immediate area. This is considered an important part of the instructional program. Extra supervision will be furnished if needed to insure the safety of the children.

Parents are discouraged from attending the field trips for the following reasons.

1. The trips are planned with the number of students and school staff involved. Sometimes adding numbers can cause some difficulty.
2. While on a school field trip, the students are under the supervision of the school staff. If parents are there, sometimes the students will not want to cooperate with the school staff.
3. The trip is a class field trip. We want the students to spend the time with their classmates and teachers.

Some of the field trips are to public places. We cannot restrict parents from going. However, the parents need to remember they are responsible for transportation and any fees associated with attending. Also, students will remain with their class at all times and there may be moments the parent may not be able to be with their student.

**\* DRILLS (Updated July 2020)**

Fire, tornado, and crisis drills are held in accordance to legal requirements and guidance from the Kansas Fire Marshall's office.

**\*GIFTS**

Students should not solicit money from other students to purchase gifts for teachers or fellow students.

Christmas gift exchange between students in the classroom will be a decision on a building-to-building basis.

**\*GUESTS**

Students are not allowed to bring friends or relatives to school for visitation without prior approval from the school.

**\*INFORMATION**

Information about the school and its events can be found in two main places. The first is the school district website, [www.usd493.com](http://www.usd493.com). When you go to this website there will be pictures of each school and the board office. To find information about each school you will need to click on the school's picture. Calendars and other information will be provided. The second is the "Columbus News Report". It is the official paper for the Columbus School District. Back-to-school information will be provided in both plus other information throughout the year.

The district will sometimes use the School Messenger system to distribute important information about school activities over the phone.

Parents are strongly encouraged to call the school if they have any questions about the school or school activities.

**\*INSURANCE (SUPPLEMENTAL)**

USD 493 Columbus district does not provide student accident insurance other than the KSHSAA Catastrophic coverage provided for KSHSAA activity participants. Information on KSHSAA coverage is available at [www.kshsaa.org](http://www.kshsaa.org). Medical expenses are the responsibility of the parents. Parents may purchase student health insurance plans at the beginning of the school year. For more information, please contact your building office.

**\*LOST AND FOUND**

Anyone who finds an article should turn it in to the office. Lost articles should be reported to the office immediately, especially such items as watches, rings, etc.

**\*LUNCH & BREAKFAST**

All schools offer Class A hot lunches. This meal contains one-third of the minimum daily requirement for nutrition as set by state and federal agencies.

Prices for meals are established each year to cover only the operating costs of the food service program. For the 2021-22 school year, school breakfasts and lunches are free for all students:

Breakfast: Free for all students during the 2021-22 school year.

Lunch: Free for all students during the 2021-22 school year.

Extra Milk/Juice: .50 or according to market value

Students who wish may bring sack lunches and eat in the dining room with their classmates.

There are three guidelines for sacklunches

1. Please put your student's lunch in as small as containers as possible.
2. Please put any items to heat up in containers that can be put in a microwave.
3. Please only put items that take more then 45 seconds to heat up.

It is strongly recommended that you do not send cash with your student to school to pay lunches. It would be best if you send a check or come to the school to pay for the lunches.

**\*LUNCH & BREAKFAST-UNPAID MEAL CHARGE POLICY**

(Policy Update: June 2017)

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced priced meals will be established with the district. Students may charge no more than \$25.00 to this account. Charging of ala carte or extra items to this account will not be permitted if the account has a negative balance.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full.

However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter & jelly sandwich or ham & cheese sandwich and milk. The student may pick up the alternate meal from the school office.

Parents and/or guardians of students will be notified by our automated system when their student's account reaches \$5.00 or less. Also, at least a written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or food service director for collection in accordance with board policy.

Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charge policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

#### **\*MONEY**

Students should not bring money to school unless it is lunch or milk money, or the school has notified the home of a fund-raising event. The school prefers money transactions to be in the form of a check rather than cash.

#### **\*NON-DISCRIMINATION POLICY**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Mr. David Carriger, 802 South High School Avenue, Columbus, KS, (620) 429-3661, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

## **\*PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled in the fall. The school will contact the parents to schedule meetings. The district would like to see 100% participation.

The following suggestions may be helpful in preparing for a parent-teacher conference: Be at ease during the conference. The teacher is just as interested in your child's wellbeing as you are. Don't hesitate to ask questions. You may wish to jot them down ahead of the conference so you won't forget them. The teacher may ask you questions about your child's attitude toward school and his behaviors while away from school to understand him better. To help you understand how your child is doing in school, the teacher may show you samples of your child's work and the books he is using. You and the teacher should share any information that has to do with your child's wellbeing. You and the teacher are partners in your child's education.

This is not the only time parents and teachers should communicate. Any time a parent has a concern or question they need to contact the school. If they would like to have a conference with a teacher or administrator, it would be best for them to call in advance to arrange a meeting. Also, when the school has concerns they will contact the parents.

## **\*PARENT-TEACHER ORGANIZATIONS**

The general purpose of the Parent-Teacher Organizations is to bring parents and teachers into a closer relationship so that both will understand more clearly the problems involved in educating children. The P.T.O. in each school has a schedule of regular meetings during the year. You are invited to attend any of these meetings. The P.T.O. has just one major interest — the students. All parents are urged to:

1. Become active P.T.O. members
2. Support all P.T.O. projects
3. Attend P.T.O. meetings regularly

## **\*PARENT INVOLVEMENT POLICY**

### **Highland Elementary School Parent Involvement Policy**

(Revised- May 2015)

The Kansas State School Board of Education endorses the six National Standards for Family-School Partnerships (NSFSP) to promote parent involvement in all Kansas schools. We are incorporating these standards into our parent involvement as well as the other schools in USD #493. The standards are listed below:

#### **WELCOMING ALL FAMILIES IN THE SCHOOL COMMUNITY:**

1. Office staff are friendly and willing to help parents and community members in a positive way.
2. Signs are posted to help parents, students and community members navigate through the school.
3. An open house is held the night before school begins to allow parents and students to

come visit. It is scheduled at a time that allows for families to attend multiple open houses in the district for different aged students.

4. During the Open House, our Title teacher shares our Title program with parents. This annual meeting includes information about parental involvement and requirements through Title I. This same information is available on the district website.
5. A Friends and Family Event will be held during the school day in the year.
6. A Back-to-School Carnival will be held at the park in August. This event will provide parents the opportunity to meet staff and connect with other USD 493 families.
7. Additional events are scheduled throughout the year for parents to attend.

### **COMMUNICATING EFFECTIVELY**

1. A monthly newsletter from the school's office will be sent home.
2. Parents will be given information that allows them to see how their child is performing.
3. Contact information is provided on the district website.
4. Assessment results are offered and shared with parents and community.

### **SUPPORTING STUDENTS SUCCESS**

1. PowerSchool is available and encouraged for parents to use. They can look up information such as attendance and lunch balances.
2. Parent Teacher Conferences are held in the fall.
3. Students are given a Take-Home folder at the beginning of the year that gives a place to put homework to bring home, as well as notes from school. Graded work is also sent home in this folder. It comes home nightly.
4. Students with an Individualized Education Plan have a transition meeting prior to 2<sup>nd</sup> grade and prior to exiting 3<sup>rd</sup> grade. Administrators provide transition information for students with a Student Improvement Plan.
5. Students visit their new building prior to 2<sup>nd</sup> grade and prior to exiting 3<sup>rd</sup> grade. During this time, they visit the new campus, meet the teachers, and visit with the new principal.

### **SPEAKING UP FOR EVERY CHILD**

1. Site Council is offered four times a year and all parents are encouraged to attend
2. A Student Improvement Team meets to discuss students with academic or behavior concerns. This team includes the parents, teachers, administration, and support staff for the school.

### **SHARING POWER**

1. Site Council is offered four times a year and all parents are encouraged to attend.
2. Parent and faculty surveys are sent out in the spring each year to collect information on how to provide better services to our students.
3. Staff members meet regularly to discuss curriculum needs.

### **COLLABORATING WITH COMMUNITY**

1. The Lions Club offers vision screenings at scheduled events throughout the year and provides glasses for students in need.

2. Highland students participate in at least one community service event each year.
3. Our community supports a Titans Kids Fund that provides assistance to students in need.
4. Our community foundation provides funds to assist schools as needed.

**Park Elementary School Parent Involvement Policy**

(Revised April 2015)

The Kansas State School Board of Education endorses the six National Standards for Family-School Partnerships (NSFSP) to promote parent involvement in all Kansas schools. We are incorporating these standards into our parent involvement as well as the other schools in USD #493. The standards are listed below:

**WELCOMING ALL FAMILIES IN THE SCHOOL COMMUNITY:**

1. Office staff is friendly and willing to help parents and community members in a positive way.
2. Signs are posted to help parents, students, and community members navigate through the school.
3. An open house is held the night before school begins to allow parents and students to come visit. It is scheduled at a time that allows for families to attend multiple open houses in the district for different aged students.
4. During the open house, our Title teacher shares are Title program with parents. This annual meeting includes information about parental involvement and requirements through Title I. This same information is available on the district website.
5. A Back-to-School Carnival will be held at the park in August. This event will provide parents the opportunity to meet staff and connect with other USD 493 families.
6. Additional events are scheduled throughout the year for parents to attend.

**COMMUNICATING EFFECTIVELY:**

1. A newsletter from the principal will be sent home periodically.
2. Parents will be given information that allows them to see how their child is performing.
3. Contact information is provided on the district website.
4. Assessment results are offered and shared with parents and community.

**SUPPORTING STUDENTS SUCCESS**

1. Powerschool is available and encouraged for parents to use. They can look up information, such as, attendance and lunch balances.
2. Parent/Teacher conferences are held in the fall.
3. Students are given Take-Home folders are provided for each student. The folders will go home each day. Notes, graded work, and homework will go home in the folders. Any information that is to be returned to the school should be sent back in the folders.
4. Homework will be sent home to provide an opportunity for the parents to work with the student. Often, it will be the parent listening to the student read.

**SPEAKING UP FOR EVERY CHILD**

1. Site Council is offered four times a year and all parents are encouraged to attend

2. SIT (Student Intervention Team meets once a month to review assessments and student progress. The needs of individual students are discussed. A letter is sent home to the parents and if there is a severe need a meeting is arranged with the parent.

### **SHARING POWER**

1. Site Council is offered four times a year and all parents are encouraged to attend
2. Parent and faculty surveys are sent out to collect information on how to provide better services to our students.
3. Each year Kindergarten teachers meet with the local early childhood teachers to discuss curriculum and student's needs.
4. USD #493 offers 3-5 year old services such as speech, SPED pre-school, and help with cognitive delays.

### **COLLABORATING WITH COMMUNITY**

1. The sheriff's department is involved in the schools through the SRO. The SRO provides programs on seatbelt/car seat safety, bicycle safety, and other student safety concerns.
2. The Lions Club offers vision screenings at Kindergarten Round-Up and August enrollment.
3. The Lions Club purchases glasses for students in need.
4. Our community supports a Titan Kids Fund that provides assistance to students need.
5. The Columbus Community Foundation provides funds to assist schools as needed.
6. Local businesses donate rewards to our students at our awards assemblies.

### **\*PARENT VISITS**

You are welcome to visit any of the Columbus District Schools and other district facilities. When you visit a school, please stop at the school's office. You will be asked to sign-in and you will be given a visitors badge to wear while you are in the building. This will also allow the office to direct you to the person or room you wish to see. Below are the guidelines that need to be followed to help ensure there is not a negative impact on the learning environment while a parent observes a classroom.

1. Parents need to give the classroom teacher at least a day's notice when they want to observe.
2. Parents need to check-in at the office and wear a visitor's badge.
3. Parents need to sit in the back of the room as an observer.
4. Parents will not interact with the students.
5. Cell phones and other electronic devices will need to be off.

### **\*PARTIES**

Parties are held at the school on major holidays. Arrangements for classroom birthday parties are to be made in advance with the classroom teacher.

### **\*PERSONAL PROPERTY**

It is each student's responsibility to take care of his property. It is suggested that personal items be marked before bringing them to school. Please encourage your child to leave toys, play guns, radios, balls, gum, candy, and all other items of a distractive nature at home. Items such as these should be brought to school only with the teacher's permission. The teacher and/or administration may confiscate items, which cause a distraction.

### **\*PETS**

Pets frequently constitute a nuisance around the school. Parental cooperation is requested in keeping pets at home. Pets can only be brought to school with approval from the office. These guidelines will be followed:

1. State regulations in regards to bringing animals to school will be followed.
2. The animals will not be brought into the school building.
3. Students will not be allowed to have contact with the animals.

Classroom pets will be allowed at the Principal's discretion.

### **\*PHONE USE**

The office phone is for official school business and emergencies. Messages will be taken and delivered to the student. Students may use the telephone if it is necessary for the call to be returned. Unless it is very important, students should not be called at school.

Beepers, pagers, cell phones or other mobile telecommunication devices may not be active during school time.

### **\*PICTURES**

Individual pictures of all children will be taken the first nine weeks of school. Parents will be given an opportunity to purchase the prints. Retakes will be allowed only if dissatisfaction in the proof is the fault of the photographer.

### **\*PRIVACY POLICY-STUDENT**

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.

**\*PROTECTION OF PUPIL RIGHTS AMENDMENT: REGULATION**  
(Updated Policy: July 2015)

**Surveys: Parental Inspection Rights**

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

**Written Permission Required**

If such survey is funded in whole or in part by federal funds or if the survey concerns the student's or student's parents' or guardians' beliefs or practices on sex, family life, morality, or religion, it shall not be administered without providing notice to and the express written consent of a parent or guardian. If the survey is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey and be provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

**Physical Examinations**

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

**Parental Rights: Marketing Information**

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

- College or other postsecondary education recruitment or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.

- Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
- The sale by students of products or services to raise funds for school-related or education-related activities. Student recognition programs.

### **Release of Information – FERPA Rights**

Unless the information collected from students is designated as directory information and is maintained outside of a statewide longitudinal student data system, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student.

### **\*SCHOOL CLOSINGS**

When schools are closed due to bad weather, an announcement will be made at about 6 a.m. on the following TV stations: KSN16-TV, KOAM-TV and KODE-TV. The stations will repeat announcements periodically and will carry news of whether school buses will run when school is open.

Snowstorms sometimes develop during the day, and information about any changes in the school schedule will be announced over the above radio and TV stations at least one hour in advance of the change. Parents who try to call their school during an emergency of this kind will probably find the lines busy. At enrollment time, parents of elementary students are asked to fill out forms telling the school what their child is to do in case no one will be home when school is dismissed early.

In our efforts to improve communications between parents and school, USD 493 has instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time to time to communicate general announcements or reminders. This service is provided by School Messenger which specializes in school to parent communications. USD 493 will continue to report school closings due to snow or weather TV stations and will use this system as well as the district Facebook page as an overlay to the public announcements.

### **\*STUDENT RECORDS**

(Updated Policy: June 2017)

Parents or guardians may review the records of their student enrolled in Columbus Unified Schools in accordance with the Family Rights and Privacy Act of 1974. Complete federal guidelines on the Family Educational Rights and Privacy Act are on file in the principal's office of each school and are available for inspection.

### Release of Student Records

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 their rights with regard to student 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 opt-out of 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 and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, 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 (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible students in the district's annual notice of rights under the Family Educational Rights and Privacy Act. 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.

#### **\*SUPPLY FEE**

Students pay a \$17 supply fee at the time of enrollment in August. These fees pay for all supplies used by the students Kindergarten thru 3<sup>rd</sup> grade. Families who are unable to pay the supply fee at enrollment may make arrangements with the building principal to make monthly payments.

#### **\*TREATS**

Classroom treats shall be packaged items prepared in a licensed food service facility or shall be prepackaged by a food manufacturer. Service of food items shall be done in a manner as to avoid cross-contamination from improper handling. (For example, plastic gloves shall be worn by the server).

The complete policy concerning homemade foods being served to the students is printed in the Food Service Handbook. A copy of the regulations will be posted in the school. Classroom treats should comply with the Wellness Policy.

## **DIRECTORY/ ADMINISTRATION**

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Columbus School Board Office  
802 S. High School Avenue  
Columbus, KS 66725

**Highland School (Grades 2-3)** 429-3032

Dr. Brian Smith, Principal  
319 N. High School Avenue  
Columbus, KS 66725

**Park School (Grades PreK-1)** 429-3905

Anna Moser, Principal  
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Columbus, KS 66725

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