

**Wellsville Elementary School  
Student Handbook**



**2021-2022  
Ms. Marcia Munsell - Principal**

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**ENROLLMENT PROCEDURES**

TO ENROLL . . . Online Enrollment or Come to the WES Office

YOU WILL NEED . . .

- .. Physical examination -entering school for the first time (P.E.P. or Kindergarten)
- .. Certificate of immunization required
  - entering school for the first time
  - entering Wellsville Schools for the first time
- .. Certified Birth Certificate Required
  - entering school for the first time
  - entering Wellsville Schools for the first time

Students will not be able to enroll officially or attend school without the aforementioned forms and documents. Equivalent forms will be accepted from other states.

- .. Social Security Number
  - entering school for the first time
  - entering Wellsville Schools for the first time

UPON ENROLLMENT, YOU SHOULD:

- Provide your child's social security number. (First time enrollment only)
- Pay your textbook, technology, and planner fees.
  - Elementary students who qualify for free lunches (prior to Sept. 20) are exempt from the district's other enrollment fees. There will be milk fees for snacks for preschool and kindergarten students.

SCHOOL AGE ENTRANCE: - Kansas school laws stipulate that a kindergarten child must be five years of age on or before August 31 of the enrolling year. To enter first grade a child must be six years of age on or before August 31 of the enrolling year.

The state law also requires that any pupil entering school must be immunized against polio, diphtheria, tetanus, pertussis, measles, mumps and rubella, unless excused for religious or health reasons.

EQUAL EDUCATIONAL OPPORTUNITIES - It is the policy of the board to offer an educational program which meets the needs of the students of the district. All school personnel will be encouraged to utilize the suggestions of students in the development and formulation of policies, rules and regulations which are directly related to student concerns. All administrators and teachers, in developing curriculum and activity program recommendations for the consideration of the board, shall give a high priority to the meeting of individual student needs in the overall context of school concerns.

**WELLSVILLE U.S.D. #289-REQUEST FOR PERMISSION TO ENROLL  
Student Living with Parents, Residing Outside of the District**

1. Full name of student \_\_\_\_\_
2. D.O.B. \_\_\_\_\_
3. Grade last enrolled \_\_\_\_\_ Grade this school \_\_\_\_\_
4. Name of last school attended \_\_\_\_\_
5. Address of last school attended \_\_\_\_\_
6. Phone number of Principal of last school attended \_\_\_\_\_
7. School District Number where student resides \_\_\_\_\_
8. Full name of Father \_\_\_\_\_  
Address of Father \_\_\_\_\_  
Occupation of Father \_\_\_\_\_  
Phone No. of Father \_\_\_\_\_
9. Full name of Mother \_\_\_\_\_  
Address of Mother \_\_\_\_\_  
Occupation of Mother \_\_\_\_\_  
Phone No. of Mother \_\_\_\_\_
10. State reasons student wants to attend school in this district:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Number of other children in school in this district \_\_\_\_\_

\_\_\_\_\_  
Date Signed \_\_\_\_\_  
Signature of Parent

**ACTION OF PRINCIPAL:**

\_\_\_\_\_  
Date Signed \_\_\_\_\_  
Signature of Principal

**ACTION OF SUPERINTENDENT:**

\_\_\_\_\_  
Date Signed \_\_\_\_\_  
Signature of Superintendent

**WELLSVILLE U.S.D. #289-REQUEST FOR PERMISSION TO ENROLL**  
**Student Living with Adult Resident of the District**  
**Parents Reside Outside of the District**

Full name of student \_\_\_\_\_  
D.O.B. \_\_\_\_\_ Grade last enrolled \_\_\_\_\_ Grade this school \_\_\_\_\_

Name of last school attended \_\_\_\_\_

Address of last school attended \_\_\_\_\_

Full name of father \_\_\_\_\_

Address of father \_\_\_\_\_

Occupation of father \_\_\_\_\_

Phone No. of father \_\_\_\_\_

Full name of mother \_\_\_\_\_

Address of mother \_\_\_\_\_

Occupation of mother \_\_\_\_\_

Phone No. of mother \_\_\_\_\_

State reasons student wishes to live in this district and attend school here

\_\_\_\_\_  
\_\_\_\_\_

Certification of adult with whom student will be living:

I hereby certify that I am a legal resident of U.S.D. 289, and that \_\_\_\_\_ will be living in my household on a full-time basis, seven days per week during the time that he/she is enrolled in school in U.S.D. 289. I further certify that I will assume full responsibility of this child's conduct and financial obligations to the school; that in all matters pertaining to this child and the school, I assume all the responsibilities of a parent and take the place of a parent.

\_\_\_\_\_  
Date Signed \_\_\_\_\_ Age \_\_\_\_\_  
Female Adult

\_\_\_\_\_  
Date Signed \_\_\_\_\_ Age \_\_\_\_\_  
Male Adult

Full name of adult male with whom child resides \_\_\_\_\_

Occupation \_\_\_\_\_

Full name of adult female with whom child resides \_\_\_\_\_

Occupation \_\_\_\_\_

Address of adult/s with whom child resides \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Is student related to you? \_\_\_\_\_ What is relationship? \_\_\_\_\_

Number of other children in school in this district \_\_\_\_\_

**ACTION OF PRINCIPAL:**

\_\_\_\_\_  
Date Signed \_\_\_\_\_  
Signature of Principal

**ACTION OF SUPERINTENDENT:**

Signed \_\_\_\_\_  
 Date \_\_\_\_\_ Signature of Superintendent \_\_\_\_\_

**USD 289 WELLSVILLE**  
**COMPLAINT RESOLUTION PROCEDURES**  
UNDER 34 CFR SS299.10 TO 299.12

1. Any organization or individual may file a written, signed complaint with the Superintendent of Schools, USD 289 602 Walnut, Wellsville, Kansas 66092, alleging that the state or a school district or consortium of school districts is violating a federal statute or regulation that applies to any of the following programs:

- Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies),
- Part B of Title I (Even Start Family Literacy Programs),
- Part C of Title I (Migrant Education),
- Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At-Risk of Dropping out),
- Title II (Eisenhower Professional Development Program),
- Subpart 2 of Part A of Title III (State and Local Programs for School Technology Resources),
- Part A of Title IV (Safe and Drug-Free Schools and Communities),
- Part VI (Innovative Education Program Strategies),
- Part C of the Title VII (Emergency Immigrant Education), and
- National and Community Service Trust Act of 1993 and subsequent reauthorization.

2. Any organization or individual also may appeal a decision by a local school district or consortium of school districts regarding an alleged violation of federal statute or regulation that applies to the above listed programs. The appeal must be written and signed by the appellant and contain the information described in paragraph 3. The appeal shall be filed with the commissioner of Education, 120 East Tenth Street, Topeka, Kansas 66612, within 30 days of the date of the local decision.

3. Any complaint or appeal must include:

- a. A statement that the state or a sub-grantee has violated a requirement of a federal Statute or regulation that concerns a covered program.
- b. the facts on which the statement is based; and
- c. the specific requirement allegedly violated.

4. Upon receiving a complaint or appeal meeting the above requirements, an investigation shall be made to determine the merits of the complaint or appeal. This may include the conduct of an on-site investigation, if it is determined that an on-site investigation is necessary.

5. Each complaint or appeal shall be investigated and resolved within 60 calendar days after it is received. However, if the Superintendent determines that exceptional circumstances exist with respect to a particular complaint or appeal, an extension of the time may be granted.

6. Any person who is dissatisfied with a final decision of the commissioner regarding a complaint or an appeal shall have the right to request the Secretary of the U.S. Department of Education to review the decision

**ANIMALS/PETS - Due to the large number of students with allergies, animals of any kind will not be permitted at school. Please be sure if you have pets at home they are not allowed to follow students to school.**

**ARRIVAL AND DISMISSAL**

Students should NOT be at school prior to **7:30 AM**. When students arrive at school, they are to go to the cafeteria if they are eating breakfast or their assigned area for supervision. Students who arrive after 7:55 a.m. are to sign in at the office. A tardy bell will ring at 7:55 a.m. Students not riding the bus to school who participate in the breakfast program will be



counted as tardy if they are not in the classroom at the 7:55 a.m. bell. The regular dismissal time is 3:10 p.m. Students are not to leave during the school day unless the student has "signed out" through the office. Students will be permitted to leave with parents, legal guardians, or any person who the parent/legal guardian has informed office personnel (either verbally or in writing) may do so. Picture ID may be required. It is the responsibility of the office staff to determine the identification of any unknown designated persons picking up students. When school is dismissed, students are to clear the building and grounds as soon as possible. Students who miss their bus are to report to the office immediately.

School personnel are not legally liable or legally responsible for pupils en route to and from school if the pupils walk or furnish their own transportation. School personnel are responsible for the supervision of students during the school day and for a reasonable period of time before and after school. The area of supervision shall be limited to the "school building and school grounds". Parents are responsible for establishing a safe route to and from school. Students are not to take materials to or get materials from any classroom unless accompanied by a teacher, before the start of school or after school has been dismissed.

**ARTICLES NOT ALLOWED AT SCHOOL** - Any article which would be morally or physically injurious to students or detrimental to good school order is to be confiscated by the teacher and not returned to the student. The parent/guardian of the student must come to the school and request the article if the article is to be returned. Students are not to bring personal toys including, but, not limited to, electronic games or devices, etc. for personal use. Collector cards (baseball, basketball, football, etc.) are not to be brought to school without the approval of the regular classroom teacher. Electronic devices including cell phones are not to be brought to school unless a teacher makes a request for their use. Students should not have cash at school except for the payment of lunches, field trips, book orders, etc... The school is not responsible for lost or stolen cash since it is so difficult to determine its ownership. The school is not responsible for items brought to school contrary to this policy.

### **ATTENDANCE POLICY FOR USD 289 STUDENTS** **LEGAL BASIS FOR ATTENDANCE**

USD # 289 conforms to the state statutes regulating school attendance.

**RATIONALE FOR REGULAR ATTENDANCE** - "Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra instruction. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experience, and study benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in the well planned instructional activities under the tutelage of a competent teacher are vital to this purpose. This is the well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation." Wheatley vs. Board of Education of the City of Burlington, Cec. of N.J. Comm'r of Educ., Sept. 23, 1974.

**OFFICE/PARENT CONTACT** - The school office will expect a parent/guardian to call (883-2996 Ext. 3125 before 8:30 A.M. each day their child is not going to be in attendance. If we do not hear from a parent or guardian, the office will attempt to contact the parent/guardian by phone at either home or work. Parents may also submit a note/email regarding a student's absence either before the absence or when the student returns.

**REPORTED TRUANCY** - Students who are truant and meet the following conditions will be reported to the appropriate authorities in the county in which the child resides as required by state statute.

1. Child is inexcusably absent three consecutive days, or
2. Child is inexcusably absent five cumulative days within a semester, or
3. Child is inexcusably absent seven cumulative days within a school year.

**SIGNIFICANT PART OF A DAY** - A significant part of the day is considered to be one hour (60 minutes) or more. If a student is absent one hour (60 minutes) this is counted as being absent one-half day. If a student is absent 3 or more hours (180 minutes) the student will be considered absent for a full day.

**VALID EXCUSED ABSENCES** - The school realizes that there are occasions when it is necessary for a student to be absent all or part of a day. The following are classified as possible valid excuses for being absent. The list is not an inclusive listing for excused or unexcused absences. The building administrator or other designated representative will determine if an absence is to be counted as excused or unexcused. This includes the possible reasons listed below.

1. Personal Illness. When a student is absent three or more consecutive days a doctor's note will be required for the student to re-enter school. Doctor's note must include date of visit, reason for visit and date student may return to school. (See back of handbook

- for Preferred Physician Visit Form)
- 2. Family Emergency. Defined as a situation or circumstance that arises which cannot be planned around.
- 3. Medical or Dental Appointments. In most cases, a student will not be expected to miss a full day of school for such appointments.
- 4. Participation in School-Sponsored Activities.
- 5. Religious Observation of the Student's Own Faith.
- 6. Funerals. A maximum of three days per funeral unless extended by an administrator.
- 7. Family Leave. Prior notice to the office and the student's teacher(s) is necessary if the absence is to be classified as excused. This could include family vacations, hunting, or ski trips.
- 8. Educational Activities. Activities such as 4-H events, farm shows, or the State Fair are considered to be educational by the administrator and will be excused with prior notice.
- 9. Scheduled Court Arraignment.

**UNEXCUSED ABSENCES** - Absences for reasons other than those considered as valid excuses for absences will be classified as unexcused. The building administrator or other designated representative will determine if an absence is to be counted as excused or unexcused. A listing of possible reasons for unexcused absences is listed below. The list is not inclusive for unexcused absences.

- 1. Oversleeping
- 2. Going Shopping
- 3. Getting family portraits taken.
- 4. Going for a hair appointment.
- 5. Baby-sitting.
- 6. Missing the bus.
- 7. Car trouble.
- 8. Students attending school activities as spectators scheduled during the school day.
- 9. Reserving, picking up, or returning rented clothing.
- 10. Leaving school grounds without permission.
- 11. Skipping a class or classes.
- 12. Applying for a job.

**TARDIES** - Students who are late coming to school (after 7:55 A.M.) for reasons other than medical and dental purposes or due to the late arrival of the district school buses will be considered tardy. After accumulating six (6) tardies, the time missed due to the tardies may be required to be made up after school has dismissed. The date and amount of time that is to be made up will be at the discretion of the classroom teacher. The parents will be given at least a 24 hour notice of the date and time the tardy/tardies will be made up. Students who accumulate a total of five (5) unexcused absences in a semester will be reported as truant to the appropriate authorities in Franklin County.

**BUS RULES AND REGULATIONS**

- 1. The bus driver is in charge of the pupils and the bus. Pupils must obey the operator promptly and respectfully.
- 2. The driver may assign a seat to any student riding the bus. Pupils must stay in their seats while the bus is in motion.
- 3. Pupils must be on time, as the bus cannot wait for those who are tardy.
- 4. Unnecessary conversation with the driver is prohibited. Students shall not talk in a loud voice or otherwise distract the driver's attention. Vulgar language will not be tolerated.
- 5. Pupils shall not at any time extend anything out of the bus windows.
- 6. Glass bottles are strictly prohibited on a route bus.
- 7. Students who do not regularly ride the bus must obtain prior permission from the transportation director to ride the bus. The request to ride the bus must be in written form, signed by the parents of both of the requesting students. An example would be riding to stay all night with another student. Only exception would be in case of an emergency.
- 8. Routes will be scheduled to enable students to board and depart the bus as near to home as practicable without adding unnecessary mileage or time to a route.
- 9. If pupils will not be riding the bus, parents are asked to notify their bus driver or transportation office (883-2114).
- 10. Students, under normal circumstances, will not be let off the bus at any point other than regularly scheduled stops. Any requests to ride a different bus must obtain prior (48 hours) permission from the transportation

director. Only exception would be in case of an emergency and must be made by contacting the transportation director (883-2114).

**PENALTY:** For violating any of these rules, pupils will be reported to the school administrator. A conference may be held with the student and/or parent. Disciplinary referrals may be mailed to the parents. The privilege of riding the bus may be denied should the situation not correct itself.

### **USD #289 TRANSPORTATION GUIDELINES**

1) **MAXIMUM NUMBER:** The maximum number of riders on any given bus will be limited to 45 students. If the number of bus riders on a given route surpasses 45, the situation will be evaluated by the superintendent and transportation director. This allows for 2 students to sit comfortably in a seat.

USD # 289 is only obligated to provide transportation to students living outside the city limits.

2) **EXITING BUS:** In some instances, it will be necessary to have bus riders exit the bus the FIRST time the bus passes the child's residence, even if this means the child will have to cross the highway. If necessary, the parent will need to meet the bus and escort the child into the residence. Bus drivers will not be required to drive the complete route so the child can exit the bus on the side of the highway on which the residence is located. Bus drivers are trained and acutely aware of surrounding situations - they will not let a child off the bus in an unsafe situation.

3) **INFORMING BUS BARN WHEN NOT RIDING THE BUS:** Due to the large number of miles traveled on the bus routes and the necessity to make stops at inconvenient locations that are out of the way, please notify the transportation director if your child **WILL NOT** be riding the bus. If the bus is required to travel out of the way and turn around to pick your child up, a phone call is absolutely necessary. If no child boards the bus the first time without a phone call excusing the child, the bus will not come by on the second morning.

4) **DESIGNATED DROP OFF:** In order to eliminate the confusion caused by daily changes in location of pick-up or drop-off points, all correspondence concerning bus riders should be in written form and handed to the bus driver. The bus driver will forward all messages to the transportation office and information will be distributed to all drivers concerned.

In an emergency or unexpected situation, calls can be made to the transportation director (883-2114) requesting the change. **Please do not call the school offices and expect changes to be made over the phone.**

Parents will designate permanent pick-up and drop-off resident addresses for all students riding the school bus. If no designation is made, the address on the Transportation Enrollment Form will be used. A permanent change in designated address may be made by written request to the transportation director 3 days in advance of the change.

5) **WAIVERS:** Bus service is provided for students who live outside the city limits only. If you are a town resident who has a day care provider in the country, a waiver will need to be completed. Each waiver is reviewed on an individual basis. **Completing a waiver does not guarantee a spot on the school bus.** If a requested waiver will result in the student capacity exceeding the limit of 45 students, the waiver will be denied. In addition, if any bus reaches the capacity of 45 students with state allowed students (those residing outside the city limits), students riding the bus on an approved waiver will be removed from the bus and will have ten (10) school days to secure other transportation. Students waived to ride school provided transportation are subject to the same rules governing bus conduct as the other riders. Bus routes may or may not be altered to fit the waiver request.

6) **SUBJECT TO CHANGE:** The transportation director and/or superintendent will determine bus stops and routes on a yearly basis. **Bus routes are subject to change on a yearly basis** These guidelines are expected to be followed by all persons wishing bus transportation services.

**CLASSROOM PLACEMENT POLICY** – Placement for students will be based on input from prior year's teacher, school administration, and parent/guardian input. If you have any information that would help is with your child's placement for the next school year, please visit with the elementary principal. Please understand teacher requests/non request are very difficult to accommodate. We value input on characteristics and considerations about what you feel would help your student get the most value during their time at Wellsville Elementary.

### **COPY LAWS**

Students Privacy Rights

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

#### Copyrighted material Posted on Websites

Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. ( Webmaster/ Principal, etc.) shall be in charge of monitoring permission to post copyrighted materials.

#### Software Copyright

Software acquired by staff using district or school web sites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be files in the district office.

#### Downloading Copy Materials

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

#### **CROSSING LANES/PARKING LOT SAFETY**

Students who walk: Stay on the sidewalk and cross the parking lot only at designated places. Students should cross at the pedestrian crosswalk(s) as designated by school officials.

Students who ride bicycles, skateboards, or roller blades: When arriving at school the students must dismount their skateboards and bicycles. Bikes are to be walked across the path to the bike rack. Roller blades must be taken off as soon as it is possible for the students to safely do so. Skateboards and roller blades must be checked in at the school office and left until dismissal.

When departing, the students must walk with their bicycles and skateboards on the path and then depart in a safe manner. Bicycling and skate boarding students are not to ride in the parking lot, on the school sidewalks or crosswalks or on the playgrounds. Violation of these rules may result in the student not being allowed to bring their bikes, skate boards, or roller blades onto school property. Students in grades K, 1 and 2 are discouraged from riding bikes, skateboards or roller blades to school due to concerns for their safety. The school is not responsible for the safety of those students K-5 who do choose to ride bicycles, skateboards, or roller blades to school. Their safety is the responsibility of their parent/guardian. Bicycles, roller blades, or skateboards are not to be ridden on school property for recreational purposes before, during, or after school. Students are expected to obey all directives given from the teachers/supervisors that are on duty.

### **CURRICULUM**

**BASIC CURRICULUM** – A basic curriculum of required school subjects is provided for all students.

READING, LANGUAGE ARTS, SPELLING, HANDWRITING, MATHEMATICS, SOCIAL STUDIES, HEALTH and SCIENCE are taught in grades 1-5. Kindergarten students have reading readiness, language skills, handwriting, mathematics and introduction to science.

#### **SPECIALIZED CURRICULUM:**

**PHYSICAL EDUCATION** – All students in grades K-5 participate in physical education. A doctor's note is required if you wish your child to be excused from participating in physical education. A parent who feels participation might prove injurious to a child's temporary health condition must send a note to the physical education teacher and office.

**VOCAL MUSIC** – Music is taught to all children in the elementary school by class grouping. Singing, music Appreciation, rhythm activities, and playing ORFF instruments are part of the curriculum.

**ART** – The art teacher and classroom teacher will work cooperatively to provide art activities to students.

**LIBRARY** – Our school has a central library. Students participate in library classes to acquaint them with the Library and its uses. Students will go to the library at least once a week.

**BASIC SKILLS** – Our school has title I reading. The Title I teacher will instruct those children who qualify according to the Title I requirements.

**INTERRELATED SERVICES** - Our interrelated program has four full-time instructors. They will work with children who have identified needs according to their Individual Educational Plans.

**SCHOOL PSYCHOLOGIST** - A school psychologist is available to do testing and evaluation of students. Parents desiring this service should contact the elementary school office, 883-2996.

**COUNSELOR** - A school counselor is available to meet with students, parents and staff. The counselor's responsibilities will lie mainly with helping students with school-related problems and adjustment to the school environment. The counselor will also be available to help with emotional concerns. For these services, parents should contact the elementary school office, 883-2996. Regularly scheduled lessons are held in each classroom.

**SPEECH THERAPY** - The speech clinician will be working with those students who have speech delays on a priority basis. A schedule will be determined according to the student need established after parent conferences are held and IEP's are written.

**OCCUPATIONAL THERAPY** - Services are offered for children who need help with fine and gross motor skills and with eye/hand coordination. An Individual Educational Plan will be developed for each child.

**SCHOOL HEALTH NURSE** - Care for minor injuries, supervision of health records, instruction in areas of nutrition, hygiene, human sexuality and substance abuse, as well as the monitoring of student health, are the responsibilities of the school nurse.

**DETENTIONS** -Detentions after school are allowed for disciplinary reasons and for students who have not completed work that has been assigned. Parents will be given 24 hours notice before a student will be kept for a detention, so transportation can be arranged. Notification will be given either by phone or by a written note taken home by the student. This notification will include the reason for the detention, the date of the detention, and the length of the detention.

**DISCIPLINE POLICY FOR USD #289** - The school is an institution for learning. The purpose of discipline within the school is to maintain an environment in which teaching and learning can take place without unnecessary distraction and to allow all students the right to attend without undue disruptions. To this end, the following procedures will be followed and rigidly enforced in Unified School District No. 289.

Board of Education policies shall be followed when it is determined that a student shall be suspended or expelled from school. The provisions of KANSAS LAW K.S.A. 72-8901 through 8906 shall control these proceedings. Copies of this law are available upon request.

Teachers shall be responsible for the discipline of pupils enrolled in their classes and shall have the freedom of consulting with the principal when it is felt advisable.

Teachers shall make a referral to the principal of any major discipline incidents involving pupils under their charge. At the request of the principal the report shall be promptly reduced to writing by the teacher. No teacher has the authority to suspend or expel a pupil from their class or the school.

**DEFINITION OF TERMS:**

- A. Restraint is the act of controlling the actions of pupil(s) when such actions may inflict harm to others or to themselves. Teachers and administrators must feel free to use whatever reasonable means are appropriate at the moment if it is necessary to prevent a pupil from harming others or him/herself.
- B. Short-term suspension is a period of time a pupil is removed from classes or school, not to exceed ten (10) school days.
- C. In-school suspension is a period of time a pupil is removed from class, not to exceed ten (10) days. Students are permitted to work on assignments and receive credit for work satisfactorily completed.

- D. Long term suspension is a period of time a pupil is removed from classes or school, which is more than ten (10) school days, but may be extended beyond the current semester.
- E. Expulsion is when a pupil is removed from school for the balance of the current school year.
- F. Authority to suspend. The Board of Education extends its authority to suspend any pupil, within the provisions of state statutes, to the superintendent of schools, principals, assistant principals, and duly convened hearing committees.
- G. Authority to expel. The Board of Education extends its authority to expel any pupil, within the provisions of state statutes, to a duly convened hearing committee, upon the recommendation of any school administrator.

**DISCIPLINE** -The Board of Education may suspend or expel, or may authorize any certified employee to suspend or expel, any student guilty of acts of behavior which interfere with the maintenance of a good learning environment, or which are antagonistic to the welfare of other pupils and specific acts of behavior applicable to students in respect to school activities or on school property which acts are deemed to be grounds for appropriate disciplinary action. Such acts of behavior include but are not limited to the following:

- A. Willful violation of any written regulation for student conduct adopted or approved by the Board of Education.
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- C. Conduct which substantially impinges upon or invades the rights of others.
- D. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
- E. Disobedience of an order of a teacher, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.
- E. Possession, consumption, sale, or being under the influence of alcoholic beverages,
- F. Non-Prescription drugs, or narcotics while present on school property or while attending school sponsored events.
- G. Threats of violence and/or physical harm to persons or property.
- H. Habitual use of vile, vulgar or profane language.
- I. Damaging school property or property of others.
- J. Possession and/or use of tobacco products by students on school property and at school sponsored activities is prohibited. Students who violate this policy may be subject to suspension or other disciplinary action.
- K. Discharge of fireworks.
- L. Possession of weapons. (See the following section entitled "Weapons").
- M. Violation of school rules.
- N. Extortion.

- O. Willful disobedience or defiance.
- P. Fighting.
- Q. Intimidation.
- R. Obscenity or profanity.
- S. Temper tantrums.
- T. Habitual unauthorized absences or tardies.
- U. Unruly conduct that disrupts school.
- V. Vandalism.
- W. Unserved detentions.
- X. Stealing.
- Y. Reckless driving on and/or adjacent to school grounds.

## **SCHOOL BULLYING**

**General Statement of Policy** - It is the policy of Unified School District No. 289 to maintain a learning and working environment that is free from bullying. The school district prohibits any form of bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The school district will act to investigate all complaints, formal or informal, verbal or written, of bullying and to address and/or discipline those who bully.

### **Bullying defined**

Bullying means any intentional gesture or any intentional written, verbal 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:

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

Information regarding the school bullying curriculum can be obtained from the elementary school counselor.

**WEAPONS** -A student shall not knowingly possess, handle or transmit any object than can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any 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 not be limited to:

- any item being used as a weapon or destructive device:
- any facsimile of a weapon
- 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 an propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/2 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 or 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 Possession

Possession of a firearm or other weapon 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 (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

#### **REPORTING CRIMES TO LAW ENFORCEMENT**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

in possession of a weapon,

in possession of a controlled substance or illegal drug; or

to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious

bodily injury to others, the (Principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

**SUSPENSION AND EXPULSION POLICY** - A student may be suspended or expelled, for reasons set forth in Kansas Law, by the following certified personnel: superintendent, principal, and/or assistant principal. Any suspension or expulsion shall be according to the procedures as set forth in Kansas law.

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

**Short-term suspension** - Except in an emergency, a short-term suspension (not exceeding ten [10] 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 seventy-two (72) hours after imposition of a short-term suspension. Written notice of any short-term suspension, including the reason for the suspension shall be given to the student and the student's parent or guardian within twenty-four (24) hours after the suspension has been imposed.

At the informal hearing, the student shall be notified of the following:

- The right to be present at the hearing, to be informed of the charges, to be informed of the basis for the accusation and to make statements in defense of or in mitigation of the charges or accusations.



- When a suspension is imposed during the school day, the student shall not be removed from school until a parent/guardian has been notified. If a parent/guardian cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.
- The principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

**Long-term Suspension or Expulsion** - Before a student is subject to long-term suspension (not to exceed ninety [90] school days) or expulsion (not to exceed one hundred eighty six [186] school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The principal shall designate a hearing officer from a list approved by the board.

The person conducting the hearing shall explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based, and to provide an opportunity for the student, the student's parent or guardian, counsel and witnesses to present information pertinent to the case.

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parent or guardian 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 a certified employee or committee of certified employees. At the conclusion of the hearing a written report and the findings required by law shall be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents or guardians according to Kansas law.

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

Failure of the student and the student's parent/guardian to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Student Rights during the Hearing - The student shall have the right:

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

Students who are suspended for more than ten (10) days or expelled from school may appeal to the board within ten (10) days of receiving written notice of the hearing results.

Special Education Suspension and Expulsion Procedures - See State Plan for special education.

**DISCIPLINARY ACTIONS, AUTHORITY AND PROCEDURES DEFINED:**

A. Teachers shall follow these steps in disciplining a student:

Step 1: Teacher-student conference.

Step 2: Teacher-parent telephone conversation or conference or discipline slip sent home to parent or guardian.

Step 3: Student referred to the school administration.

Provided, however, teachers have the right and obligation to refer a student to the school administration immediately WITHOUT completing Steps 1 and 2 above.

Teachers, in order to assure uninterrupted learning activities in their classrooms, may use any or all of the following options without regard to the order listed:

OPTION 1: Detentions after scheduled school hours. The parents shall be responsible for obtaining transportation home for the student.

OPTION 2: Teacher-parent conference.

OPTION 3: Teacher-parent-administrator conference.

OPTION 4: Teacher-student-administrator conference.

OPTION 5: Request change in student's schedule, subject to PRINCIPAL'S APPROVAL.

OPTION 6: Extra work assigned by the teacher.

OPTION 7: Consult counselor.

OPTION 8: Change student's seat in the classroom.

OPTION 9: Send written report to parents via the United States mail.

B. If a student is referred to the administration for disciplinary action, any or all of the following actions may be implemented by the principal or assistant principal.

Required action: conference with student.

OPTION 1: Short-term suspension from school (not more than ten (10) school days).

OPTION 2: Long-term suspension from school (not more than 90 days).

OPTION 3: Expulsion from school not to exceed 186 days.

OPTION 4: Change student's schedule.

OPTION 5: Conference with parents.

OPTION 6: Refer to juvenile authorities or other law enforcement authorities.

OPTION 7: Recommend student for special counseling and/or special programs.

OPTION 8: Withdraw student from class with no credit.

OPTION 9: Office detention or other make-up time.

C. During a suspension, suspended students shall leave the building and grounds immediately following notification of a parent or guardian.

The student, while being suspended, shall NOT be allowed to:

1. return to school until a satisfactory parent-administrator conference has been held, and
2. be on school grounds including the parking lot, and
3. attend school functions that are NOT open to the public, and
4. participate in any type of extra-curricular activities and/or practice

The student, while being suspended, shall be allowed to:

1. complete assignments that are given during the suspension. Assignments are due as requested by the teacher.

**Hearing Committee** - Upon the recommendation of an administrator, a hearing committee of certified personnel shall be convened by the superintendent to consider the merits of a case presented by the recommending administrator to impose long-term suspension or expulsion upon any pupil. Such committee shall be composed of three certified employees of the school district, and chaired by a district administrator, other than those who may present evidence against the pupil. All rights of due process, as provided by state statute, shall be preserved.

**Rules and Regulations** - The administrator and his staff of each school may make rules and regulations necessary for implementing this policy and for maintaining good discipline. Any rules or regulations made within a specific school must

not be in conflict with the policy set forth in board policy or K.S.A. 72-8901 through 8906. It is acknowledged that it would be impossible to list all of the situations that could result in disciplinary action. It must be understood that the administrators and staff will take whatever action is required to uphold the spirit and intent of the policies and procedures of this school.

**Law and Juvenile Officer Policy** - If a law enforcement officer requests a visit with a student during school time, the officer shall first contact an administrator. The administrator will inform the officer that before the officer is allowed to talk with the student that the parent or guardian must be contacted and be present (if so desired by the parent or guardian) at the interview.

If a law enforcement official calls at the school to make an arrest of a student, the above procedure shall be followed; and before the student is taken from the school, the arresting official shall notify a parent or guardian. In case the law enforcement official does not notify a parent or guardian, the administrator will make contact before the student leaves school.

This procedure shall also be used if an officer of the court (Juvenile Officer) requests a visit with a student. The exception to the above will be in the case of suspected child abuse in which case the officer of the court will be allowed to visit with the student before parental or guardian contact is made. If the officer of the court takes the student from school, the officer will call a parent or guardian before leaving school with the student. In case the officer does not call a parent or guardian, the administrator will make contact before the student leaves school.

### **Student Rights:**

- A. A student has the right, by law, to attend a public school as long as he conducts himself in accordance with building and district rules, regulations and policies, and does not infringe upon the rights of others.
- B. A student and their parent/guardian have the right to receive, upon the opening of school or at the time of enrollment, a publication setting forth the major rules and regulations to which students are subject.
- C. A student has the right to have in the classroom an atmosphere conducive to a good learning climate and to participate in a school curriculum which will provide personal satisfaction for them, give them the knowledge, skills, and understanding adequate for responsible citizenship; and help them to understand and appreciate the cultural heritage of various ethnic groups in our society.
- D. A student has the right to participate with teachers and administrators in recommending school policies and curriculum through advisory councils, student government and/or student representation at faculty and administrative meetings where matters relevant to students are being discussed. An individual student has the right to express his viewpoint and recommendation either to the representative body or directly to the school building administrator, either orally or in a written form in a courteous and respectful manner.
- E. A student has the right to safety and security to person and property in the confines of the school building and grounds.
- F. Student meetings on school property are subject to approval of the school administration and require the presence of a staff member. Freedom of expression is subject to laws and rules relating to profanity, obscenity, libel and slander. The school is responsible for passing judgment on materials containing obscenities, commercialism, or are of an obscene or defamatory nature.
- G. A student has the right to be informed of the procedures to be followed in redress of grievances or complaints.
- H. In matters of disciplinary action where suspension or expulsion from school may be imposed, a student has the right to due process of procedure as prescribed by law.

**Student Responsibilities:** A student has the responsibility to abide by the rules and regulations of this school district. If the rules are broken, the student breaking them must be held responsible and assume that quick and fair disciplinary action will be taken in accordance with school policy.

### **In-School Suspension (ISS) Rules & Policies**

1. Student will not have or consume food or drink unless provided by the school. Students assigned ISS during their lunch period will eat their lunch in the ISS room.
2. Students assigned to the ISS room are to bring all of the books and materials needed to do their work. Teacher will be expected to submit the student's assignments to the office. The class work that the student would be expected to complete, if they had been in the classroom, must be completed to the best of the student's ability before they return back to the regular classroom. This may mean that the student will be in ISS longer than the assigned 1/2 day or full day to complete the assigned work. All work completed in ISS will receive full credit, as if the student were in the regular classroom.
3. Students will miss whatever specials (P.E., Music, Library, Art, and Recess) that they would normally have during the time they are in ISS.
4. Students will receive all appropriate assistance, as defined in their individual education plan (IEP) they would have received if they had been in the regular classroom. This does not apply to services that are designed for regular education students, such as Title I, special tutoring in math or reading, or other district approved programs.
5. Students are to be working on class assignments or reading class materials. This is not a time for playing games, cards, or engaging in other non-educational activities such as drawing.
6. Students are expected to comply with the directives of the person assigned to monitor the ISS room. Any non-compliance may result in additional time being assigned to the ISS room.

### **Sexual Harassment Policy for USD# 289**

#### **I. GENERAL STATEMENT OF POLICY**

It is the policy of Unified School District No. 289 to maintain a learning and working environment that is free from sexual harassment. The school district prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of Unified School District No. 289 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district.

#### **II. SEXUAL HARASSMENT DEFINED**

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

A sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. verbal harassment or abuse;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
7. any unwelcome sexually motivated touching.

### **III. REPORTING PROCEDURES**

Any person who believes they have been the victim of sexual harassment by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate school district official as designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office.

A. *IN EACH SCHOOL BUILDING.* The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report, the principal must notify the District Human Rights Officer immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Human Rights Officer. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action.

B. *DISTRICT-WIDE.* The school board hereby designates the superintendent as the school District Human Rights Officer to receive reports or complaints of sexual harassment from any individual, employee, or victim of sexual harassment and also from the building principals as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the President of the Board of Education. The school district shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

C. Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades, or work assignments.

D. Use of formal reporting forms is not mandatory.

The school district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed, as much as possible, consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

### **IV. INVESTIGATION AND RECOMMENDATION**

By authority of the school district, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment, shall immediately authorize an investigation. This investigation may be conducted by school district officials or by a third party designated by the school district. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Human Rights Officer.

In determining whether alleged conduct constitutes sexual harassment, the school district should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school district may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment.

The School District Human Rights Officer shall make a report to the President of the Board of Education upon completion of the investigation.

#### **V. SCHOOL DISTRICT ACTION**

A. Upon receipt of a recommendation that the complaint is valid, the school district will take such action as appropriate based on the results of the investigation.

B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district. The report will document any disciplinary action taken as a result of the complaint.

#### **VI. REPRISAL**

The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### **VII. NON-HARASSMENT**

The school district recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties.

#### **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### **IX. DISCIPLINE**

Any school district action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Kansas statutes, and school district policies. The school district will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge, to end sexual harassment and prevent its recurrence.

**UNIFIED SCHOOL DISTRICT NO. 289**

**SEXUAL HARASSMENT REPORT FORM**

**General Statement of Policy Prohibiting Sexual Harassment**

Unified School District No. 289 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of alleged incident(s) \_\_\_\_\_

Name of person you believe sexually harassed you \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what you did to avoid the situation, etc. (Attach additional pages if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant signature)

\_\_\_\_\_  
(Date)

Received by \_\_\_\_\_

\_\_\_\_\_  
(Date)

**DOCTOR/DENTIST APPOINTMENTS** - Students will be excused for medical and dental appointments but will be counted as tardy/absent. Elementary school age students will not be allowed to leave the building to go to the dentist or doctor without being accompanied by a parent or guardian.

**DRESS** - The attire for elementary school children shall be reasonable and prudent for the grade level, occasion and season. If a student's appearance attracts undue attention to the extent that it becomes a disruptive factor in the educational environment, the principal or his designee will ask the student to make necessary changes, not wear the garment again, send the student home to change, or other appropriate disciplinary action such as suspension or expulsion. Halter tops, midly tops, half T-shirts, and "Spaghetti strap tops" are inappropriate. Tanks tops may be worn over a sleeved shirt. Straps on shirts must be at least 2 "fingers" in width for 3rd, 4th and 5th grade. Clothing with vulgar language, or pictures and advertising alcohol/drugs is also inappropriate. Hats, caps, and sunglasses are NOT to be worn inside the building.

The wearing of shorts will be permitted, shorts may be worn under skirts or dresses for gym classes. Gang related apparel such as do-rags, exposed chains of any type; sagging pants, etc. are not permitted. All clothing must be worn in the fashion it was intended. Clothing that conveys negative messages that target members of particular groups which cause anxiety or lowered self- esteem is not permitted. The wearing of baseball caps backwards, backwards shirts, shirts inside out, etc., is not permitted. Clothing considered a safety risk is not permitted. Hats, coats, and gloves are suggested for the playground when the temperature is below 50 degrees. Please be sure to label all clothing, backpacks, book bags and lunch boxes with child's name.

**FIELD TRIPS** - In order to enrich the instructional programs and provide first hand experiences, classes will be visiting various educational attractions in the area. These attractions are considered an integral part of our instructional program. On these occasions, parents will be notified in advance of field trips which require the leaving of the city limits of Wellsville. Going on field trips is a privilege and not a right of each student. Students, who in the judgment of the teacher, may present a safety concern to themselves or others in the class because of discipline problems at school in the classroom and/or on the playground, may not be allowed to go on the field trip. When it is preferred that students do not accompany their class, they will be expected to attend school and special assignments will be provided. All other students are expected to be in attendance for field trips unless they have an excused absence. The Adult Volunteers and the classroom teacher will cooperate in providing parents to act as chaperones. **SIBLINGS MAY NOT BE INCLUDED ON FIELD TRIPS.** We welcome parents to be part of our "classroom for the day. However, we do not allow siblings to participate.

**The field trip permission form will be signed at the beginning of the year enrollment for any/all field trips outside of the building. Teachers will notify parents/guardians regarding specific trips throughout the school year.**

**FIRE/TORNADO/CRISIS PERVENTION DRILLS** - Fire and tornado drills will be held as required by law. Students will be taught the importance of fire prevention and evacuation requirements by their classroom teachers. The location of the map for fire and tornado route is located in each "classroom" for the day. However, we do not allow siblings to participate.

**FUND RAISING** - Students are not to bring items to school to sell for fund raising for organizations outside of the school, such as for Girl Scouts, Boy Scouts, soccer, baseball, etc. The school can not be responsible for the items being sold or for the money collected for their sale. For these reasons it is best that these sales be done outside of the school day away from the school setting.

**GRADING, PROMOTION AND RETENTION-** Teachers are responsible for the grading and promotion of students in accordance with school policy and instructions. If retention is a consideration, it will be discussed with the principal and the parents before the end of the school year. Retention will be the result of a well considered professional judgment that is in the best interest of the student.



Progress reports will be used for all students in grades K-5 to inform parents of the progress their child is making at the mid-quarter parent/teacher conferences. The form the progress reports will take may vary from teacher to teacher and from grade to grade. A fourth quarter progress report will be sent to the parents of all K-5 students for the fourth quarter when there are no parent/teacher conferences scheduled.

**END OF QUARTER REPORTS** - Skills checklists (grades K-3) and end of quarter reports and skills checklists (grades 4-5) will be prepared after each nine week period. Parents are expected to attend the parent/teacher conferences when they are held. Teachers will hold the reports until a conference can be held or a suitable substitute arranged. End of quarter reports will be sent home with the child.

**PEER GRADING OF ASSIGNMENTS** - Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

**PARENT CONCERNS AND QUESTIONS** - Parents having concerns or questions regarding their child's progress or attendance at school are encouraged to contact the school. A line of authority has been established in the district to facilitate the addressing of parent concerns. The line of authority is as follows:

1. The teacher or staff member most directly connected to the concern
2. The building administrator
3. The superintendent of schools
4. The board of education

Should the parent not receive satisfaction at the first level in the line of authority, then the next person in the line should be contacted. It is important that this line of authority be followed and that steps not be skipped in having concerns addressed. It is hoped that by following this procedure that misunderstandings can be avoided and those most closely associated with the concern will be allowed an opportunity to respond to the concern before the next person in the line is contacted.

**PARENT-TEACHER CONFERENCES** - Our teachers work many hours preparing for parent-teacher conferences. We strive for 100% attendance. Attendance shall mean coming to the school to meet with the teacher(s) for a conference. Conferences done by phone do not count as attendance at a parent- teacher conference. Online (Zoom) conferences may be scheduled at the discretion of the teacher and will count as attendance at a parent-teacher conference. Parents are encouraged to write down questions and concerns so that the short conference time can be fully utilized. In case of time conflicts, parents should contact the office to determine a more appropriate time. Mid-quarter reports will be given out at the time of the conference.

Note: Should you desire additional conferences, they will be provided. Likewise, should we feel the need for additional conferences, we will contact you. Communication is the key to a successful educational program.

**HOMEWORK** - Homework will be of a supplementary nature to provide extra help in some area or to demonstrate for parents the mastery of a skill. Where homework is assigned for the intermediate grades, an effort is made by the teacher to limit the total amount of homework in one evening.

If children seem to have too much homework they may not be taking full advantage of their class time. Teachers should be contacted if there are concerns about homework.

Parents, particularly those of primary students, should set aside a period of time in the evenings for their children to share the joys of learning with them. They should definitely be encouraged to read aloud or silently during this period. Remember that the quantity of time spent with children is not nearly as important as the quality of time spent.

Assignments should be handed in on time. Late work may not be accepted unless the child has been absent due to illness. Children should be taught good work habits, the value of organization, and the responsibility of completing a task on time. Correcting poorly done work is expected in the primary grades (1-3). When a student has been absent, due to illness, for one or two days, two days will be allowed for make-up work upon the return of the student to school for each day of absence ( a total of 4 days to include school days, Saturdays, Sundays, and holidays). When a student has been absent for more that 2 consecutive days the student/parent will need to make special arrangements with the classroom teacher(s) as to when the make up work shall be completed. Work that has been missed on days of unexcused absences is expected to be completed by the student and will receive partial credit not to be less than 50% of the grade that the work would have ordinarily received.

Tests that are given the day the student returns from being absent will be given the following school day unless the student agrees that they are adequately prepared to take the test that day.

**PLAGIARISM** - Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

**PARTIES AND BIRTHDAY TREATS** - Parents wishing to celebrate their child's birthday will need to make arrangements with their child's classroom teacher. Birthday parties are usually observed on the day of the child's birthday or as near as is convenient for both the parent and teacher. Celebration of birthdays is optional and is up to each individual parent. Invitations to students for private parties are not to be handed out at school unless every student in that classroom or grade is given an invitation.

Special parties for holidays will be scheduled through the classroom teacher. Normally, treats will be served after lunch or at the end of the day. Parents and students may be encouraged to help with these. Volunteers will assist in the planning of parties for Halloween, Christmas, and Valentine's Day for ECSE through 5th grade, and Easter ECSE through 5th grade. All activities need to be cleared through the teacher, prior to the classroom party. Student planned surprise parties are to be discouraged. Requests are to be made through the school principal. Adult sponsors will be required.

**LABEL YOUR PROPERTY** -Please mark your child's clothes and possessions with his/her full name. This is important for even older students. Stolen or misplaced articles are more easily returned when properly labeled. **IT IS ESPECIALLY IMPORTANT TO LABEL COATS, JACKETS, AND HAT/CAPS.**

**Inactive Activity Funds**-The board will assume control of all inactive activity funds and disburse those funds to other activity accounts or expend the funds as directed by the board.

## **HEALTH PRACTICES AT SCHOOL**

### **AIDS**

**Management of Students and Employees with Acquired Immunodeficiency Syndrome (AIDS) and HIV-Related Diseases:** Medical research indicates that AIDS/Human immunodeficiency virus (HIV) cannot be transmitted through casual physical contact. The school-aged child infected with HIV presents a negligible risk of transmission to his/her classmates or to other adult school personnel and thus does not affect their health and safety. For the same reason, adult school personnel infected with HIV, under ordinary school circumstances, will not infect school children or co-workers. Therefore, both children and adult school personnel infected with HIV should, in most instances, continue to attend school and to fully participate in programs and activities offered by the Wellsville Public Schools.

Removal of a student or an adult employee infected with HIV from the school setting is normally not justified. However, guidelines will be established in Administrative Regulation for case-by-case review process for any student or school employee known to have HIV. The Board grants the superintendent authority to act on the recommendation of the Communicable Disease Evaluation Committee (CDEC) as established in administrative regulation.

### **ADMINISTRATIVE REGULATION:**

Management of Students and Employees with Human Immunodeficiency Virus (HIV)

1. **Advisory Committee**

The Superintendent of Schools will appoint a Communicable Disease Evaluation Committee (CDEC). The CDEC will meet as needed to determine the appropriate school placement of children or employees infected with HIV. The members of the CDEC will include:

- County Public Health Officer or his/her representative (serve as chairperson)
- Principal of the school of the student or employee in question
- Special education coop director
- A medical doctor from the Wellsville community
- The personal physician of the affected student or employee

The Superintendent will not be a member of the CDEC, but will have the duty to approve, modify, or in any other manner change recommendations of the CDEC.

2. Procedures

- a. The CDEC will review all students or employees known to have the HIV infection. The school system and health department will immediately report known cases to each other, provided a written release to exchange information between the two agents is obtained from the employee, or the parent(s) or guardian(s) of the student.
- b. The CDEC shall meet within ten (10) working days from the date the chairperson is notified.
- c. The student's parent(s) or guardian(s) or employee must identify a physician who will be responsible for the medical and psychological care of the student or employee.
- d. Prior to the meeting of the CDEC, the parent(s) or guardian or employee must give written permission to their physician to release information and appropriate data to the CDEC.
- e. Prior to review, the CDEC Chairperson will obtain appropriate relevant information from the student's or employee's designated physician, the student's parent(s) or guardian(s), employee, and school in a confidential manner. This will require written permission from the student's parent(s) or guardian(s), or school employee.
- f. Included in CDEC meetings, as needed, would be the parent(s) or guardian(s) of the student, the student (when appropriate), employee, designated physician, principal and teacher(s) and any other party which the Committee deems as necessary. All persons involved with the Committee will be advised by the school's attorney of the privacy laws and the need for confidentiality. The number of persons aware of an affected individual's condition will be kept to a minimum. Unless circumstances clearly warrant, the Committee will not notify parents of other students, or other school employees regarding the HIV infection status of any student or employee.
- g. The CDEC will determine if the student or employee presents an increased risk of transmitting the HIV infection. If so, the Committee will determine the appropriate restricted setting for the individual.
- h. The following items will be considered for all students:
  1. Age
  2. Behavior
  3. Neurological and mental status
  4. Physical condition

The CDEC may recommend a restricted setting for the student if he or she meets any of the following criteria:

1. Lacks control of body secretions
  2. Exhibits behavior problems which would increase the possibility of transmission - such as biting
  3. Has un-coverable oozing lesions
  4. Needs a restricted setting to protect from the infectious diseases of others
  5. Needs a restricted setting to protect from the risk of physical or psychological harm in an unrestricted setting
  6. Any other factor which, out of necessity, would dictate the need for a restricted setting
- If none of the above conditions exist, the CDEC may recommend an unrestricted setting for the student.
- i. The CDEC will determine whether or not any person with the HIV infection poses a potential risk of transmission to other employees or students. If so, CDEC will recommend a restricted setting for that person. If a risk does not exist, the CDEC will recommend continued work in that person's regular work place or position.
  - j. Each member of the CDEC shall have one vote. The CDEC recommendation for each student or

employee will be decided by a majority of votes. Three members of the CDEC will constitute a quorum. In the case of a tie vote, the Superintendent will make final decision.

k. The CDEC will keep written notes of its meetings. The formal recommendation of the CDEC will be made, in writing, to the Superintendent. The recommendation shall contain a detailed recitation of the medical facts which lead to any medical conclusions concerning restrictive settings. Furthermore, the unaltered recommendation of the student or employee's personal physician shall be included with the recommendation, together with any facts or rationale which are necessary to understand why the personal physician's recommendation was not followed. The Superintendent must, within three (3) working days, review, modify or approve, in writing, the decision of CDEC. It will be the responsibility of the Superintendent to see that a final decision is reached regarding a restricted or unrestricted setting for the student or employee.

Only persons authorized by the superintendent may have access to the records. All records will be stored in the central office of the school district.

l. During the review process, an infected student or employee may be excluded from school or work. Exclusion will be done at the Superintendent's discretion, after consultation with the Franklin County Health Department and the personal physician. If such exclusion is anticipated to be more than ten (10) days, the CDEC will recommend an interim educational placement.

### 3. Monitoring

a. The student's or employee's principal or supervisor will be responsible for notifying the CDEC Chairperson of any changes in the student or employee which would require a reassessment of the educational setting.

b. The CDEC Chairperson may call the student's or employee's physician and principal or supervisor on a monthly basis to determine if there have been changes in the student's or employee's health status which have gone unreported. The Chairperson may also maintain monthly contact with the student or employee. This monthly monitoring will include the parent(s) or guardian(s) in the case of a student.

c. If any changes in the health status of a student or employee with the HIV infection occur which may increase the risk of transmission, the CDEC Chairperson will immediately schedule a CDEC meeting to discuss the situation. The student or employee may be excluded from school or work place at the time (see section 2(l)).

### 4. Outbreaks of Communicable Diseases

If a communicable disease (e.g. measles or chicken pox) occurs in a school or classroom which could be threatening to an infected student or employee, the infected student's parents(s) or guardian(s), or the employee, and the student's or employee's physician will be notified by school authorities.

### 5. FINAL DECISION BY BOARD

The Board of Education shall reserve the right to make the final decision regarding the placement of a student or employee in school after taking into account the recommendations of the CDEC and after weighing the risks and benefits to the student or employee and other students and employees in the school.

**COMMUNICABLE DISEASES:** The Kansas State Department of Health issues the following information concerning some common communicable diseases. The guidelines set forth in the Kansas Classroom Handbook of Communicable Disease will be followed in regard to communicable diseases.

Any student with temperature above 100.2 or vomiting must remain out of school for 24 hours after the last fever or episode of vomiting.

In the event a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal may require a release from the student's physician before the student reenters school. For students who, due to illness or injury, need to be excluded from recess and/or PE, parents may send a note for 3 days. This time may be extended on a case by case basis with approval of the building administrator. After 3 days, a note will be required from the child's physician.

Decisions regarding the type of education and care setting for a student with a communicable disease shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others. In each case involving a student with a communicable disease, the board reserves the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the students and to others in the proposed educational setting.

**IMMUNIZATION:** It is the parent/guardian's responsibility to furnish the necessary immunization records to the school to verify that their child has received the immunizations as required by law.

Students who are unimmunized (have a medical or religious exemption on file) will be excluded from attending school during the appropriate inoculation period if another student is diagnosed with one of the following illnesses:

Measles - 12 days	Rubella - 21 days
Mumps - 25 days	Pertussis - 20 days

A student enrolling in a Kansas school for the first time will have (90) days after admission to furnish evidence that he/she is in the process of receiving or have already received the required inoculations.

If a student is not in compliance with the Kansas Immunization Law, he/she may be excluded from school attendance until evidence of compliance is furnished. The parent or guardian of the pupil excluded will be notified and provided an opportunity for a hearing on the matter. **Students due for their tetanus/diphtheria (td) booster shot are required to have the booster or else be excluded from attending school.**

Immunization guidelines are available on the web site under health issues. A copy can be provided upon request.

The county health department is also available for immunizations and physical examinations. They are given at the office in Ottawa on Monday through Friday 8:00-5:00. The office is located at 1418 S. Main; the phone number is 229-3530.

**EXCLUSION FROM SCHOOL FOR NON-IMMUNIZED STUDENTS:** Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.

#### **SCHOOL HEALTH RULES:**

1. For minor injuries, first aid is administered by school personnel.
2. Children who exhibit symptoms of illness should not be sent to school.
3. The school is not responsible for accidents occurring on school property. Pupils are to be taken to their family physicians for treatment by the parent or those authorized by the parent to do so.
4. On the first day of your child's absence the office should be notified by phone or e-mail concerning the reason for the absence. Upon returning, the student will need to submit a note to his/her teacher stating the reason and date(s) of the absence for our records.
5. Students who have had a fever over 100.2 must stay home for 24 hours fever free without the use of fever reducing medication, unless they have a signed note from a Dr. stating they may return to school and are fever free at the time. Students who have vomited, accompanied by other flu-like symptoms such as fever, fatigue, muscle pain, or sore throat, must stay home 24 hours vomit free before returning to school. **Subject to change in accordance with recommendations for COVID19.**

**MEDICATION POLICY: Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurse, unless authorized. In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. Medications should be inventoried every semester. Out of date stock should be returned to the parent or destroyed. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.**

1. The school nurse and other personnel will not provide medicines, treatments, or diagnose.
2. Policy requires that any medication (over-the-counter or doctor prescribed) and alternative substances (i.e., Herb's) must be sent to school accompanied by a note from the parent AND a note from the doctor (for prescriptions medicine) with dosage information. Your doctor's office could fax the school a note (785-883-4850) to prescribe the medication to be given at school.
3. It must be in its original container. This applies to both prescription and non-prescription.
4. Medications that are scheduled to be given three times a day (i.e. antibiotics) will not be given at school, unless it is accompanied by a note from the doctor specifically asking the school to dispense the medication. Medications prescribed for three times a day are to be given before school, after school, and at bedtime.
5. Medications that are scheduled to be given four times a day will be given one time during the school day unless it is accompanied by a note from the doctor specifically asking the school to dispense the medication more than once during the school day.
6. Medications that are considered a "Controlled Substance" such as Ritalin, Dexedrine, pain medications etc., must be brought to school by a parent or sent in a sealed envelope.
7. Inhalers may be kept with the student with permission from the parent and doctor.

**SCHOOL ILLNESS AND ACCIDENTS:** In the event that a student becomes ill or injured at school, we will make every effort to contact the parent or designated substitute. We will not send a child home if they will be unattended.

In the event of an accident, the school may administer first aid. If the injury appears serious, the parent(s) or designee will be contacted. If the parent(s) cannot be located, the administration will arrange to have the student taken to his/her family doctor (where circumstances require).

**SCREENINGS:** Vision and hearing screenings may be scheduled during the school year for your child. All new students will be screened for vision and hearing. Should problems be discovered, referral forms will be sent home encouraging further medical attention is taken by the family.

**LEAVING SCHOOL - EMERGENCY TELEPHONE NUMBERS ARE VERY IMPORTANT AND SHOULD BE KEPT UPDATED SO THAT THE SCHOOL SECRETARY OR SCHOOL NURSE CAN CONTACT SOMEONE IN CASE IT IS NECESSARY TO DO SO.**

**LOST AND FOUND** - All articles found on the school premises should be turned into the office. Articles turned in will be kept for a period of 7 school days. Parents should label all items of personal property including wearing apparel. If items are not claimed by the end of the current semester, they will be donated.

**USD 289 Policy on Food Charges for WES:**

When an elementary student lunch account gets below \$10.00, Power School Announcement will make contact with the parent letting them know their child has a low balance. Once an elementary student has reached a delinquent account of -\$20.00 a phone call will be made by the Food Service Director to discuss payment options. Parents are encouraged to call the Food Service Director in the event of extenuating circumstances when payment cannot be made. Exceptions will also be made if authorized by a principal.

Lunch payments will be updated and placed in the student's account within 48 hours. This policy is effective as of January 1, 2013.

Parents eating lunch with their student must sign in to the office upon entrance to the building and report directly to the cafeteria to meet their student.

**LUNCH PROGRAM** - We have a closed lunch program. Students will not be allowed to go home or to town for lunch without their parents picking them up to take them. Children may carry sack lunches if they prefer.

Students who eat hot lunches will be encouraged to sample all foods. They must choose and should eat at least three food items. The trading or giving away of food in the lunchroom is not allowed for health reasons. Students may be excused from eating in the lunchroom and may be isolated from their classmates for the throwing of food.

Parents desiring financial help may apply for free and/or reduced price meals through the superintendent's office. Forms for this service will be available at enrollment time. Please allow three days for processing of the applications. Parents are welcome to visit the cafeteria and to eat with their child/children. The school office should be notified in advance to allow for proper planning and preparation of meals.

**Payment of Lunch Fees:** Payment of lunch fees shall be daily, weekly, or monthly, in advance.

Lunches shall be provided for students who qualify at a free or reduce rate when:

- a. The parent or guardian of the pupil shall make a request to the food service director.
- b. The assistance of the Social Welfare Department shall be enlisted by the superintendent to determine if the family receives aid for dependent children, receives general assistance, or is needy but not otherwise qualified for either.

Recipient pupils of the reduced or free rates shall in no way be designated by type of lunch card, seating or any other arrangement which is different from other children. The decision of the food service director may be appealed to the superintendent of schools.

It is the intent of Unified School District No. 289 to provide adequate nourishment to all students. Administrative discretion must be used if it appears that a student is in arrears or cannot pay for the meal and proper arrangements should be made.

**LUNCHROOM** - Students who bring their lunch will eat with their classes in the lunchroom. They should report for lunch promptly according to the schedule.

Lunchroom aides will monitor each group and see that students maintain good order.

Lunches are to be finished in the lunchroom and no food or milk is to be taken out of the lunchroom. Teachers may eat with their students in their classroom if they are willing to supervise them. All remaining food must be returned to the cafeteria for disposal.

Students are permitted to talk to their neighbors in normal conversational tones while at lunch, but are not to be overly noisy.

Students are to be encouraged to try different kinds of food, but are not to be forced to eat everything on the plate.

Students are to remain seated until given permission to return their trays and to return to the room or go to recess.

**PHYSICAL EDUCATION - Exclusion from Participating in PE:** Any student, who has a medical condition for which they need to limit activity, may be excluded from participating in PE for a maximum of 3 consecutive days **with a note from a parent/guardian**. This time may be extended on a case to case basis with the approval of the building administrator. If the condition requires the student to limit activity for longer than 3 consecutive days, the parent/guardian will need to present a note from the student's doctor explaining the disability and length of activity limitation. A student who has been excluded from participating in PE may be excluded from similar activities outside of PE class. The student may be required to complete an alternative assignment (these may be, but are not limited to, written reports or worksheets) during the time period of activity limitation.

**Student must have appropriate foot wear for gym class.** Flip flops, sandals, boots of any type, shoes with leather soles, or any other type of hard-soled shoes which may damage or mark the gym floor, will not be permitted, at the discretion of the gym teacher, for gym class. This is necessary to protect the gym floor and/or the safety of students. The student may be required to complete alternative assignments (these may be but are not limited to written reports or worksheets) during the class period when participation is not possible due to inappropriate shoes for gym class.

**PLAYGROUND SUPERVISION** - All recess breaks will be supervised by school personnel or assigned adult volunteers. Indoor recesses will be held when the weather is inclement (temperature below 20 degrees F.) at the discretion of the building principal. Long term exclusion of a student (more than 3 days) from outdoor recess will require a doctor's note.

### **PLAYGROUND RULES**

1. Swings - Students are not to stand up in swings or to swing double and only one person per swing. No "underdogs" are allowed. No twisting or swinging from side to side is allowed. No bailing out of the swings is allowed.
2. Students are not to jump on or push each other.

3. No toy guns or toy weapons of any kind are to be on the playground.
4. Football - Tackle football is not allowed at the elementary level.
5. Hardball - Baseball (hardball) will not be played. Pitch and catch ball will be allowed for 4th and 5th grade.
6. Teacher aides have the same authority over students as teachers for playground supervision.
7. Students are expected to follow the directions given by the playground supervisors, even if it is contrary to the instructions of their own classroom teacher
8. Supervisors are to use their own judgment to stop unsafe or disruptive behavior or language that is not specifically covered by rules
9. Students are to proceed to the playground area immediately and not to return to their classrooms, enter the school building, or leave the playground area without permission of the teacher or the playground supervisor who is on duty.
10. Playground balls - Only basketballs or playground balls are to be used near the building. Balls are not to be thrown or kicked toward the building at any time
11. Students are to play in their assigned areas.
12. Students are not to go into the street after a ball without first getting permission from the playground supervisor. Student is not to leave school property. They are NOT to climb over any fences
13. Students are not to borrow equipment from other classrooms or from individuals in those classrooms. Equipment should be returned to the classroom after recess is over.
14. Students should line up promptly when the whistle is blown and wait for instructions before entering the building quietly
15. No play fighting, karate, or other make believe activities that portray violence are allowed on the playground.

**STUDENT INSURANCE** - USD #289 does not provide student accident insurance to cover injuries incurred by students while they are at school. Parents are encouraged to cover their children with adequate accident insurance. If you do not have coverage for student accident insurance, information regarding insurance is available at enrollment time or by contacting the elementary school office. USD #289 does not recommend or endorse any one insurance company for student coverage. The insurance information is offered only as a convenience for patrons of the district.

**PRIVACY ACT**  
**NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

TO: Parent and Students in Unified School District No. 289

Under the Family Educational Rights and Privacy Act (FERPA), the parents of students enrolled in any educational institution receiving Federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to you under this Act:

1. You are entitled to have access to your child's records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to you within 45 days after receipt of the request by said custodian.
2. The school district has adopted policies in implementing this Act. Copies of these policies may be obtained at the superintendent's office or by contacting the superintendent.
3. The parent's right of access shall include:
  - (A) The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their child;
  - (B) The right to inspect and review the content of those records;
  - (C) The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district of reproducing such copies.
  - (D) The right to a response from the district to reasonable requests for explanations and interpretations of those records;



- (E) The right to an opportunity for a hearing to challenge the content of those records;
- (F) The right to inspect and review any material or document in the education records of that student which includes information on more than one student. Inspection and review includes only that part of the material or document as relates to that student or to be informed by the custodian of records of the specific information contained in that material
- (G) The right to a hearing to challenge the content of your children's education records to insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student; and to insert into the record a written explanation respecting the content of the record.

4. Before any school records will be released to third parties, other than school officials in other educational institutions in which your child has enrolled or intends to enroll, you must give your written consent to said release. This written consent must be presented to the custodian of records before they will be released. The written consent must include the following:

- (A) the specific records to be released;
- (B) the reason for such release;
- (C) the name of the party or agency to whom the records will be released; and
- (D) notification to you that you may receive a copy of the student's records to be released, if you desire a copy, at the actual cost of reproduction.

5. The right to obtain copies of your child's student records.

6. The right to notification of transfer of your child's student records and the right to challenge the content of the records to be transferred.

7. The right to have the school district make a reasonable effort to notify you of the subpoena of your child's education records prior to the school district's compliance with the subpoena.

8. The right to have the school district make a reasonable effort to notify you of the receipt of a judicial order by the custodian of the education records requiring the custodian to turn over your child's education records to the court prior to compliance.

9. The right to file a written complaint with the Department of Education (FERPA), 400 Maryland Avenue SW, MES, Room 4074, Washington, D.C., 20202, of alleged violations of this Act by the school district.

10. The school district has designated the following information as directory information:

- (A) The student's name, address, telephone number, date of birth;
- (B) The student's major field of study, and class designation (i.e., 1st grade, 10th grade);
- (C) The student's participation in officially recognized activities and sports;
- (D) The weight and height of members of athletic teams;
- (E) Date of attendance;
- (F) Degrees and awards received;
- (G) The most recent previous school district attended by the student;
- (H) Name, address, and telephone number of parents or guardian.

This information is considered public information which may be released by the school district without prior consent. You have 10 days from the date of this notice to inform the school district that any or all of the directory information should not be released without prior consent.

11. The custodian of records will maintain a log of persons, agencies or organizations who have access to educational records. This log will indicate the legitimate educational or other interest that each person, agency or organization had in seeking the student's records. The log will be available only to a parent or legal guardian of the student and the custodian of the records.

12. When your child becomes eighteen years of age, all rights formerly accorded to you as a parent of the student become the sole rights of the student, and you will no longer have the right of access to your child's records.

**SCHOOL ACTIVITIES WHEN SCHOOL IS CLOSED** - On days that it is determined that USD #289 shall not have school, or shall dismiss school due to bad weather, no school sponsored activities shall take place. The only exception to this

policy shall be that if it is later determined by the building administrator that the expected severe weather/road conditions did not materialize, and that in the building administrator's judgment, school activities can safely take place, the building administrator may allow school activities to take place.

**SCHOOL CLOSINGS** - When weather seems questionable, students and parents should listen to any of the following radio stations: KOFO (1220), KLWN (1320), WIBW (580) or WDAF (61). When possible, notice will be called in before 7 A.M. if it is necessary to call off school. Facebook, twitter, school mass notification system will also serve as communication for any school closing.

**SECURITY** - Students should not leave valuables or money unattended in their desks, rooms or lockers. They should be discouraged from bringing expensive items and large sums of money to school. The school can not assume responsibility for personal items or money that is lost at school.

**STUDENT CONDUCT** - Students are expected to conduct themselves in an orderly manner. There should be no running, roughhousing or unnecessary loud noises inside the building. Students will not loiter in the hallways, bathrooms or special classrooms. Other persons and property are to be respected at all times. Appropriate language is to be used when speaking with students or teachers. Each student is expected to obey the instructions of any employee or designate while on school property. Students who are on school sponsored or school related activities are also expected to conduct themselves in an orderly manner. Teachers will set the standards of behavior which will be accepted.

**STUDENTS REMAINING AFTER SCHOOL** - Students must leave the building at the close of the school day unless they are being supervised by a teacher. \*ALSO REFER TO THE SECTION ON "DETENTIONS"

**STUDENT USE OF SCHOOL TELEPHONE** - Parents should feel free to contact the school staff concerning any matter dealing with their children and the school. Should you desire to contact a teacher or pupil by phone, we would encourage you to leave a message or leave your name and number for call backs at a convenient time. In this manner, classroom instruction will be least interrupted.

Only in the case of serious need will students be allowed to use the telephone. The student will at no time be denied the use of the phone regarding transportation concerns or medical concerns. In most cases, phone calls regarding medical concerns will be made by the school nurse or other office personnel. Many calls can be averted if child and parent will discuss plans before leaving for school. Notes to children with messages from parents will be delivered at the end of each day. Students may not have cell phones at school.

**VISITORS** - The success of the child can be measurably increased if his/her parents/guardian show an active interest in his/her work. Parents are cordially invited to visit the school. Should questions or misunderstandings arise, parents are urged to contact the teacher first and then the administration in order that a clear understanding and cooperative solution may be reached.

Below are some guidelines that may be of help to you in considering visitation of school:

1. Parents are encouraged to visit school.
2. Visits should be limited in length so as to avoid the interruption to the teaching/learning process.
3. Visitors are encouraged, out of courtesy, to give prior notice concerning their intent to visit.
4. All guests must come to the office and check in upon arriving and receive a visitor's sticker for their visit.
5. Visitation during the first two weeks of school, preceding vacations and during the final two weeks of school is undesirable and must be arranged with the individual teacher.
6. Parents wishing to discuss a child's progress should make arrangements in advance for a non-school time conference. Time should not be taken during classroom visits for such a conference.
7. Pre-school children will not be allowed to accompany brothers or sisters for special events.
8. Children visiting school must have the principal and classroom teacher's permission before coming to school for the visit.
9. Picture Identification may be required upon entrance to the school building.

**WITHDRAWAL PROCEDURE** - Parents of students who are withdrawing must notify both the teacher and the office. They should also indicate a forwarding address and sign a records transfer release.

**5TH GRADE DAILY ASSIGNMENTS AND HOMEWORK** - Assignments and homework are an important part of the school curriculum. It is expected that assignments/homework will be turned in when due. This is necessary so the student can receive immediate feedback indicating that he/she did or did not understand the concept being taught. This

allows the student to receive further help if needed before going on to other assignments which have been based on grasping the previous day's concept(s). When the work is not completed, this process breaks down.

Completed daily assignments are to be turned in for credit when the teacher asks for them. Completed daily assignments, which are not turned in during the class period in which they are due, may or may not receive credit at the discretion of the teacher giving the assignment. The student is responsible for completing the unfinished work, redoing a lost or forgotten paper, or making a phone call to have the forgotten paper brought to school. The student is responsible for getting the completed daily work to the teacher. Students may be required to serve a detention to finish uncompleted assignments at the discretion of the teacher giving the assignment. Twenty four hour notice will be given to the parent(s) before the student will be kept after school unless other arrangements are made that are satisfactory with the parent(s).

**5TH GRADE LONG TERM ASSIGNMENTS** - Long term assignments may require the completing of components of that long term assignment in order that the whole assignment be given a grade. For example in Language Arts, note cards, an outline, bibliography, rough draft, and final copy need to be completed in a timely manner in order for a final product to be completed for a grade that would weigh more than a daily assignment grade. A student may be given a detention, or detentions, in order to assure that the necessary component assignments of a long term assignment be completed so the student can receive credit for the long term assignment.

Assignments, for which the student served a detention to complete, will receive full credit for that assignment when it is graded as a long term assignment.

**Technology Policies for Use of “the district network” and the “Internet”  
Wellsville Schools  
U.S.D. #289**

**Definition:** “The district network” is defined to mean all hardware, such as computers, peripheral input and out devices, system servers, and the network and Internet communication equipment, and software, such as operating systems, application programs, and programs for network and Internet communication.

1. **Take care of the equipment.**  
Do not have food or drinks around computer equipment. Do not mark on the equipment. Use care in moving and handling computer equipment. You are financially responsible for any equipment and/or property checked out to you by the Wellsville Schools. No personal diskettes will be allowed at the Wellsville Schools. If you need diskettes, the school will provide them.
2. **Be polite on “the district network” and the “Internet”**  
Do not use abusive or vulgar language in “E-mail” messages. Make your messages short and to the point. Do not tie up “the district network” by downloading large files or sending huge “mailings”.
3. **Respect the privacy of others.**  
Do not give out your passwords, and do not try to “break” the passwords of other users. All communications and information accessible via the network should be assumed to be private property and subject to copyright laws. Do not delete, modify, or tamper with another person’s files or documents without permission. All programs, files, and documents accessible at the Wellsville Schools should be considered copyright protected. Do not copy any programs, files, or documents without permission.
4. **Use “the district network” for appropriate educational activities.**  
Do not use “the district network” or the “Internet” to access or disseminate vulgar, illegal, or sexually explicit material. Note that “the district network” files and electronic mail (“E-mail”) are not guaranteed to be private. The people who operate and manage the system have access to network files and mail. Messages or information relating to, or in support of, illegal activities may be reported.
5. **Ownership and Presumption of Privacy.**  
“The district network” is owned by U.S.D. #289, which has sole control over the use of said network. Users of the “the district network” have no presumption of privacy. Be aware that when you are using “the district network” you are leaving behind an electronic trail of your activities, which can be traced. U.S.D. #289 reserves the right to monitor all aspects of “the district network” to assure compliance with the stated Technology Policies set forth in this document.

6. **Be conservative.**

If you are the last one using equipment, turn it off. Doing a proper “shut-down” on computers and turning off printers when not in use will save power. Do not print more material than you need to. Use the screen to edit documents and only print final copies. Do not print a page of reference material when you only need a paragraph.

**Wellsville Board of Education Policy GAAF: Emergency Safety Intervention**

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.

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 timeout. • “Incident” means each occurrence of the use of an emergency safety intervention.
- “Law enforcement officer” and “police officer” mean a fulltime 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 GAAF Emergency Safety Interventions GAAF2 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. 721046(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.

**Prohibited Types of Restraint**

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

- Using facedown (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
- Use of mechanical restraint, except:

- o 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
- o Any device used by a certified law enforcement officer to carry out law enforcement duties
- o Seatbelts and other safety equipment when used to secure students during transportation

### **Use of Emergency Safety Interventions**

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### **ESI Restrictions**

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

### **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, deescalation 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 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

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.

### **Parents 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 a 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 10day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### **Local Dispute Resolution Process**

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

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

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident. Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

## **TECHNOLOGY**

### **Computer Usage Student/Parent Agreements:**

The following schedule will be followed for obtaining student/parent signatures for the Wellsville Schools, USD 289, Acceptable Use of Computers, Networks, and "Internet" student and parent agreement forms.

At the kindergarten level only the parent agreement form will be signed.  
This form will be kept on file until the student reaches the 3rd grade.

At the third grade level both the student and parent agreement forms will be signed. These forms will be kept on file until the student leaves the elementary school.

Any new student to the district will follow the schedule that applies at the time of enrollment.

Any student not having a signed parent or student signature on file that is required above will be denied access to any and all computer equipment until the necessary form (s) are on file.

### **Computer E-mail Policy:**

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

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

**Computer Website Policy:**

Students are not to access Facebook, My Space, or any other Social Networking Media Websites on school computers during the school day.

**Consequences of Violation of Technology Policies  
Wellsville Schools  
U.S.D. #289**

All of the policies and handbook procedures for acceptable use of "the district network" and the "Internet" are intended to make technology more useful and enjoyable for students and teachers. Said policies and procedures are also intended to minimize the burden of administering the network and servicing equipment so that more time can be spent enhancing services.

Use of "the district network" and its access to the resources of the "Internet" is a privilege, not a right. Violations of the policies and procedures of the Wellsville Schools and U.S.D. #289 concerning the use of "the district network" will result in disciplinary action.

Three (3) levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any level depending on the facts and the severity of the violation.

**Level 1: Warning:**

The student would lose computer privileges to "the district network" and/or "Internet" access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference. In the case of vandalism or destruction of property the student and/or parent or guardian shall be required to pay damages before the student will regain privileges to "the district network" and/or "Internet" access.

**Level 2: Pattern of abuse, repeated abuse, or flagrant violations:**

A student who engages in serious or persistent misbehavior by violating previously communicated written standards of conduct may lose any computer privileges to "the district network" and/or "Internet" access for the remainder of the semester, or the school year, or remaining school years, and may be recommended for suspension.

**Level 3: Suspendable/Expellable offense:**

A student could be suspended/expelled from school if he/she engages in conduct on "the district network" and/or "Internet" that violates U.S.D. #289 Board policies and guidelines or contains the elements of the offense of criminal mischief, as defined by state and federal law.

**Crimes Against Property 21 - 3755**

**21-3755. Computer crime; criminal computer access.**

(a) As used in this section, the following words and phrases shall have the meanings respectively ascribed thereto:

(1) "Access" means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system or computer network.

(2) "Computer" means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic or communication and includes all input, output, processing, storage, software or communication facilities which are connected or related to such a device in a system or network.

(3) "Computer network" means the inter-connection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.

(4) "Computer program" means a series of instructions or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.

(5) "Computer software" means computer programs, procedures and associated documentation concerned with the operation of a computer system.

(6) "Computer system" means a set of related computer equipment or devices and computer software which may be connected or unconnected.



(7) "Financial instrument" means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card or marketable security.

(8) "Property" includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation and computer software in either machine or human readable form.

(9) "Services" includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system or computer network to perform useful work.

(10) "Supporting documentation" includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs or data.

**(b)** Computer crime is:

(1) Intentionally and without authorization gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;

(2) Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation; or

(3) Intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

**(c)** (1) Computer crime which causes a loss of the value of less than \$500 is a class A non-person misdemeanor.

(2) Computer crime which causes a loss of the value of at least \$500 but less than \$25,000 is a severity level 9, non-person felony.

(3) Computer crime which causes a loss of the value of \$25,000 or more is a severity level 7, non-person felony.

**(d)** In any prosecution for computer crime it is a defense that the property or services were appropriated openly and avowedly under a claim of title made in good faith.

**(e)** Criminal computer access is intentionally fraudulently and without authorization gaining or attempting to gain access to any computer, computer system, computer network or to any computer software, program, documentation, data or property obtained in any computer, computer system or computer network. Criminal computer access is a class A non-person misdemeanor.

#### **Accelerated Reader:**

Students enrolling in our school that have had AR at their former school can count the AR points here if:

1. We can get a copy of the AR books that have been read and points awarded from the school the child attended.

2. The list must come from the previous school office via mail to our school office just like we get cum folders.

3. The list must be AR generated by the AR program. Hand written reports from school will not count on our point system. Once the official copy from the previous school has been received, the list and points will be given to the computer lab aide. The previous list will then be added to Wellsville AR list.

**Wellsville Schools U.S.D #289**  
**Acceptable Use of “the district network” and the “Internet”**  
**STUDENT / PARENT AGREEMENT**

*Please read the following carefully before signing. This is a legally binding document.*

**STUDENT AGREEMENT:**

In order to make sure that all members of the Wellsville Schools understand and agree to these rules of conduct, U.S.D. #289 requires you as a student to sign the following statement before you are given the privilege to use “the district network: and “Internet” connection.

I understand and will abide by the District guidelines and conditions for the use of the facilities of the Wellsville Schools and access to the “Internet”. I further understand any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges to “the district network” will be revoked, and school disciplinary action and/or appropriate legal action may be taken.

I understand that “the district network” is owned by U.S.D. # 289, and that there is no presumption of personal privacy while using said network. I further understand that equipment and/or property of the Wellsville Schools that is checked out to me is my responsibility. If any equipment and/or property of the Wellsville Schools checked out to me is damaged, lost, or stolen, I, and/or my parent or guardian, will be held financially responsible for the damage or loss.

I have received and read a copy of the District guidelines on computer use and the conditions for the use of “the district network” and the “Internet”

Date: \_\_\_\_\_ Student’s Signature: \_\_\_\_\_

DOB: \_\_\_\_\_  
Print Student’s name: \_\_\_\_\_

**PARENT AGREEMENT:**

I agree my child will abide by the District guidelines and conditions for the use of the facilities of the Wellsville Schools and access to the “Internet”. I further understand any violation of the District guidelines is unethical and may constitute a criminal offense. Should my child commit any violation, he/her access privileges will be revoked, and school disciplinary action and/or appropriate legal action may be taken.

In order to make sure that all members of the Wellsville Schools understand and agree to these rules of conduct, U.S.D. #289 requires you as a parent/guardian to sign the following statement before your child is given the privilege to use the school computers, network, and “Internet” connection.

I agree not to hold Wellsville Schools or any of its employees or any of the institutions or networks providing access to networks or the “Internet” responsible for the performance of the system or the content or costs or any material accessed through “the district network” or the “Internet”.

I understand that “the district network” is owned by U.S.D. #289, and there is no presumption of personal privacy while using said network. I further understand that equipment and/or property of the Wellsville Schools that is checked out to my child is my responsibility, and the responsibility of my child. If any equipment and/or property of the Wellsville Schools checked out to my child is damaged, lost, or stolen, I, as parent or guardian, will be held financially responsible for the damage or loss.

As a parent or guardian of this student, I have received and read a copy of the District guidelines on computer use and the conditions for the use of “the district network” and the “Internet”. I understand that this free access to “the district network” and the “Internet” is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold Wellsville Schools responsible for materials acquired or sent via the network and/or the “Internet”

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for the duration of applicable use of “the district network” and/or the “Internet”.

### **504 NOTICE**

USD 289 does not discriminate on the basis of sex, race, color, national origin, handicap, religion, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the school board's compliance with Title I, Title VI, Title IX, or Section 504, including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons, may be directed to the Superintendent of Schools, who may be reached at (785) 883-2388, 602 Walnut, Wellsville, Kansas 66092, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

"No otherwise qualified individual with disabilities in the United States...shall, solely by reason of her/his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance under any program or activity conducted by any Executive agency (29 USC 794).

### **504 PARENTS/ STUDENT RIGHTS UNDER SECTION 504/ADA**

The following is a description of the student & parent rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about you child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination based on a disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have you child receive a free appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided students without disabilities;
6. Have your child receive regular or special education and related services if she/he is found to be eligible under Section 504 of the Rehabilitation Act of 1973.
7. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by individuals who know the student disability, the evaluation data, and placement options;
8. Have transportation provided to a school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school.
9. Have your child receive an equal opportunity to participate in non-academic and extracurricular activities offered by the school;
10. Examine all records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. File a grievance with your school if you feel your child is being discriminated against because of his/her disability.
12. Request a due process hearing to resolve issues with the school.
13. Request the assistance of a mediator to help resolve issues with the school.
14. File a formal complaint with the regional office for civil rights. The office is part of the U.S. Department of Education. The regional office is located at 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Missouri 64153, (816) 891-8103, (816) 374-6461 TDD, (816) 374-6467 FAX.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Superintendent of Schools, who may be reached at (785) 883-2388, 602 Walnut, Wellsville, Kansas 66092.

**WELLSVILLE ELEMENTARY SCHOOL  
PARKING AND TRAFFIC FLOW PROCEDURES**

**1. STUDENT DROP OFF (SOUTH Car Loop):** All students, with the exception of day care vans, will be dropped off in the SOUTH car loop outside of Pod A. When dropping students off at school, vehicles should pull up to the end of the staging area as directed by staff. Students should exit the passenger side of the car. If this is not possible, ALWAYS remind your child to walk in FRONT of your vehicle. Not only does this allow you to keep an eye on him/her, it also prevents another vehicle from striking your child between cars. Do not leave a vehicle parked along the drop off area at any time – this is a fire lane and vehicles should be parked in the marked spaces when the vehicle is not dropping off a student. Please avoid stopping your car on the wheelchair access area in front of the building. **It is best to enter the car loop from the NORTH (1<sup>st</sup> street) and you will be required to turn RIGHT out of the loop onto Ash St. for safety and efficiency.** Please do not arrive prior to 7:30 a.m. Students will not be allowed in the building until this time and there is not supervision outside until this time.

**2. PICKING UP STUDENTS – END OF DAY:** All students, with the exception of day care vans, will be picked up in the SOUTH car loop outside of Pod A. Student safety is worth much more than saving a couple of minutes. Please drive carefully and demonstrate courtesy to other traffic. **It is best to enter the car loop from the NORTH (1<sup>st</sup> street) and you will be required to turn RIGHT out of the loop onto Ash St. for safety and efficiency.** Please do not arrive prior to 2:45 p.m.

**3. PICKING UP STUDENTS – DURING THE DAY:** The parents of students who are being picked up by a parent or guardian during school hours should park in one of the marked spaces in front of the building. Please do not park along the curb. An adult must come to the office and sign the student out. If the office staff does not know the adult, identification may be requested. The front parking lot is reserved for pickup of students arriving/leaving in Day Care vans. Students.

**4. SPECIAL EVENTS:** During high traffic times (assemblies, parties, grandparents day, etc.); our back playground area will be opened for overflow parking. The doors to Pod A will be unlocked. Please do not park along the curb in the front parking lot as this significantly impedes emergency vehicles and parking maneuvers. **If you are going on a class field trip as a sponsor and must leave your vehicle at school all day, you may leave it parked in the front parking lot. Please do not block cross walks.** All parking areas are accessible for night events (PTO, musicals, etc.) with Pod A and Pod D doors will be unlocked.

**5. CAUTION AND COURTESY:** The safety of all students, visitors and staff rests in the hands of those driving on or near our school. Revising a safety reminder from my five summers of railroad employment – expect a child at any time, in any place and from any direction. Keep parking lot speeds to a minimum. Our staff has been directed to visit with you about these expectations. **Please respect them and their requests** – they are acting in the best interests of your child. Remember to allow yourself a couple of extra minutes when dropping off or picking up your child.....AND EXERCISE CAUTION AND COURTESY!! THANK YOU.

**DRIVE SAFELY – BUCKLE UP**