

2023-2024  
Student Handbook



Buhler Grade School  
Plum Creek Elementary  
Union Valley Elementary

(Updated 6/13/2023)

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## **District Directory**

### **Burkholder Administration Center**

406 West 7th, Buhler, KS, 67522  
620-543-2258 FAX: 620-543-2510  
Toll Free: 1-888-662-8801  
Cindy Couchman, Superintendent  
Shane Hecox, Director of Finance  
Kay Cox, Food Service Supervisor  
Steve Armburst, Director of Operations

### **Gehring Transportation Center**

720 North Buhler Road, Buhler, KS, 67522  
620-543-6829  
Toll Free: 1-877-789-3406  
<https://www.usd313.org/page/transportation-service>  
Steve Armbrust, Director of Operations  
Mandy Gantenbein, Transportation Director  
Stephanie Homan, Dispatcher

### **Buhler Grade School (PreK-5)**

808 North Main, Buhler, KS, 67522  
620-543-2240 FAX: 620-543-2154  
Toll Free: 1-888-662-8803  
<https://bgs.usd313.org/o/bgs>  
Kurt Geilenfeldt, Principal

### **Plum Creek Elementary (Prek-5)**

901 East 43rd Street, Hutchinson, KS, 67502  
620-662-5535 FAX: 620-694-1032  
Toll Free: 1-888-662-8806  
<https://pc.usd313.org/o/pce>  
Tammi Graff, Principal

### **Union Valley Elementary (Prek-5)**

2501 East 30th, Hutchinson, KS, 67502  
620-662-4891 FAX: 620-694-1022  
Toll Free: 1-888-662-8807  
<https://uv.usd313.org/o/uve>  
Kenda Ropp, Principal

### **Prairie Hills Middle School ( 6-8)**

3200 Lucille Drive, Hutchinson, KS, 67502  
620-662-6027 FAX: 620-694-1002  
Toll Free: 1-888-662-8805  
<https://phms.usd313.org/o/phms>  
Abby Thompson, Principal  
Randall Rank, Asst. Principal/ Athletic Director

### **Buhler High School**

611 N Main, Buhler, KS 67522  
620-543-2255 620-665-8522  
FAX: 620-543-2853  
Toll Free: 1-888-662-8802  
<https://bhs.usd313.org/o/bhs>  
Mike Ellegood, Principal  
Sheldon Patton, Assistant Principal  
Justin Seuser, Act. Director/ Asst. Principal

### **Ad Astra Virtual Academy**

406 West 7th, Buhler, KS, 67522  
620-543-2258 FAX: 620-543-2510  
Toll Free: 1-888-662-8801  
<https://aava.usd313.org/o/aava>  
Erica Shook, Director

### **Buhler USD 313 Board of Education**

<u>Board Member</u>	<u>Term Expires</u>	<u>Telephone</u>
Carr, Todd	January 2024	620-615-1156
Cross, Monte	January 2026	620-727-7633
Dick, Laura Meyer	January 2026	620-474-6770
Engelken, Miranda	January 2024	620-371-8200
Lackey, Greg	January 2026	620-960-2027
Lackey, Tim	January 2024	620-663-6810
McCabe, Matt	January 2024	785-532-8970

The Buhler USD 313 Board of Education meets the second Monday of each Month. Meetings are at 6 p.m. at the Burkholder Administrative Center, 406 West 7th, Buhler, and are open to the public.

# **About Buhler USD 313**

**Mission-** An Exceptional Education Experience for all

**Vision-** Developing Generations of Positive World Changers

Our Foremost responsibility is to provide a quality, equal educational opportunity for the students of the district. We recognize that learning is an enriching, lifelong experience. The role of our district is to provide a comprehensive foundation for this lifelong process.

The definition of a “quality” educational program continues to evolve in Buhler USD 313. The quest for quality education reflects long standing traditions in a community that recognizes and supports educational excellence. We encourage continuous improvement of our educational mission. By placing greater emphasis on the intrinsic value of learning, redefining roles and responsibilities in relation to the organization and restructuring of our use of time and resources, every facet of our district’s operation embraces standards based on current performance data.

Each student is a unique individual with special abilities, dignity and human worth, and has the right to develop the potential for a satisfying life as a responsible citizen in a democratic society.

Throughout its programs, Buhler USD 313 encourages in each student an appreciation of the family, community, and nation; an understanding of human relations; and a desire to obtain knowledge and develop

talents. Curriculum and activities are designed to foster positive student attitudes, values, and ideals as well as develop their interests and skills.

The educational goal of Buhler USD 313 is to equip students with a comprehensive foundation to support the lifelong learning process.

## **Buhler USD 313 Collective Commitments**

1. We will hold high expectations for student achievement and character, and will encourage students to take responsibility for their lives and the learning process.
2. We will enthusiastically model the importance of becoming a lifelong learner through our own personal and professional development.
3. We will collaborate with one another to create a culture, along with appropriate structures, that will foster successful student learning and high achievement.
4. We will recognize and celebrate the achievements of both colleagues and students.
5. We will assist with each student’s progress by providing effective instruction, by monitoring progress and individual support for those students in need of it.
6. We will take great pride in and will care for our building and property and expect the same from our students, staff and guests.
7. We will communicate often with parents/guardians regarding the educational progress of their student(s)

(Collective Commitments cont.)

8. We will create and maintain a safe and inviting environment for all students, staff and guests.
9. We will Act in a professional manner as we take a personal interest in each student and work collaboratively with families towards our shared goal.
10. We will develop rigorous curriculum offerings and instructional strategies at the proper level that encourage active participation and learning opportunities for all of our students.

There are five attendance centers and one virtual academy in Buhler USD 313. Elementary schools include Buhler Grade (BGS) , Plum Creek (PC) and Union Valley (UV). Buhler Elementary Schools include pre-kindergarten through fifth grade. All students in grades six through eight attend Prairie Hills Middle School (PHMS) , with Buhler High School (BHS) housing grades nine through twelve. The Burkholder Administrative Center is located in Buhler.

### **Community Expectations**

As you enter the city of Buhler, a sign in one of the public parks portrays the long-standing beliefs in “Traditional Values and Progressive Ideas.” These values and ideas were brought to life in Buhler USD 313 through the implementation of rigorous learning opportunities, made relevant through rich technology integration, and established on a foundation of relationships. Buhler USD 313 is committed to the development of the whole child and providing them with skills that will enhance their life. The familiar quote “It takes a village

to raise a child” holds as true today as it did when it was first said. In order to fulfill the Buhler USD 313 mission, staff, parents, and volunteers will work collaboratively to help students develop strong character. We call these the DNA of a Buhler Graduate

1. Collaboration
2. Communication
3. Critical Thinking
4. Interpersonal and Social Skills
5. Responsible
6. Respectful
7. Empathy
8. Integrity
9. Perseverance
10. Teachable

### **School Improvement/Accreditation**

All five attendance centers and our virtual academy in Buhler USD 313 are fully accredited through the Kansas KESA (Kansas Educational Systems Accreditation) process. This Process is based on continuous improvement.

Our school improvement process is based on Rick DuFour’s Professional Learning Community (PLC)

### **Professional Development**

Buhler USD 313 is a charter member of Educational Services and Staff Development Association of Central Kansas (ESSDACK). Through this service center, professional development opportunities are offered to staff members. Additional professional development activities are planned throughout the year.

The district’s Professional Development Council includes representatives from each building’s certified staff. Each certified staff

member has an IDP ( Individual Development Plan). The council provides leadership and direction, and emphasizes implementation and results rather than just knowledge gained through professional development activities.

### **Communication**

Communication is a priority in Buhler USD 313. A Board of Education summary, Board Briefs, is published after each meeting and is available on the district website.

The district utilizes a telephone parent notification system to contact parents regarding important events and emergency situations.

Parent Teacher Conferences are scheduled twice a year for all families. Elementary schools conduct Student Involved Conferences.

Each attendance center has an active Site Council composed of staff, parents and patrons.

## **General Information**

### **Dress Code**

Please consider dress attire according to the weather.

Each student shall maintain appropriate school dress and grooming standards that result in a neat, clean personal appearance. Extreme or sloppy styles that are disruptive will not be allowed.

1. Clothing and other wearing apparel that promote and/or advertise alcohol, tobacco, or other deleterious substances are prohibited. Other

dress not considered appropriate are suggestive or double-meaning shirts.

2. No hats or bandanas may be worn in the building prior to 4 p.m. Hats may not advertise alcohol, tobacco, or other deleterious substances or contain double meanings. No hat which interferes with the vision of surrounding patrons will be permitted at a school function, including concerts and other musical performances.
3. Sunglasses are not considered appropriate school dress.
4. Tube tops, bare midribs, spaghetti straps, racer-back tank tops, mesh or net shirts, necklines that are too low and halter tops are not considered appropriate dress for school.
5. For health and safety reasons footwear is required of all students
6. Pants, shorts, or skirts that permit the display of undergarments, whether worn low or have a low rise are not permitted.
7. Wearing any flag as a cape or article of clothing will not be permitted.
8. Heely shoes are not allowed in buildings.

Exceptions to the dress code may be granted on designated days by the principal at the request of the Student Council. These items listed above serve only as a guideline. There may be other dress code issues that are not included in this section and are determined at the discretion of the administration.

The principal and teachers may require a student whose appearance does not give indication of an effort to dress appropriately

or whose appearance is disruptive to make improvements is grooming.

Final authority for interpretation of the dress code rests with the building principal and assistant principal or lead teacher.

### **Fees, Book and Resources Protection**

The consumable fee is payable upon enrollment. Students will be held strictly responsible for the return of all materials at the end of the year. Normal wear of materials is expected.

Whenever excessive abuse is found in textbooks, a fine will be assessed.

### **Fee Collection**

All fees approved by the Buhler USD 313 Board of Education are due and payable upon enrollment in Buhler USD 313 schools. Other approved charges and fees are due and payable upon receipt of notice from the office of the building principal.

It is the responsibility of the clerk of the Buhler USD 313 Board of Education to collect all unpaid student fees, charges and fines approved by the board of education. All fees should be paid directly to the school office. If you send money with your student, place it in a sealed envelope with specific directions.

### **Lost and Found Articles**

Students should assume the responsibility of taking care of their own possessions. Buhler USD 313 will not assume responsibility for the loss or damage of personal items. The following suggestions are made to help prevent losses and to aid in the recovery of lost items.

1. Place your name in all books, binders, calculators, billfold, wearing apparel, etc. so that such articles may be identified and returned when found.
2. Take care of your books and other possessions. Do not leave them in the classroom, in the locker room, the office, cafeteria, on the stage steps, or in the gym.

If you do lose something please check the office. Many of the items that have been lost are turned into the office. If you find an item please bring it to the office and we will attempt to find the owner.

Students are expected to take reasonable care of their books and to return them in satisfactory condition. Students must pay for books that are lost or damaged beyond normal wear and tear. Remember that the media center materials checked out to you are your responsibility.

### **Visitor Permits**

All visitors should report to the office upon entering any facility. Visitors should sign in at the office and receive a visitor's badge that is to be worn where it can be seen at all times while in the building. Visitor permits will be restricted and granted by the administration only to members of approved groups and to those with official business with the counselors or administrative office.

Those who do not comply with this regulation will be considered unauthorized persons and will be asked to leave the district property. Loitering on district property is a violation of state law governing public schools. Those who continue this practice

will be reported to the authorities and charged with trespassing.

### **Bicycles**

Bicycles are to be parked in the designated area and are not allowed on the blacktop or playground areas. Students are not to stay in the area after parking their bicycles. For protection we suggest students lock their bicycles.

### **Knives and Weapons**

Knives, sharp objects and guns will not be brought to school. Documentation of the incident will be placed in the child's cumulative folder. Possession, use or threat of use of a weapon on school property or at school activities is prohibited. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

A student in possession of a weapon or facsimile of a weapon will be suspended according to approved suspension of Expulsion Policies and will be afforded an Expulsion hearing during the time the student is in out of school suspension.

By Buhler USD 313 Board of Education Policy, the possession of a weapon and/or a facsimile of a weapon shall result in an expulsion of 186 school days. Law enforcement officials will be contacted immediately. To see what happens at each school look at section disciplinary action.

### **Bringing Pets to School**

Children are discouraged from bringing pets to school. Parents must contact the teacher

and request approval from the building principal or program director to bring a child's pet to school. Prior to the pet's arrival evidence of rabies vaccinations must be presented as well as a health certificate from a veterinarian showing proof of current vaccinations. When a parent brings a pet to school, the parent must be present during the entire time to show the pet and then take the pet home. If a student, staff member, or visitor is bitten, a report will be filed in keeping with Hutchinson City ordinance.

### **Toys and games**

Students are asked not to bring items to school that will interfere with the education of themselves or others. This includes water guns, rubber bands, fireworks, toys, etc. Any article or novelty of this nature will be confiscated and returned to a parent/guardian.

### **Office Telephone**

The telephone in each building is a business phone. Students will be permitted to use the phone only in case of emergency or when directed by school officials. Parents and guardians are encouraged to call when necessary.

Students should not be called out of their classrooms to receive phone calls. If a student needs to receive a message, the office will notify the student by giving them the message. All plans concerning after school activities ( non-school) should be arranged by the student before coming to school.



### **Cell Phones and Smart Watches**

BGS, UV, PC- Students will be allowed to have cell phones with them for communication or emergency situations before and after school. **Cell phones and smart watches must be off during the school day and should be kept where they are not visible.**

1st Offense- Cell phone confiscation and taken to the office

2nd Offense- Cell phone confiscation and taken to the office. Cell phone remains in the office until a parent or guardian can pick it up.

3rd Offense- Cell phone confiscation and taken to the office. Student/parent meet with an administrator.

4th offense- Cell phone confiscation and alternate plan for cell phone storage while in the building.

### **Address Changes/Name Changes**

Please keep the school informed of your correct home or business address and telephone numbers. In the case of a name change, please provide the legal documentation that goes along with the change(s).

### **Alert System**

We have an alert system that allows our buildings to send out messages using email, voice, and text messaging. This system will be used to get any information that needs to get out fast such as school closures due to weather. To stay up to date with the latest news each school has their own facebook page or you can download our district wide app.

*The successful delivery of information is dependent upon accurate contact information for each student. If this information changes during the year, please let us know immediately.*

### **Inclement Weather Procedures**

In case of power failure, snowstorms or any other emergency resulting in a condition that would endanger the health of students, school shall be dismissed and students delivered to their respective homes as soon as possible provided the emergency cannot be corrected that day.

Parents should instruct the student and the office of any special circumstances resulting from early dismissal. Buhler USD 313 will attempt to accommodate all the situations regarding the student's best interests.

In the judgment of school officials it is wise not to have school because of storm conditions or other circumstances Buhler USD 313 will notify via text, email and/phone and will notify news and radio outlets.

A decision to cancel school will be made prior to 7 a.m., so that the appropriate announcements can be made. If you do not hear the announcement by 7 a.m., you may assume that school will be in session and buses will run.

### **Church Night**

Wednesday night is designated as church night in Buhler USD 313. School Activities are discouraged after 6 p.m.

### **Parties/Flowers/Balloons**

Invitations to birthday parties, etc., will not be announced or handed out at school unless they include the entire group or class.

Please do not send flowers and/or balloons to school as they create a distraction and may not be taken on the bus.

### **Home/ School Communications**

Pertinent information about school functions and upcoming events can be found through each school's Facebook page, school-wide emails, website, classroom Seesaw messages, or app.

A district-wide activities calendar, containing all schedules, events and activities for the coming school year, is available at your child's school. The most up to date information on these schedules and activities can be found on the websites and app.

### **Parent Involvement**

Each school has a parent-teacher organization. This organization is composed of parents who work with the schools to improve the educational environment and quality of education. They are involved in everything from fundraising projects for the purchase of new playground equipment to helping support the curriculum.

Another form of participation is volunteer work. Every school is looking for those who can volunteer some of their time in the schools. Volunteers are needed on a part-time and full time basis, and for special events.

### **Student Directory Information**

The following information has been designated as "directory information" under the Family Educational Rights and Privacy Act (FERPA). This information will become public information from your child's

educational records unless parents advise Buhler USD 313 in writing that this information should be withheld.

### **Directory information will include:**

Student's name, address and telephone listing, electronic mail address, photograph, video or digital image, date/place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees/honors and awards received, most recent educational agency or institution attended.

Examples of the use of this information would include school student directory, a program showing your student's role in a drama/music presentation, the annual yearbook, honor roll or other recognition lists, district or school website, graduation programs and sports activity information.

Parents or guardians must notify the district in writing if the preceding information is not to be released without prior approval. Notification should be addressed to Superintendent of Schools, 406 West 7th, Buhler, KS 67522.

### **Unsafe School Choice Options**

Provisions under Elementary and Secondary Education Act (ESEA) allow any individual student to transfer immediately to a different public school within the district under the following conditions:

1. The state board of education has identified the public school the student currently attends as a persistently dangerous public school, or
2. The student is the victim of a violent criminal offense while in or on the grounds of the public school the student attends.

### Teacher Qualifications Available

Parents can request information about the qualifications of their child's teacher. Access to this information is granted through the Elementary and Secondary Education Act (ESEA).

## Instructional Program

Students in all grade levels face unique challenges in physical, intellectual, social and emotional development. Our goal at Buhler USD 313 is to help provide the development needed to transition from one grade to another and also from one building to another.

Towards that goal, students will work in areas appropriate for their learning level in areas of reading, writing, spelling, grammar, computational skills, social studies, science, physical education, and health.

### Assessment Program

Buhler USD 313 educators believe a balanced assessment system provides information to improve student learning, monitors student progress, evaluates the effectiveness of instruction, aids in communication with students, parents and the public and measures progress towards district and state curriculum goals. Tools include performance, common assessments and standardized tests, portfolio and self-assessment. We also include national, state and locally-developed assessments.

- **Standardized:** Compares achievement with others in the same grade using state/national population groups.
- **State Assessments:** Administered as required by the state.

- **Common Assessments:** Are aligned with state and district standards.

- **Performance:** Student performs, creates, produces or does something (projects, displays, experiments, presentations). Provides real-life application. Stresses higher levels of thinking skills. Focuses on active learning.

- **Self-Assessment:** Allows students to reflect on learning/performance, provides feedback on strengths and concerns and encourages students to celebrate success.

### Preschool Opportunities

Buhler USD 313 understands the value of having all students ready to start kindergarten at age 5 and believes we can help families with this important endeavor. Preschool is provided at Buhler Grade School, Plum Creek and Union Valley Elementary Schools. For more information, please contact your building principal.

### Report Cards, Progress Reports and Student-Involved Conferences

Regular communication between parent, student and teacher helps to achieve understanding and cooperative action, which in turn helps students be successful. A combination of student-involved conferences and grade cards are used to accomplish this communication.

Conferences are held the first and third nine weeks of school. Grade cards are issued at the end of each nine week period.

Parents are invited to contact the student's teacher, the school counselor or principal for additional conferences concerning their student at any time. Parents may call or email to make an appointment.

Appointments made in advance provide convenience for both you and the school staff.

All student records are available for inspection to parents upon request.

### **Homework**

Homework will serve to:

1. Reinforce or give understanding to the learning activity.
2. Provide a positive experience for the student.
3. Strengthen needed skills.
4. Promote independent learning.
5. Provide communication between home and school to make parents aware of learning activities in their school.
6. Involve parents with student activities.
7. Enhance a student's responsibility and promote self-discipline.
8. Focus on specific needs.
9. Enhance creativity.
10. Involve home or community resources.

### **Field Trips**

Outstanding educational learning will be gained by students on field trips. Field trips are requested by the teacher or sponsor and approved by the administration. Teachers and sponsors are responsible for all students on the trip. A field trip permission form is signed by the parent at enrollment. Parents should not plan to attend unless prior arrangements are made with the classroom teacher. Children not attending school should be left at home.

### **Media Center**

The media center in each building is automated and serves as the center for research and learning. With this opportunity comes the responsibility to use the materials in the media center in a responsible manner. Students having difficulty finding a resource of his or her choice should consult the media center specialist, media center aide or student aides.

Students will be required to pay for lost or damaged resources and library books.

### **Band**

All students in grade 5 through grade 12 have the opportunity to participate in the band program. Music lessons are arranged by the instructors. In high school there are more options available than just band.

Band Instruments on the bus: Band instruments are permitted on school buses if they do not interfere with the normal flow of traffic or cause other hazards that might prove detrimental to student safety.

### **Physical Education**

If a student is not to participate in physical education class, a written parental excuse is needed. If the student is to be exempt from physical education class for more than 3 days, a doctor's excuse may be required.

Any exceptions in the area of physical education will be handled as on an individuality basis by the principal.

### **Technology**

Buhler USD 313 is a one to one device district. This means that each student in our district has access to a device that is strictly theirs. At the elementary level, those devices

are kept in the classroom and are not sent home for any reason.

Applications and other media items will be installed from Self Service for educational purposes only on the laptops. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds may be used to listen to music, podcasts, or video materials. Earbuds may not be worn during passing periods in the hallways. Each teacher will have their own classroom rules governing laptops and earbuds and their use.

The laptop is not backed up. It is the student's responsibility to ensure academic work is properly saved. Laptop malfunctions are not an acceptable excuse for not submitting work. Students must leave at least 15GB of unused data on their device at all times to allow for district pushed applications, additional applications added by staff and to ensure that the device is ready for classroom use without having storage issues. Various methods exist for storing files in the cloud, transferring files to teachers, ect. At this time, the best option for turning in work and saving/backing up files is via Google Drive.

The applications originally installed by USD 313 Buhler Schools must remain on the laptop. The school may add software applications for use in general and for particular courses. Students may not remove the district installed profiles or applications at any time. The school will periodically update the laptops remotely to keep them current. The school will not be responsible for lost files, applications or data when synchronizing student devices. Students are responsible for backing up their own

personal data and files.

USD 313 Buhler Schools strictly follows licensure requirements for installed software. Periodic checks of laptops will be made to ensure that students have not altered or removed required applications.

Laptop Security

- Single sign on will be used on your laptop. Do not share your password with anyone.
- Never leave your laptop unattended in an unsupervised area.
- Do not loan your laptop to anyone.
- Each laptop has a unique number. Do not attempt to remove the label on your laptop or charger. Labels must be legible at the end of the school year check in.

Students will be responsible for replacement costs if labels are not legible. Labels can be updated at any time in the Library Media Center.

- Do not use laptops in the restrooms or locker rooms.

The laptop assigned to you is YOUR responsibility.

- The laptop is equipped with a front-facing camera which is capable of taking photos and video. Teachers will be assigning projects that incorporate the camera and microphone. Use of these tools during instructional time is at the discretion of the teacher. All electronic recordings created with the laptop must comply with State and Federal laws.

Laptops and accessories must be returned to USD 313 at the end of each school year. Failure to return items in good condition will require payment in full to replace or repair the items, whichever is applicable. Repair costs will not exceed replacement

costs. Students who withdraw, transfer or are expelled from school must return their laptop on the date of attendance termination. If a student fails to return the laptop, the student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the laptop replacement. Students should immediately report laptop damages to the office. Examples of damages include, but are not limited to: broken screens, lost or broken keys, damaged cables, etc.,

Parents/guardians and students are responsible for the costs of repair or replacement when:

- Damage is negligent (heat, water damage, etc.)
  - Damage is intentional
  - The device is lost or stolen. A report must be filed immediately with the local authorities
- Parents and students are not responsible for:

- Factory defects
- Malfunctions

Anything covered by the factory warranty

Laptop

All devices are property of Buhler USD 313 and have the right to inspect these devices at any given time. Inspection may occur at random or may occur as a result of suspected or known abuse of school policy.

An inspection of the laptop may include review of all material saved on the device.

The district reserves the right to delete anything it deems inappropriate or that is in violation of any part of the USD 313 Acceptable Use Policy, the Student Handbook, or the Laptop Guidelines.

The student is not to clear their Internet Browser history unless directed by a staff member. This includes, but is not limited to: Safari, Firefox, Chrome, or other Browsers.

Student Activities Strictly Prohibited:

- Violation of existing USD 313 Board of Education policy or public law.
- Student use of wireless hotspots is absolutely forbidden in Buhler USD 313 buildings.
- Send, access, or distribute profane, offensive, threatening, pornographic, obscene or sexually explicit materials.
- Use chat rooms or sites selling term papers, book reports and other forms of student academic work.
- Gain access to another person's account, files or data.
- Use the school's internet/email accounts for financial or commercial gain or for illegal activity, such as credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalize school equipment, servers, etc. Vandalism includes, but is not limited to, uploading or creating computer viruses and programs that can infiltrate computer systems and/or damage software components. Any malicious attempt to harm, destroy or restrict access to school technology equipment or services is prohibited.
- Any attempt to bypass the USD 313 Buhler Schools web filter through a web proxy or other means.

Legal Information

- Students are responsible for complying with all legal and Buhler USD 313 Policies.
- Students must comply with trademark, copyright and license laws and agreements.



Ignorance of the law is not immunity. Ask assistance from a staff member if unsure about a situation.

- Plagiarism and cheating are viewed as violations of the Buhler USD 313 student code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media, such as graphics, video, audio, music and text.

## **Attendance and Discipline**

All marks, scores and/or grades earned by a student are based on the assumption that each student will successfully fulfill all requirements of Buhler USD 313 each nine week grading period. Regular and punctual attendance is one of these requirements. Daily instruction, practice and discussion are important. Therefore absences may have an adverse effect on a student's grades. The most common cause of academic failure is absence.

### **Attendance**

The Buhler USD 313 Board of Education designates the principals of the grade schools, middle school and high school as being responsible to report to the District Court any cases of non-compliance with the compulsory attendance law.

Absences of two hours or less will be recorded as tardy. Absences from 2-4 hours will be recorded as tardy, with students receiving a half-day credit.

### **Tardies**

Students arriving late to school are counted tardy, and must report to the office for an admittance slip. The office will determine if the tardy is excused or unexcused. Students

are tardy if they are not in their classroom for the start of class as defined by the teacher.

### **Absences**

Absences in excess of four (4) hours shall be recorded as a whole day. One-half day absences will be counted when students are absent more than one hour of any half-day.

Parental notes or phone calls are required to determine whether absences will be excused or unexcused. The administration reserves the right to determine if the absence will be excused or unexcused in accordance with Buhler USD 313 policies.

It will be the responsibility of the parent to notify the school office when the student will not be in attendance. This notice should be between the hours of 7:45 a.m. and 9:00 a.m. of the day the student is absent. The school reserves the right to give an unexcused absence in the event the absence is not reported. Parents are strongly urged to contact the school office and/or send with their student a note stating the reason for the student's absence.

See "Student Health and Welfare" for additional guidelines on readmission to school following an illness.

*Excused Absences:* A student not in school is counted absent. An exception will be made if a student is on a school-sponsored trip or activity.

Absences will be excused because of personal illness, serious illness or death in the student's immediate family, necessary medical or dental appointments and personal/ family emergencies. The administration reserves the right to judge the sufficiency of any claimed emergency. All

excused absences should have prior approval by the administration. This prior approval must be obtained for family vacations and non-school related activities.

It is the responsibility of each student to make up any and all work missed. The only exception is an absence resulting from out-of-school suspension. (See "Suspension and Expulsion Policy" for clarification.)

An excused absence or an authorized school

activity allows the student the privilege of making up the work for grade or credit within a reasonable amount of time, but does not excuse the student from the make-up work. Exceptions may be made by the administration for prolonged illness or unusual hardship situations.

In cases of excused absences, class work should be made up prior to leaving when possible. Students will have the number of days absent plus one to make up missed work.

Therefore, students will not be excused from school during the regular school day to attend tutoring sessions by non-licensed, non-Buhler USD 313 personnel.

*Unexcused Absences:* Those students without either a parental note or phone call or those with reasons that are unacceptable will receive an unexcused absence. If a student has two (2) unexcused absences, a parental conference may be deemed necessary. If the student should accumulate three (3) unexcused absences in a row OR five (5) unexcused absences in a school semester that student shall be referred to the District Court. An excessive number of

unexcused absences may result in suspension or retention.

After the **15th** absence, the determination of each additional absence will be discerned by the building principal. An additional absence may fit the general definition of "excused absences," however, when absenteeism exceeds 15 total days for the school year, the principal has the discretion to judge each absence accordingly. He/she can excuse the absence, ask for a doctor's note or additional documentation justifying said absence, or judge the absence as unexcused.

### **Withdrawal of Students**

Parents of students planning to withdraw from school should report their intentions to the office. Parents will be required to properly complete the withdrawal sheet and return it to the office before leaving. All textbooks and school property must be returned and all fees paid.

## **Discipline**

All students will be informed about what is expected of them while at school. Every effort will be made by the staff to employ firmness, fairness and consistency. Limits for the classrooms will be decided upon by teachers.

### **Individual Classroom rules**

There may be a need for specific rules developed for classrooms. These rules will be communicated by the individual teachers, who will then work with the student to gain appropriate behavior and cooperation.



If the problem with classroom behavior continues, the student will be referred to the office. The principal will have a conference with the student and the student's parents may be notified. During the conference with the principal, specific disciplinary action may be imposed in connection with notification of parents.

Following this action, if misconduct or disobedience becomes contrary to the best interest of the students of the school, the principal may suspend the student and request a parental conference. Consequences will be administered in accordance with Buhler USD 313 Board of Education policy.

**Threats against school or student body**—Terroristic remarks, written comments, or social media posts that threaten the safety and well-being of the school or USD 313.

1st Offense----10-day suspension, police notification, and expulsion hearing with 186-day recommendation.

**Weapon—Possession, Use, Threat**

1st Offense----10-day suspension, police notification, and expulsion hearing with 186-day recommendation.

**Drug Distribution—Sale, distribution, or trafficking**

1st Offense----10-day suspension, police notification, and expulsion hearing with 186-day recommendation.

**Drugs—Possession, use, under influence**

1st Offense----10-day suspension with police notification. Must get a

drug assessment with a treatment recommendation. Must follow the treatment recommendation with verification to administration from licensed counselor, therapist, or doctor.

2nd Offense----10-day suspension, police notification, and expulsion hearing with 186-day recommendation.

**Fighting—Punches Thrown/Landed**

1st Offense----3-day suspension and police notification.

2nd Offense---5-day suspension and police notification.

3rd Offense---10-day suspension, police notification, and expulsion hearing with 186 day recommendation.

**Theft—Less than \$50 or more than \$50**

1st Offense----3 days ISS or 3 days OSS, restitution, and police notification.

2nd Offense---5 days OSS or 10 days OSS, restitution, and police notification.

3rd Offense---10-day suspension, restitution, police notification, and expulsion hearing with 186-day recommendation.

**Vandalism—Willful and malicious damage to school or private property**

1st Offense----5 days OSS, police notification, and restitution.

2nd Offense---10-day suspension, police notification, restitution, and expulsion hearing with 186-day recommendation.

**Damage to School/Private Property—  
Damage that is accidental or negligent,  
but not willful or malicious.**

1st Offense----1 to 3 days ISS  
(depends on severity) and  
restitution.

2nd Offense---3 days OSS and  
restitution.

3rd Offense---5 days OSS and  
restitution.

**Threats of Violence against  
individual(s)—Verbal, written, implied,  
physical**

1st Offense----3 days OSS and police  
notification.

2nd Offense---5 days OSS and police  
notification.

3rd Offense---10-day suspension,  
police notification, and expulsion  
hearing. Recommendation of 186-day  
expulsion.

**Tobacco/Vape Devices/E-Cigarettes—  
Possession, use, distribution**

1st Offense----3 days of ISS and  
police notification if under age 18.

2nd Offense---3 days of OSS and  
police notification if under age 18.

3rd Offense---10-day suspension,  
police notification if under age 18, and  
expulsion hearing with 186-day  
recommendation.

**Harassment/Bullying/Intimidation/Hazing/  
Menacing—Unwanted or unwelcome  
physical contact, verbal abuse of a  
sexual or personal nature, sexual  
innuendos, initiations, racial or gender  
slurs that create a hostile environment  
and interferes with student learning and  
student safety.**

1st Offense----Depending on the  
circumstances, the student may  
receive a warning, make an apology,  
ISS or OSS.

2nd Offense---3 days of ISS

3rd Offense---3 days of OSS.

**Cyber-bullying—Any electronic  
communication that is used to intimidate,  
embarrass, harass, or create a hostile  
environment that interferes with student  
learning and student safety.**

Consequences are the same as  
listed for Harassment/Bullying/  
Intimidation/Hazing/Menacing.

**Disrupting Learning Environment—  
Interfering with the teacher's ability to  
teach and the opportunity for other  
students to learn.**

Consequence----Warning, apology,  
removal from class, ISS, or OSS,  
depending on severity of student  
behavior and number of student  
offenses.

**Defiance/Disrespectful Behavior—Refusal  
to comply with a reasonable request of staff  
or administration, or conduct that is  
discourteous and inappropriate towards a  
teacher, substitute, or administrator.**

1st Offense—Removal from class,  
apology to offended person.

2nd Offense—3 days ISS and/or  
apology to offended person.

3rd Offense—3 days OSS.

**Profanity/Obscenity—Words or language  
that are offensive and socially unacceptable  
in a school setting.**

Consequences—Ranging from ISS to  
OSS depending on severity and  
number of violations.

**Administration reserves the right to alter all consequences based on the severity of the offense.**

### **Student/Teacher Relationship**

It is the desire of Buhler USD 313 to maintain a good student/teacher relationship. Self-discipline is the goal for all students. However, all adults have jurisdiction over students unable to discipline themselves. We expect all students to be respectful toward adults who work with them during the school day as well as their fellow students.

Misbehavior and disrespect will not be tolerated, and is cause for disciplinary action.

### **Care of Property**

In the event a student willfully and maliciously mutilates, defaces, or destroys school property, the student will be required to pay a dollar amount including labor cost for repairing damages.

### **Foul Language**

Any use of profanity, vulgar or obscene language or gestures is not permitted in the buildings, on the grounds or during bus transportation.

### **Suspension and Expulsion**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certified

employee, or committee of certified employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

#### **Reasons for Suspension or Expulsion**

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

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

All suspensions will initially be short term, (not to exceed 10 days), and be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Before a student is subject to a long-term suspension, (not to exceed 90 school days), or expulsion, (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be

conducted by a hearing officer who has been authorized by the board pursuant to procedures outlined in Kansas law and subject to appeal to the board.

In compliance with KSDE guidelines, students shall receive credit for work completed during their suspension. All makeup work is due the day the student comes back from a suspension.

## Student Policies

### Acceptable Technology Use Policy

Technology is any form of electronic equipment or media designed to support learning. This equipment includes, but is not limited to, computers, printers, networking equipment, the Internet, e-mail, other forms of telecommunications, telephones, all forms of software and other peripherals.

Each student must have on file a signed agreement and consent form.

### Anti-Bullying Policy

#### I. Definition of Bullying

According to Kansas Statute 72-8256

1. Intentional, negative actions intended to harm another person (i.e., aggression)

2. Severe, persistent or pervasive acts

Experts also suggest that bullying involves an existing power differential between those who bully and those who are victimized.

#### II. Examples of Bullying

Some examples of Bullying may include, but are not limited to:

1. Unwanted teasing, ridicule, taunting,

harassment, or public humiliation

2. Intimidation, threats, extortion, or creating a fear of physical harm

3. Harassment/Stalking involves a pattern of unwelcome verbal, physical, written, or electronic/digital threats, insults, or dehumanizing gestures directed against a student or school employee that violates that individual's constitutionally or statutorily protected rights and status, and that:

a. Places the student or school employee in reasonable fear of harm to his or her person, or damage to his or her property;

b. Has the effect of substantially interfering with the student's educational performance, the employee's work performance, or either's opportunities or benefits;

c. Has the effect of substantially negatively impacting the student's or employee's emotional or mental well-being; or

d. Has the effect of substantially disrupting the orderly operation of the school, or creating a hostile school climate or work environment.

4. Cyberstalking through electronic mail, a smart phone, or some other technologically-based communication process involving words, images, or messages that are directed at or about one or more people and are designed to cause social, emotional, or psychological discomfort, damage, or humiliation.

5. Cyberbullying through the use of any digital, electronic, or technological process or device including, but not limited to, e-mail, blogs, (cell) phone messages or texts, social networks (e.g., Facebook, Twitter, etc.), chatrooms, "sexting," instant messaging, or video voyeurism. This shall also include (a) the creation of a web page or blog in which

the creator assumes the identity of another person, or (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions identified in bullying definition above.

6. Hazing and physical violence (e.g., hitting, kicking, spitting, pushing, invading one's personal space in an aggressive manner) Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

7. Theft, hiding, or the destruction of school or personal property

8. Spreading malicious or other rumors or falsehoods, negatively manipulating social relationships or environments, engaging in social exclusion

9. Calling attention to differences due to gender, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background.

### **III. Reporting and Investigation Responsibilities and Procedures**

The USD 313 District will respond promptly to all allegations of bullying, harassment, and hazing, and all allegations of retaliation against a person who witnesses, has information about, reports, or provides information about (e.g., during an investigation) bullying, harassment, or hazing.

### **1. Reporting Responsibilities and Procedures**

a. Students may report complaints of bullying, harassment, or hazing, or retaliation related to these acts, to any school district employee, faculty, or staff member.

b. Any parent/guardian of a student, staff member, or other community member who believes that a student or staff member has been subjected to bullying, harassment, or hazing, or to retaliation may bring the matter to the attention of the principal of the school in which the student attends.

c. If the principal or a member of the BOE is the subject of the offense or retaliation, the information should be brought to the attention of the superintendent. If the superintendent is the subject of the offense or retaliation, the information should be brought to the attention of the president of the BOE.

d. Students, parents/guardians, and other community members are encouraged to report behavior they consider to be bullying, harassment, or hazing—including a single act which, if allowed to continue, would constitute bullying, harassment, or hazing.

e. All district employees and board members are required to investigate incidents that they have witnessed or that have been reported to them, including single acts and those which, if allowed to continue, would constitute bullying, harassment, or hazing.

### **IV. Disciplinary Actions and Due Process**

When it is determined, under this policy, that inappropriate bullying, harassment, or hazing has occurred, the USD 313 District is committed to acting promptly to eliminate the



conduct, to protect victims from further offenses, to re-establish a positive, social atmosphere across the school, and to impose appropriate remedial, corrective, and/or disciplinary action as necessary.

All recommended actions will occur after considering the nature and severity of the behavior, the degree of harm, the surrounding circumstances and relationship between the parties involved, the developmental age and skills of the student, the presence and impact of any disabilities or extenuating circumstances, and the student's history of discipline and behavior management problems.

The principal may determine the most appropriate action(s) for employees. All recommended actions will occur after considering the nature of the behavior, the presence and impact of any disabilities or extenuating circumstances, and the employee's history of discipline and job performance problems.

### **1. Responses to Student Violations of this Policy**

A student who violates any provision of this policy shall be subject to the following remedial, corrective, and/or disciplinary actions within the context outlined immediately below. Depending on the severity or context of the problem, some cases may warrant an immediate second or third offense response.

First Offense: Remedial, corrective, and/or disciplinary actions as appropriate.

Second Offense: Corrective and disciplinary actions required.

Third Offense: Further disciplinary

action required.

a. Remedial actions may include, but are not limited to the following: Restitution and/or restoration; social, emotional, and/or behavioral skills intervention; involvement in a peer support group; a relevant learning project or experience; a behavior management plan/contract with outcomes that are closely monitored; behavioral health services that may include counseling or behavior therapy.

b. Corrective actions may include, but are not limited to the following: Personal action such as a letter of apology, restitution and/or restoration, relevant school or community service.

c. Disciplinary or consequence-related actions may include, but are not limited to the following: Temporary removal from the classroom, deprivation of privileges, restriction of the times allowed on-campus (i.e., before and after school), required supervision during the school day, classroom or administrative detention, ban from participating in school- or district-sponsored activities or programs, in-school suspension during the school week or weekend, after-school program participation, out-of-school suspension (short-term or long-term), referral to an alternative program, expulsion.

### **2. Responses to Staff Violations of this Policy**

Remedial, corrective, and/or disciplinary actions determined by the principal, superintendent, or BOE. These actions will be determined and delivered in accordance with district policies, procedures, and agreements. They may include, but are

not limited to: reprimand, suspension, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but are not limited to: in or out-of-school counseling, professional development programs, and/or work environment modifications.

### **3. Responses to Visitor or Volunteer Violations of this Policy**

Depending on the nature, severity, and circumstances of a confirmed or validated violation of any provision of this policy, the following actions may be taken against visitors or volunteers: removal of building, grounds, or school activity/attendance privileges; restricting or prohibiting contact with students or staff; restricting or disallowing access to pupil services (as consistent with law); referral to law enforcement or the initiation of other legal actions.

### **V. False Accusations**

The Board prohibits any person from falsely accusing another of bullying, harassment, or hazing either as a means of retaliation, or as its own means of intimidation, bullying, harassment, or hazing. When this occurs, the policies and procedures above will be adapted and used, in order to validate the false accusation and to determine the remedial, corrective, and/or disciplinary actions needed.

**1. Students.** Students found to have falsely accused another as defined above will receive and engage in the remedial, corrective, and/or disciplinary actions determined by the principal. These actions may range from positive behavioral interventions up to and including suspension or expulsion. All students shall be afforded the same rights and protection regardless of their status under the law.

**2. School Employees or Administrators.** Employees or administrators found to have falsely accused another as defined above will receive and engage in the remedial, corrective, and/or disciplinary actions determined by the principal, superintendent, or BOE. These actions will be determined and delivered in accordance with district policies, procedures, and agreements. They may include, but are not limited to: reprimand, suspension, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.

**3. Visitors or Volunteers.** Depending on the nature, severity, and circumstances of a confirmed or validated false accusation, the following actions may be taken against visitors or volunteers: removal of building, grounds, or school activity/attendance privileges; restricting or prohibiting contact with students or staff; restricting or disallowing access to pupil services (as consistent with law); referral to law enforcement or the initiation of other legal actions.

## **VI. Training and Education of Staff and Students**

As pursuant to KASB Policy JDDC, the Buhler school district will utilize professional development days at the beginning of the year to review policy, listen to guest speakers, or watch videos on identifying bullying behaviors and how to intervene. As a district, it is a top priority to include classified staff along with certified staff in this training.

Students will be educated about proper behavior utilizing Core Essential Values, listening to speakers to raise awareness, and observing role models. Students will learn how to respond to and report bullying behavior through counseling lesson units taught in our elementary schools and through handbook review at the middle and high schools.

The BOE may adopt additional policies relating to bullying pursuant to subsection (e) of K.S.A. 72-8205, and amendments thereto.

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This policy is based on a document developed by Dr. Howard M. Knoff, Director of the Arkansas Department of Education's State Personnel Development Grant (SPDG) and Project ACHIEVE. The document is a compilation of a number of district policies from across the country. This document has not been legally reviewed, and it may not conform to all state statutes, rules, or regulations. It is provided as a sample or model policy and may be duplicated or transmitted to others with appropriate acknowledgements. For additional information, contact [knoffprojectachieve@earthlink.net](mailto:knoffprojectachieve@earthlink.net)

Approved by the USD 313 Board of Education - October 13, 2014

### *ESI Policy*

## **GAAF Emergency Safety Interventions** **GAAF-1**

### **(See GAO, JRB, JQ, and KN)**

The board of education is committed to limiting the use of Emergency Safety Interventions ("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 (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

"Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.



## **GAAF Emergency Safety Interventions**

### **GAAF-2**

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“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.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

#### **Prohibited Types of Restraint**

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and

• Use of mechanical restraint, **except**:

\* Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;

## **GAAF Emergency Safety Interventions**

### **GAAF-3**

\* Any device used by law enforcement officers to carry out law enforcement duties; or

\* Seatbelts and other safety equipment used to secure students during transportation.

#### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

#### **Notification and Documentation**

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, 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 intervention,

## **GAAF Emergency Safety Interventions**

### **GAAF-4**

- Type of intervention,
- Length of time the intervention was used, and

- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent 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.

#### Local Dispute Resolution Process

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. 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.

### **GAAF Emergency Safety Interventions** **GAAF-5**

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 and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

Approved: KASB Recommendation – 6/13;  
07/14

#### ***Promotion and Retention Policy***

Students will be promoted when they achieve the instructional objectives of a given grade level or are making satisfactory progress. Exceptions will be considered on an individual basis.

The normal grade level progression will be altered by retention or acceleration when evidence of student performance and professional judgment indicate that doing so will benefit the student. Retention of a student more than one time during his or her progress from grades one through six is considered an exception.

The following process, approved by the Buhler USD 313 Board of Education, will be followed to insure that parents, guardians and professional staff are involved in decisions to promote, retain or accelerate students.

1. When a teacher recognizes that a student is having significant problems with keeping up with school work, the student and parents will be immediately alerted.
2. After a parent has been notified, a special conference with the parent, teacher and principal should take place.
3. The teacher and principal will monitor each identified student closely and make a final recommendation to parents by the end of the year.
4. Parents should be notified within two to three days of April 1. At the notification conference, the principal and teacher should confer with the parents and provide as much counseling as possible to make the student and parent comfortable with the decision.
5. The following contributing factors should be considered before making the final decision:
  - a. The student's maturity and physical size
  - b. The student's classroom attendance
  - c. Test scores may be weighed when appropriate.
6. If the parents do not agree with the recommendation, the school may:
  - a. Place the student at the next grade level, with a form placed in the student's file to indicate the reason

- why the student was promoted. A parent/guardian must sign this form.
- b. Retain the student over the objections of the parents.
- c. Explore the alternatives of provisional promotion.
7. The final decision will rest with the building principal.

### ***Sexual Harassment Policy***

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

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

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

### ***Substance Abuse Policy***

**Use of Tobacco:** Students are forbidden to use tobacco in any of its forms or any substitute in any school building, on any

school grounds or at any school activity of Buhler USD 313.

In the event a student violates this regulation, he or she shall be suspended until such time as his or her parent(s) or guardian shall meet with the building principal or his or her representative, or for a period not to exceed five (5) days for the first offense.

**Use of Alcoholic Beverages:** The possession, consumption, sale, distribution or being under the influence of alcoholic beverages on public school property or at school activities is prohibited. The use or consumption of the same, prior to attending school or school activities, is prohibited.

In the event any student is alleged to have violated this regulation, that student shall be suspended from school under the provision of the Buhler USD 313 Board of Education Policy.

**Mind or Mood Altering Substances:** Possessing, using, being under the influence of, distributing or attempting to distribute alcohol, illegal or other illegal mind or mood altering substances on school property or at school activities is prohibited. In the event any student shall have violated this regulation, such student shall be suspended from school under the provisions of Buhler USD 313 Board of Education policy.

### ***Suspension and Expulsion Policy***

The Buhler USD 313 Board of Education authorizes the principal or assistant principal to suspend from school any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the board of education.

2. Conduct which disrupts, impedes or interferes with the educational mission of the public schools.
3. Conduct which impinges or invades the rights of others.
4. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 and Chapter 65, Article 41 of the Kansas Statutes Annotated or any criminal statutes of the United States or the state of Kansas.
5. Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of a public school's educational mission and/or impingement upon or invasion of the rights of others.

All suspensions will initially be short-term (not to exceed five days) with written notice - including the reasons for the suspension - sent to the student involved, the student's parent or guardian and to the superintendent of schools within 24 hours after the suspension has been imposed.

Any notice of proposal to suspend a student for an extended term, or to expel a student, shall state the time, date and place that the student will be afforded a hearing. Such date shall not be later than the last day of the short-term suspension of such student. Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 et seq. as amended and the regulations of the board of education.

Any hearing held in compliance with K.S.A. 72-8901 et seq. as amended will be

conducted by an administrator in accordance with the due process outlined in Kansas statute.

Any student suspended or expelled for an extended term (or his parents or guardian) may appeal the results of any hearing in accordance with K.S.A. 72-8901 et seq. as amended.

**Behavior That May Require Suspension Upon the First Offense:** Unacceptable behaviors that may result in a suspension upon the first offense include, but are not limited to, the following:

1. Possession, consumption or distribution of alcoholic beverages, narcotics, marijuana, addictive drugs and mind or mood altering substances at school or any school activity
2. Making a life-threatening remark to another
3. Threatening to use or using a lethal weapon on school property
4. Vandalism
5. Extortion
6. Being a clear and present danger to others
7. Being overly unruly and disruptive

For all other acts of unacceptable behavior that in accordance with the provisions of the Buhler USD 313 suspension policy may result in suspension upon first offense, students shall be assigned to in-school suspension unless, in the judgment of the administration, retention of the student within the school will result in a clear and present danger to others and/or retention of the student in school places in jeopardy the opportunity for other students and staff to

pursue educational activities free from disruption.

### **Threats of Violence Policy and Procedures**

To provide a safe and respectful environment for all students and staff, Buhler USD 313 will take steps to deter incidents of violence or threats of violence in our schools. Therefore, students and parents must be aware that all threats (verbal, written, implied or physical) will be taken seriously by school personnel and each and every threat will carry a consequence.

### **Procedures to Respond to Threats of Violence:**

1. All threats will be reported to school staff immediately by anyone who sees or hears it without regard for interpretation. If it is a threat, report it.
2. Administration and staff will investigate to determine the seriousness and circumstances surrounding the threat.
3. Any necessary disciplinary action will follow current board of education policy, including notification of parents/guardians and law enforcement officials.

Approved by the Buhler USD 313 Board of Education Nov. 9, 1998

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established to give students an opportunity to report "impending school violence". Student calls will be received by a single statewide highway patrol central dispatcher, then transferred to local law enforcement who will relay information to local school administrators.

**The toll-free Kansas School Safety Hotline number is 1-877-626-8203.**

## **Student Health and Welfare**

### **Inclement Weather Recess**

#### **Guidelines**

The well being of our students is our first priority. The district's guidelines for recess during inclement weather are based on professional judgment that seeks to safeguard the health and welfare of our students. Reminders are included in classroom, building newsletters and handbooks about appropriate dress for Kansas weather conditions.

During times of questionable weather as it relates to recess, we will diligently monitor weather conditions, confer with other Buhler USD 313 schools and as always honor parent requests for individual students to stay inside.

A variety of on-line resources are used to monitor weather conditions. These resources provide current temperature, wind chill, precipitation and wind velocity. These weather conditions are important influences in decisions about recess.

The following guidelines are used when making decisions involving outdoor recesses: (1) If wind chill is at 18 degrees Fahrenheit or below, recess will not be outside. (2) If precipitation is falling, recess will not be outside. (3) If a student has been ill or has a special need, a parent can request that the student stay inside during recess.



### **Fire Drills**

Fire drills are held quarterly. Procedures are posted in each room.

### **Tornado Drills**

Procedures for tornado precautions are posted in all rooms and are discussed with students. At least two tornado drills are held during each school year (September and March).

### **Crisis Drills**

At least three crisis drills are held each school year.

### **Health Information**

Health and Wellness Support is provided to our students by teams of school counselors and nurses. Buhler USD 313 employs nurses to monitor student health needs. Scheduling permits the nurses to be on duty on a rotating basis in each school.

Students will be sent home if they are suspected to have an infectious or contagious disease. There may be times that a doctor's permit will be necessary to excuse the absence.

Students should remain at home if any of the following conditions exist:

- (1) Temperature of 100° within the last 24 hours. Please do not give fever reducing medication at home and send your student to school.
- (2) Severe cold symptoms.
- (3) Nausea/Vomiting/ Diarrhea.
- (4) Sudden appearance of rash, unless it is known to be non-contagious.
- (5) Fainting due to an unknown cause or grand mal seizure.
- (6) Head lice: Infested students must receive appropriate treatment of head lice and nits.
- (7) Red/discharging eyes.

### **Medications at School**

Taking medication at school, whether prescription or over-the-counter, should be avoided and given at home whenever possible. The school cannot give any medication without the signed consent of the parent/guardian. If a prescription medication is to be given at school, the label on the container must indicate the student's name, name of medication, dosage, date, prescription number, and the physician's name. All medication must be in the original container with a current date. Additional prescription bottles with labels are available from the pharmacy where you purchase your medication. Information on the signed medication form must match the prescription label.

Due to the passage of Senate Bill No. 10, medications prescribed by a health care provider for the treatment of anaphylaxis or asthma, may be carried and self-administered by the student.

However, the appropriate form must be signed by the parent/ guardian AND the physician.

These forms are available in the school office. It is important to note that this is a privilege that may be revoked at any time if the student is not handling the prescribed medication in an appropriate and safe manner. Please Note - if you are sending your student to school with an inhaler that will be self-administered, please make sure that the pharmacist places an appropriate label on the inhaler so that the inhaler is easily identified. An additional inhaler may need to be purchased at the parents' discretion and kept in the office should the student not have his inhaler available.

### **Over-The-Counter/Non-prescription**

These types of medications such as Tylenol, Ibuprofen, cough drops, etc., should have limited usage at school. High school students may be responsible for the administration of their own over-the-counter medication. Only one school day's dosage is to be carried and kept in the original container with the student's name on it for identification purposes. Prescribing for or giving another student these types of medications are prohibited.

### **Health Assessment**

Any student up to the age of nine years entering school for the first time in the state of Kansas shall, prior to admission, be required to present the results of a health assessment conducted within 12 months of school entry by a physician or other health care provided as approved by the state of Kansas (KSA 72-5214).

As an alternative to the health assessment, the student shall present a written statement signed by a parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessment.

Students who have not met the state health assessment requirement as outlined above will be excluded from school one week after parent notification and will remain excluded until the health assessment is completed.

### **Herbal, Natural, Homeopathic Remedies**

Because the formulation of herbal, natural and homeopathic remedies is unregulated, their potential for harm is great in a school setting where a student's complete medical

history and medication history may not be known. These medications/remedies should not be administered at school without primary care provider or specialist authorization. Even with proper authorization, the school must take into consideration the risk inherent to the student safety in administering a product that lacks published data about its safety, efficacy, and dosages for children.

### ***Immunizations***

Any student entering school for the first time in the state of Kansas is required to present certification from a licensed physician or local health department stating that the student has received immunization against polio, diphtheria, pertussis, tetanus (DTaP), measles, mumps and rubella (MMR), hepatitis B, and varicella (chickenpox) as approved by the Kansas State Board of Health. An exception to obtaining the varicella vaccine is to provide proof of prior disease by one of the following: 1) the signed statement of a physician indicating the child's date of illness 2) laboratory evidence of varicella immunity.

For children less than 5 years of age who attend a preschool or daycare program operated by a school, the following immunizations are also required:

- \* Haemophilus influenza type b (Hib): 3 doses
- \* Pneumococcal conjugate (PCV7): 4 doses
- \* Hepatitis A: 2 doses

All students who are 11 years of age with birth dates from 9/01/97 to 8/31/98 are required to have a Tdap.

As an alternative to these immunization requirements, the parent can provide: 1) an



annual certificate from a licensed physician that the immunizations would seriously endanger a student's life or health, or 2) a written statement signed by one parent or guardian stating that the student adheres to a religious denomination whose teachings are opposed to such tests and immunization. Immunizations **MUST** be current by enrollment time. **Failure to have needed immunizations completed by the FIRST DAY OF SCHOOL will result in EXCLUSION one week after parent notification.** The student will remain excluded until immunizations are in the process of being completed.

Immunizations are available from your private physician's office, or at the Reno County Health Department at 209 West 2nd in Hutchinson. Call 620-694-2900 for an appointment.

Please refer to school websites for more information on immunizations.

## Student Services

### Guidance Services

The primary objective of the Buhler USD 313 Elementary Guidance Counseling Program is to assist students, through individual and group directed activities, in acquiring feelings of dignity and self-worth, and to enable students to become responsible members of their schools, homes and communities.

Elementary guidance counselors work closely with parents, teachers, school administrators and other professionals to provide students with the best possible

resources and services. The elementary guidance program strives to serve the needs of all students, assisting them to realize their full potential and to think and function independently in their own environment.

School counselors, teachers and principals welcome the opportunity to assist students with any social or personal matter. The counselor will assist students in any way possible, but guidance is also available from other sources.

The counselor can also be contacted to help with referrals to the school psychologist, speech therapist, audiologist, school nurse or other appropriate sources.

Except for emergencies, students should obtain teacher permission before visiting the counselor.

The counselor will also assist in educational planning and career guidance. Current occupational information for student and parent/guardian use is available through the counseling office. Parents/guardians and students may also contact tests that are given by the district.

The counselor will assist students in any way possible, but guidance is also available from other sources. Parents/guardians, teachers, ministers and people in the community are all very important sources of information and guidance for young people. Students are encouraged to gain as much information as possible from as many different sources as available.

**Reno County Education Cooperative**  
Special education services for school districts in Reno County (except Hutchinson USD 308) are provided through the Reno County Education Cooperative (RCEC).

RCEC was organized in 1973 for the purpose of improving and expanding special educational services to school districts in Reno County that could not effectively implement these services on an individual basis. Each member district selects one local board of education member to serve on the RCEC governing board. The superintendents of the local school districts serve in an advisory capacity to the administrative staff and board of directors. RCEC provides instructional services to the intellectually gifted students and to those who are handicapped. Special needs served include mental retardation, learning disabilities, emotionally disturbed, visually impaired, hearing impaired, physically handicapped and speech/language impaired. House Bill #1672, passed by the Kansas Legislature in 1977, mandated that educational programs be developed for all children by 1979 (amended to 1980). Diagnostic and related services provided through RCEC include audiology, physical therapy, occupational therapy and school psychological services. RCEC serves handicapped children from ages birth through 21 years. The RCEC staff consists of psychologists, speech and language clinicians, teachers for the behavior disorders program, learning disabilities, severely mentally handicapped, visually impaired, educable mentally handicapped, transitional kindergarten, trainable mentally handicapped and expanded learning. Additional staff includes a social worker and an audiologist. To receive services offered by RCEC, a referral is initiated by the teacher or parent through the school principal. This referral is reviewed by the

building team for appropriate action. Before any student is excluded, reassigned or transferred from a regular classroom into a special education room, an individualized plan is developed for the student by the RCEC team assigned to that school along with the parent, principal and teacher.

### **School Breakfast/Lunch**

Buhler USD 313 offers a full nutritious breakfast and lunch program in all schools in accordance with federal guidelines. This system is a prepay program. It is not a credit system. Account deposits should be made periodically. District lunch policy states that no more than two lunches may be charged and that balance must be paid within five days.

During the breakfast and lunch periods the following procedures will be followed:

1. The lunch room shall be kept neat and clean.
2. Students should visit quietly
3. Unless otherwise notified, students may select where they sit to eat.
4. During the lunch period, students are given 25 minutes to complete their meal.

A monthly breakfast and lunch menu is available so you will know which items are for that day.

### **Transportation**

**Transportation scheduling is handled through the Buhler USD 313 Transportation Center (620)-543-6829 or 877-789-3406**

Riding a school bus is a privilege and is determined by the student's behavior. Good

behavior is expected at all times. Violation of bus rules will result in suspension of bus riding privileges. The driver is in charge of the bus and students are expected to cooperate with the driver.

All resident students of Buhler USD 313 are eligible for bus transportation. Bus routes run only within Buhler USD 313 attendance boundaries. Special arrangements may be made to meet a district bus at a predetermined stop and be transported to school.

Activity buses are provided for students engaged in after school activities. These buses are scheduled to depart the high school on regular established routes with designated stops according to a predetermined time schedule.

Transportation for non-participating students to out-of-town athletic events and other special activities will be held to a reasonable limit and students will be charged a fee based on the expenses incurred for the trip.

Any student participating in a school sponsored event away from home will use school transportation. Students will not be charged for transportation on school sponsored educational field trips.

For violating the bus rules of the State Highway Commission of Kansas and/or Buhler USD 313, students will be reported to the school principal who can deny the privilege of riding the bus for a period of time as determined by the policy and the administration.

#### **Bus Offenses:**

First Offense: Administration Notification  
Written notification: Parents and Transportation  
Director Warning or 1 day off of the bus.

Second Offense: Administration Notification

Written notification: Parents and Transportation

Director 3-5 days removal from the bus.

Third Offense: Administration Notification

Written notification: Parents and Transportation

Director Removal from the bus a minimum of 10 days and up to 45 days. This will be left to the Administrator's discretion.

Note: If a student is in the possession, use, sale or distribution of an illegal substance, bus privileges could be lost up to 186 school days.

If a threatening comment is made to the driver or student, bus privileges could be lost up to 45 school days or up to 186 school days.

If a student is removed from the bus for 45 days and receives another referral upon return, bus privileges will be lost for the remainder of the school term.

#### **Delivery of Students to Other Locations**

Permission will be granted and arrangements made to drop a student off at a location other than their home in the evening provided (1) it is in the attendance boundary. (2) It is on a regular basis, and (3) the schedule is approved by the transportation manager **at the beginning of the school year or at the time of enrollment.**

If an emergency arises that requires a one time change in the drop off point, and is in the attendance boundary, permission will be granted when written notification, signed by

the parent or legal guardian, is approved by the transportation manager and provided to the school office and the bus driver.

### **Bus Rules**

These rules are in effect for all school-sponsored activities, including all regular bus routes, activity bus routes and transportation to and from school events.

In addition to bus rules cited in this policy, any type of behavior that might contribute to the distraction of the driver and in turn potentially lead to an accident will be considered grounds for a referral.

1. A note is required, from the parents, for students to ride a bus other than the one assigned, for those who do not normally ride the bus, and for students who are to get off of the bus at a different stop. This note must be turned into the office for approval.
2. The driver may assign a seat to each student.
3. Students must be on time. Buses will not wait for students on the routes.
4. **Buses will not enter or deliver in private driveways or lanes, except under unusual circumstances.**
5. When going to the bus stop, students must walk on the far-left side of the road facing traffic.
6. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road.
7. When leaving the bus, students must observe the directions of the driver. When crossing the road the student should do so in front of the bus after making sure that the highway is clear.

8. Students must not try to get on or off the bus or move about within the bus while it is in motion.

9. Students must not at any time extend arms or heads or throw objects out the windows.

10. Consumption of food, beverage and the chewing of gum on buses are not permitted.

11. Glass containers, vases, and balloons are not to be transported on the bus.

12. Animals will not be transported on the bus.

13. Cell-Phones/Pagers will not be in activation on normal bus routes. Students may ask the supervisor/driver for use of the devices on activity routes on return trips.

14. Band instruments are permitted on school buses if they do not interfere with the normal flow of traffic or cause other hazards that might prove detrimental to student safety.