

ROYAL VALLEY ELEMENTARY SCHOOL



STUDENT HANDBOOK 2021 – 2022

The mission of the Royal Valley Public Schools is to ensure that each student is actively engaged in the learning process and in developing the citizenship skills necessary to become a responsible, productive member of the global workforce.

Royal Valley Elementary School
P.O. Box 68, First & Highland
Hoyt, Kansas 66440
785-986-6286
1-877-434-2841 (Toll Free)
www.rv337.com

Dear Parents:

Welcome to Royal Valley Elementary School and to the beginning of a new, exciting year of learning and growing. We are excited to have the opportunity to spend another year building up our students and providing them the opportunity to be successful wherever life takes them. Our focus at Royal Valley is to help your child learn the essential outcomes in a safe, supportive, and caring environment.

We want to encourage you to stay involved in your child's education. The most important thing you can do to ensure your child's success in school is to be involved in their school life. Please join us at school for programs, parties, PTO activities, volunteering, lunch with your child, etc.... You are always welcome! We need and appreciate your support!

This handbook will serve as one of many resources you will receive throughout your child's education. Not all information can be included in this handbook, so if questions arise that aren't addressed in the handbook, please feel free to contact me.

I am thrilled to be working with the students, families, and teachers of the Royal Valley school district. Let's make this the best year ever!

Sincerely,

Justin Moore
Principal
moorej@rv337.org

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Faculty & Staff

ADMINISTRATION

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Noah Slay
Justin Moore

District Superintendent
Director of Curriculum and Instruction
Principal

OFFICE STAFF

Cindy Dahl
Debra Dreasher

Head Secretary
Secretary

CERTIFIED STAFF

Kindergarten

Tory Kanicki
Lisa Hickman
Cherise Smith

First Grade

Randee Bontrager
Melanie Binkley
Megan Porter

Special Education

Haleigh Bradley- IRC
Kim Markham- IRC
Ronette Oestreich- IRC
Kelli McClintock- Speech

Second Grade

Rachel Boucher
Angie Easum
Hannah Lady
Brittany Lake
Amber Schindler

Third Grade

Chanity Daily
Brittanie Triplett
Elizabeth VanHoutan

Fourth Grade

Jolene Dressman
Marti Leach
Bill McKenzie

Physical Education

Chris Brown

Vocal Music

Melissa Kimble

Librarian

Tracey Koch

Reading Specialist

Belinda Brandt
Dawn Shupe
Esther Cumpton

Math Specialist

Kathy Belt

Counselor

Lisa Balaun

**PBP Early Childhood
Special Education**
Therese Falls
Danielle Hermish
Janet Golightly

Little Panther Pre-K
Amy Pruyser- Lead Teacher

Social Worker
Keri Bausch

Faculty & Staff (cont.)

SPECIAL SERVICES

Kelli McClintock, Speech Pathologist
Janet Golightly, PBP ECSE/Head Start Speech Pathologist
Tara Ladusch, Behavior Coach
Liza Warner, Physical Therapist
Carlene McManigal, Gifted
Amy Mosier, School Nurse
Anita Evans, Title VI Director
Jessica Bryan, Food Service Director, Community Learning Center Director

PARAPROFESSIONALS

Brenda Stithem, Computer Lab Mgr.	Helen Edwards, Gifted Paraprofessional
Elizabeth Fairbanks, IRC	Stefani Preston, K Para
Cathy Blazic, Reading	Abby Davidson, IRC
Mollie Mullanax, Reading	Bailey Ashcraft, PBP/ECSE
Alyssa Prentice, Little Panther Pre-K	Mary Beth Stoll, IRC
Michelle Ensley, Reading	Kelsi Burke, IRC
Darci Stockman, Speech	Claudia Smith, PBP/ECSE
Nikki Bell, IRC	Edith Sieve, K Para
	Jakki Nagy, K Para

FOOD SERVICE

Jessica Bryan, Food Service Director
Darlene Dillner-Cashman, Kitchen Manager
Food Service Staff: Allison Gier, Donna Doherty, Joan Pahmahmie, and Deitra Troxel

Faculty & Staff (cont.)

CUSTODIAL STAFF

Bruce Lee, Custodian
Kimberly Muller, Custodian

TRANSPORTATION

Neale Sutton, Transportation Director
Bus Drivers: Kellie Bryan, Lana Dillner, Tanya Greeve, Barbara Harter, Christi Ingels,
Joan Pahmahmie, Neale Sutton, and Dale Traxler

Contact Information

Royal Valley Elementary School Phone Number: 785-986-6286

Royal Valley Elementary School Toll Free Number: 1-877-434-2841

Royal Valley Elementary School Fax Number: 785-986-6333

Royal Valley District Number: 785-966-2246

District Website: www.rv337.com

Principal's Email: moorej@rv337.org

U.S.D. #337/Royal Valley Elementary School Mission Statement

The mission of the Royal Valley Public Schools is to ensure that each student is actively engaged in the learning process and in developing the citizenship skills necessary to become a responsible, productive member of the global workforce.

U.S.D. #337/Royal Valley Elementary School Vision Statement

- Each staff member will make a commitment to each student's educational success.
- Each staff member will actively participate in professional collaboration focused on student learning.
- Each staff member will set high expectations for both instruction and learning.
- Each staff member will use research based effective schools instructional practices.
- Each staff member will engage in periodic, ongoing evaluation of student learning.
- Each staff member will implement a rigorous, viable and defined curriculum.
- Each staff member will be provided quality staff development time and support.

Royal Valley Public Schools Academic Achievement Goal

Students are expected to master all defined essential outcomes and accept responsibility for their learning decisions, academic achievement and personal conduct. Individual student progress will be measured and reviewed using district assessments:

- Kansas Assessments – meet or exceed statewide average.
- MAP – each student meets or exceeds their expected growth target.
- ACT – meet or exceed state average

Student Exit Outcomes

Students demonstrate a high level of achievement in all basic skill areas.

Students demonstrate necessary skills to function effectively in the workforce.

Students utilize creative and critical thinking skills in problem solving.

Students demonstrate responsible citizenship in a multicultural society.

Students demonstrate an appreciation of the world outside their own.

Students demonstrate the skills to develop and maintain physical and emotional health.

Character Counts

Royal Valley Elementary values strong character. We will have quarterly recognition for students demonstrating character and contributing pride and accomplishment into our school community.

Students will be recognized in these five areas.

Achievement Award- Achieve personal and assigned goals.

Upstander Award - Stand up for the way others are treated. Respond to and report physical, verbal, relational and cyber bullying.

Perseverance Award - Move forward, closer to your goal or purpose, despite obstacles.

Perseverance is when you show commitment, pride, and a positive attitude when completing tasks. Perseverance is the ability to stick to something and complete a task even though it is difficult.

Citizenship Award - Service to our classroom and school community.

Be a responsible and caring participant in your classroom, school, home and community. Do your share to make your school and community better. Good citizens are active and involved. Citizenship is obeying laws and rules. Responsible citizens help to protect the environment. Good citizens make good neighbors and volunteer to help when needed.

Creativity Award - Demonstrates originality and imagination on assignments. Other traits may include flexibility, curiosity and willingness to explore and expand.

Royal Valley Elementary School Rules

Be Friendly

Follow Directions

Be Responsible For Your Actions

Be Courteous, Respectful and Mannerly

Be Honest

Be On Time

Respect Property

Always Do Your Best

Practice Safety

Anti-Bullying Policy

Bullying on USD #337 property, in a USD #337 vehicle or at any USD #337-sponsored activity or event is prohibited.

As used in the district policy, the following definitions apply.

- 1) “Bullying” means: (a) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have an effect of:
 - a. harming a student or staff member, whether physically or mentally;
 - b. damaging a student’s or staff member’s property;
 - c. placing a student or staff member in reasonable fear of harm to the student or staff members; or
 - d. placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or
- 2) “School vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.
- 3) Bullying By Staff

Bullying by Staff—The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member while using school property, in a school vehicle, or at a school sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Arrival Time

For the safety of the student, parents should not drop off students or allow them to arrive at school before 7:45 a.m. The school does not allow students to enter the elementary school prior to 7:45.

Attendance

At Royal Valley Elementary School (RVES) we believe one of the most important factors in reaching our mission is for students to attend school daily and on time. Good attendance enables students to become responsible for their own learning and achieve independent academic success. Incentives for good attendance will be provided throughout the year.

The elementary School does not record hourly attendance. To help standardize the attendance, the following timelines will be used:

Beginning of the day: 60 minutes from the beginning of the day.

Students that arrive between 8:05-8:30 will be considered tardy. Students that arrive between 8:30-9:05 will be considered late. After 9:05, they will be considered absent for the morning.

End of the day: 60 minutes from the end of the day

Students picked up early at the end of the day will be counted as absent if they leave before 2:30. They will be counted as tardy if picked up between 2:30 – 3:00.

Middle of the day: 90 minutes to leave and return

If a student needs to be picked up during the school day and is gone for 90 minutes or less, they will be considered tardy. If they are gone for more than 90 minutes, they will be considered absent for the morning or afternoon.

When a student is ill and absent from school, a parent should notify the office by 9:00 a.m. by telephone or a note. If possible, arrangements should be made with the child's teacher to send home any work the student might be able to complete.

If a student is ill, they should be at home for their own wellbeing and that of their classmates. However, a student should not be allowed to abuse this and stay home when it's unnecessary. A Doctor's note will be required for an absence to be considered excused after a student has 5 absences of any kind in a semester. A Doctor's note should be turned in within 48 hours of the student returning to school. Parents will be notified when a child has 5 absences in a semester. Students who are absent more than 7 days in a semester will be put on a chronically absent list and the principal will contact the family to determine truancy and how the school can help support the family.

Kansas state law requires students between ages of 6 and 16 to attend school. Students who are not in regular attendance are considered truant. Our teachers and staff have a responsibility to report to the proper county authorities any student who is in violation of school attendance laws. If a student is absent from school for more than three consecutive days, or five days in a semester, and contact from the parent has not been established, the student will be considered truant and will be reported accordingly.

Bus Rules

Transporting children to and from school is an important task in the educational process. Safety of our students is our highest priority. The bus rules are established and maintained for their safety.

- Follow the bus driver's instructions promptly.
- If animals, snakes, birds or large items are to be used for a school project, they may be transported on the bus with the driver's permission.
- Headset radios or headset tape players will be allowed on the bus at the driver's discretion.
- Possession of water dispensing devices, such as water pistols, squirt bottles, and water-filled balloons shall not be permitted on the bus.
- Sit in seats as assigned by the driver.
- Take seats quietly and quickly. Remain seated.
- Do not extend arms, hands, head, or objects out through bus windows.
- Never walk or stand in the aisle while the bus is in motion. When unloading from the bus, do not leave your seat until the bus has stopped.
- Face forward with the aisle clear.
- Remain seated, facing forward, with feet out of the aisle while the bus is loading, unloading, and while the bus is in motion.
- Speak in a quiet tone of voice.
- Good conduct shall be observed on district buses at all times. Ordinary conversation in a quiet tone will be permitted, but noise, profanity, crowding, pushing or fighting will not be tolerated.
- Keep hands, feet and rude remarks to yourself.
- Be courteous to the driver and fellow passengers.
- Passengers are not to distract the driver.
- No eating or drinking on the bus.
- Eating or drinking will not be allowed on the shuttle or regular routes.
- Absolutely NO sunflower seeds will be tolerated on the buses at any time.

Parents should provide the school office with a note or phone call whenever there is a change from normal procedure in transporting the student to or from school. Parents should telephone the school office prior to 2:30 p.m. so time is available to notify affected school personnel of the change – the student, teacher, bus driver, bus duty supervisors, and others. Verbal instructions sent with the child can too often be inaccurate, and does not provide written authorization for school personnel. Direct communication with the parents is required by the school district.

Bus Discipline Procedures

Riding the school bus is a privilege extended to students. Any student who abuses this privilege by disruptive and unsatisfactory conduct can be suspended from riding the bus. Bus conduct reports are generated by the bus driver or the principal for a student's misbehavior on the bus.

Step 1: The bus driver expects students to obey all bus rules. If a student violates a rule or policy, the driver will correct the student.

Step 2: If a student refuses to follow the driver's instructions or is repeatedly violating a rule or policy, the bus driver will complete a student conduct report and submit to the principal. The bus driver, principal, and student will meet to discuss the issue. If time is not available to meet, or the driver cannot personally submit the conduct report, the driver may contact the principal concerning the student's behavior. The principal would then visit with the student and send a copy of the bus conduct report to the parent and forward the report to the bus driver.

Step 3: If a student receives a second bus conduct report in a school year, the procedure described in step 2 will be repeated. If possible, the principal will meet with the student, parent, and driver. If not possible, contact will be made by the principal to the parent.

Step 4: If a third bus conduct report is received during the school year, the student may be suspended from bus riding privileges for five days. When determining the suspension of a student from the bus, the parent, transportation supervisor, and/or bus driver will be verbally contacted by the principal upon the day of the suspension if at all possible.

Step 5: Further violations by the student may result in suspension of bus riding privileges for the remainder of the semester and/or school year.

NOTE: A severe infraction on step 1, 2, or 3 may result in the immediate suspension of bus riding privileges for the student, following notification of the parent.

Bus Safety Evacuations

At least twice during the school year each route driver will conduct a bus evacuation drill with the students, supervised by the transportation director and/or principal. This drill is completed so that the students and driver can react appropriately in an emergency situation.

Specific instructions will be given to students, by the driver prior to the drill on individual responsibilities.

Cafeteria Policy and Expectations

The school operates a closed lunch and all students are expected to eat in the cafeteria. Students may bring their lunches from home, or eat the school lunch program.

While eating meals in the cafeterias, all students are expected to follow these guidelines:

- Practice good manners and socialize quietly.
- Leave the table and surrounding area clean and orderly.
- Return trays and utensils to the wash area.
- Put trash in proper containers.
- Follow instructions and rules established by the lunchroom supervisors.

Cell Phones/Telephones

No cell phones are to be used during the school day. Students may use the phone in the office if needed. Students that bring a cell phone to school should keep the phone in their book bag or may give it to their teacher or office staff for the day. If a student has a cell phone out during the school day, the cell phone will be taken and kept in the office until the end of the school day.

Checks

All checks should be made payable to U.S.D. 337 or Royal Valley Elementary School, not written to individual teachers.

Child Abuse Policy

Any employee of the district, who has reasonable cause to know, observe, or suspect that a child has been abused or neglected, will immediately report this fact to the Kansas Department for Children and Families (KDCF) for them to investigate. The KDCF number is 1-866-495-6980. If KDCF cannot be reached, then the local law enforcement should be contacted.

If the student suspected of being abused is Native American, the employee should report this to Prairie Band Potawatomi Social Services (PBPSS). The PBPSS number is 785-966-2932. If PBPSS cannot be reached the local KDCF office should be contacted. If the KDCF cannot be reached than the local law enforcement should be contacted.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected.

KDCF Access to Students on School Premises: The building principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by KDCF representatives on school premises.

Cooperation Between School and Agencies: Schools, KDCF, and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow for law enforcement officers on school premises for the purposes of investigating a report of suspected child abuse or neglect, the officer shall not be in uniform.

Child Custody

The school district recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with the primary physical custody of the student during the school year. Second mailings are also made available, upon the parent request.

Concerns regarding custody and visitation should be directed to the school principal.

Cold Weather and Recess

All students are expected to go outside during the scheduled recess when the weather allows. When the wind chill is bitterly cold, or when the weather is rainy or snowy, all students are kept inside for recess. Special arrangements can be made for your child to stay in during recess if a physician's statement or request is on file. If your child complains about being too cold on certain days, feel free to send extra outside clothing for him/her to wear.

Communicable Disease Information

The Kansas State Department of Health issues the following information concerning some common communicable diseases:

Chicken Pox – Exclude from school until 1 week after eruption of first vesicles.

Lice – Exclude from school until treated with antiparasitic shampoo. Nits should be removed.

Measles (Rubella) – Exclude from school until 5 days after onset of rash. (Immunization required)

Mumps – Exclude from school until 10 days after onset. (Immunization required)

Pink Eye – Exclude from school until under treatment by physician.

Ringworm – Exclude from school until under treatment by physician.

Communicable Disease Information (cont.)

Rubella (German Measles) – Exclude from school until 7 days after rash is gone.

Scabies – Exclude from school until treatment with appropriate antiparasitic drugs.

Staphylococcal Infections (Impetigo, boils, carbuncles) – Exclude from school until receiving medical treatment.

Streptococcal Infections (Scarlatina, strep throat, scarlet fever) – Exclude from school until 10 days after onset or 24 hours after appropriate antibiotic treatment and no fever.

Trench Mouth – Exclude from school until sores and fever absent or under treatment.

Whooping Cough (Pertussis) – Exclude from school and isolate 3 weeks or 1 week with appropriate antibiotic therapy immunization. (Vaccine required prior to 6 years of age.)

In all cases, a student should be kept at home when there is a fever and for 24 hours after it disappears. All rashes should be examined by a doctor or nurse. If a sore throat is suspected of being caused by a streptococcal infection, the appropriate antibiotic should be prescribed to avoid the complications of rheumatic fever. Stress good hand washing habits for your children. A nutritious diet and sufficient sleep are even more necessary in the winter months. Appropriate winter clothing should be provided for all children during cold weather.

Crisis Management

Our crisis management plan outlines procedures and specific responsibilities of staff during crisis situations. It is important for parents to understand that in many crisis situations it will be necessary to limit access to the school building. This means that certain crisis situations may require that no one other than law enforcement, medical, and school personnel are allowed on the school site.

In cases where the school premises must be secured, parents and other concerned parties who come to the school will be asked to go to a designated site in Hoyt to wait for further information. Arrangements have been made to use sites such as the Hoyt Community Building, the basement of the Denison State Bank, etc. if needed. During crisis situations, the USD #337 administrative staff will provide information to parents and concerned parties at the designated site in Hoyt as it becomes available.

To enable the school access to open telephone lines, all calls from parents and concerned parties should be made to the district office in Mayetta (966-2246), and not to the elementary school.

During crisis situations that require the premises to be secured, the children will be brought to parents at the designated site in Hoyt when it is determined it is safe to do so, and in a manner that allows for an accurate accounting of each child.

Crossing the Street

Students are to cross the street in front of the school only at the stop sign crosswalk. No one should walk between the buses when they are lined up to pick up or drop off students. Students who ride their bikes to school need to walk beside them till they cross the crosswalk and are to the road. Students being picked up by a parent/guardian are to use the West end parking lot and not cross the bus lane in front of the school.

Directory/Web Information

The District discloses directory information about its students, without parental consent or the consent of eligible students. “Directory information” includes the following: student’s name, address, telephone listing, e-mail address, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams,

dates of attendance, degrees and awards received, and the most recent previous school attended by the student.

District or school web sites are maintained to support the public relations and educational programs of the district and/or schools. Limited personnel directory information, which may include a student's name and/or activity, may be posted on the web sites.

A parent or eligible student may request that the District not disclose directory information. Any such request shall be submitted, in writing, to the District office at: Box 219, Mayetta, KS 66509, on or before September 15.

Discipline Policy

Teachers use a variety of techniques to obtain and maintain appropriate student behavior and efficient classroom management. The RVES staff will approach discipline matters from a positive frame of reference. A student's attitude and behavior influence his/her learning. A student who is being disruptive and will not adhere to the classroom management rules, will meet with the principal. If the problem persists, a conference between the child, parent, teacher and principal will be called to work on the problem behavior.

Repeated misbehaviors or discipline referrals will result in consequences to the student. Consequences may result in in-school detention, after school detention, or out-of-school suspension.

Dress Code

Students (K-4) may wear shorts to school during the warmer months of the school year, when the temperatures are above 70 degrees. Shorts that fit too tight or which are too short are not appropriate dress for school. Bicycle shorts and other tight shorts are not considered appropriate dress for school. All shirts and tops must cover the student's torso, midriff, and shoulders. Shirts and tops that do not cover the full stomach and back of the student should not be worn to school. Hats, bandanas, and doo-rags should be removed upon entering the school. The judgment of the administration will determine whether questionable apparel is affecting the health and safety, causing disruption of the educational process of the school, or violating obscenity standards.

Drug Free Policy

U.S.D. #337 believes that maintaining a drug free school is important in establishing an appropriate learning environment for the students in the district. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in our schools.

Field Trips

The teacher shall notify parents or guardians of field trips. Teachers will have field trip consent forms for all students that will be attending the field trip. Students with outstanding library fees/fines or have overdue books, and have been notified by the librarian of the issue, will not be allowed to attend the field trip until the fee has been paid, the book has been returned, or the parent has contacted the school and set up a plan to pay or return the book.

Field trip money must be turned in prior to the field trip. If children are not allowed to bring money to purchase items, snacks, etc... then parents that attend the field trip should not purchase items for their child during the field trip.

Parents accompanying the students on the field trip are for help in monitoring the students and must adhere to school rules. When parents ride the school bus with the children, the parent should sit beside their own child or another adult.

Fire, Tornado, Intruder, & Modified Lock-Down Drills

In case of a fire or a fire drill, the signal to evacuate the building will be a continuous blare of the fire alarm. An evacuation plan is posted in each room that shows the route of evacuation for that particular room. In case of an alarm, walk to the fire exit area designated for your room. A fire drill will be conducted once a month.

At least three tornado drills will be completed throughout the school year. Students will be directed to the basement classrooms of the building and to take the appropriate safety measures. An announcement over the intercom is used to signal a tornado drill.

USD #337 requires each building to conduct an intruder drill at least once a year. The warning will be given, and all doors will be locked until the “all clear” announcement is given.

USD #337 requires each building to conduct a modified lock-down drill. The drill will be completed with an explanation given to students, as the goal is to continue school with minimal disruption.

Food Allergies

Any student allergic to milk or other foods must have a note from a physician on file stating that the child should not be served this food item with his/her school lunch/breakfast. This note is to be updated annually.

Free and Reduced Lunches

Royal Valley U.S.D. 337 participates in the federal food service program where those who qualify may purchase food services at a reduced rate, or in some cases, the family may qualify for free breakfasts and lunches. Applications for participation are available at the school office.

Meal prices for the 2018-19 school year are: \$1.65 for an Elementary student breakfast, \$1.70 for a Middle or High School student and \$2.15 for an adult breakfast, \$2.40 for an Elementary student lunch, \$2.55 for a Middle or High School student and \$3.65 for an adult lunch, and \$0.45 for extra milk.

Gang Activity

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or attributes are gang related and would disrupt or interfere with the school environment or activity, and/or educational objectives.
- shall not present a physical safety hazard to self, students, staff, and other employees.
- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student violates these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

Hazing, Harassment, Bullying, Intimidation, Menacing

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board, and may be referred to law enforcement officials.

Health: Communicable Diseases

State regulations require children with communicable diseases not attend public school until expiration of the prescribed period of isolation for that particular infection of contagious disease is over. A signed release from the child's physician will be required in order for a child to return to school.

Health: Illness Policy

A child must be kept at home if she/he shows any of the following symptoms:

- A temperature of over 100 degrees orally or 99 degrees armpit.
- Intestinal disturbance accompanied by diarrhea or vomiting (two or more times in a 24-hour period.)
- Eye discharge defined as thick mucus or pus draining from the eye, pink eye.
- Severe coughing, where child gets red or blue in the face or makes high pitched whopping sound after coughing.
- Contagious conditions: head lice, impetigo, chicken pox, measles, scabies, etc.
- Earache or drainage from ear.

Do not bring your child to school if she/he has any of the above symptoms. Your child should not attend school till she/he has been symptom free for at least 24 hours.

If your child develops any signs of the above, we will isolate your child for illness, call and ask you to come within the hour to take him/her home. If we are unable to reach the parent, the emergency number will be contacted. The teachers will observe each child daily for contagious conditions. If your child has been exposed to any contagious disease such as whopping cough, German or regular measles, mumps, chicken pox, diphtheria, pinworms, or scarlet fever, please inform the school.

Hearing and Vision Care

Good vision and hearing are essential to learning. It is recommended that your child have a complete vision and hearing evaluation by your family doctor prior to entering school. The school nurse will periodically provide vision and hearing screening services and recommend further examination and care if needed.

Homework

Please contact the office or the teacher prior to coming to pick up homework assignments for absent students. This allows the teacher time to collect materials and send to the office.

Human Sexuality Excusal Policy

Parents may choose to have their child excused from participating in any or all human sexuality curriculum. A copy of the complete policy and excusal forms may be obtained at the school office.

Information Updates

The school attempts to maintain an up-to-date record of home and work phone numbers and job and childcare information for each family. Please notify the school if any of the information changes throughout the year.

To keep parents updated, informational updates, calendars, notices of meetings, changes in activities, and other handouts will be sent home periodically with students, or listed on the school website. If you have questions concerning any of the information that you receive, please feel free to contact the school at 986-6286.

Inoculations

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

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

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

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

Kansas School Safety and Security Act

According to the Kansas School Safety and Security Act (H.B. No. 2821), any school employee who knows or has reason to believe that a student has committed an act that constitutes the commission of a felony or misdemeanor must report that act to the appropriate state or local law enforcement agency.

Leaving School Grounds During the School Day

Students are not permitted to leave school grounds during school hours without permission from the office. When a student is excused from school, the following procedure will be followed:

- Parents or guardians have been contacted directly, by phone or in person. Under no circumstance will the student be released to the custody of an adult other than the parent or guardian unless permission by phone or written permission from the parent or guardian has been received.
- If the child is ill, the parent will be contacted and arrangements made to have the child taken home.
- Students who are dismissed from school before the scheduled dismissal time shall be checked out through the office. Parents, guardians, or a designated person must come to the school office and sign a check out roster.

Library Use

Library books are usually checked out for a two-week period. Periodicals are checked out of the library for a one-week period.

If a student has an overdue book or materials, he/she will be required to return the overdue book/materials or make adequate arrangements with the librarian before checking out more library books/materials. If the book is not returned, the student will be assessed for the replacement cost of the book and/or materials.

A student may not have more than three (3) books checked from the library at any given time. Any student that has one (1) or more overdue library books at the time of his/her class spring field trip and has not compensated the library for the book(s) will not be allowed to attend the field trip.

Lice Infestation Procedure

The Kansas Department of Health and Environment and the Jackson County Health Department emphasize that a student be excluded from the classroom if he/she is infested with head lice. The school complies with this requirement by the following procedure:

- Students may be referred to the nurse if symptoms are evident such as: frequent scratching, visible bugs, etc.
- Students with live (lice) bugs will be sent home for treatment.
- Students may return to school 24 hours after treatment.
- Student will have a follow up check by designated school personnel
- Students must be free of live lice before returning to the classroom
- Parents are encouraged to remove nits to fully eradicate an infestation
- One excused day will be allowed for treatment
- Two excused episodes will be allowed per school year

School personnel may do follow-up checks on students who have previously had head lice. The purpose of the follow-up checks is to make certain the student is not re-infested.

Lost and/or Damaged Textbooks/School Property

Each student is responsible for maintaining his/her textbooks in the best possible condition. If a textbook is lost or damaged, beyond normal use, the student is subject to replacing the book.

A fee will be assessed accordingly for losses or damages.

Lunch Accounting System

The school lunch accounting system has been in effect in U.S.D. #337 since 1988. The following explains the system:

Each child has a separate account number. A cash balance will be maintained for each child. Money paid to the school for the child's lunch will be credited to the account and a receipt will be printed.

Each child is issued a number, which is typed into the computer system by either the student or the lunchroom staff. The cost of the meal will be deducted from the student's personal account. When the account cash balance is low the student will receive a notice that the student needs to bring lunch money.

Unpaid Meal Charges- The district's meal charging requirements are as follows. A charge account for students paying full or reduced price for meals will be established with the district. Students may charge no more than \$5.00 in meals to this account. Charging of a la carte or extra items to this account will not be permitted. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal of the student pays for the meal when it is received. At least one contact shall be made to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP.

A student receiving free or reduced lunches may choose to take only milk instead of the entire meal, but will be charged 45 cents for the milk. The federal program requires all students receiving free or reduced lunches to take the entire meal in order for the school to be reimbursed. The program does not reimburse for milk only.

Meal prices for the 2020-2021 school year are: \$1.75 for an Elementary student breakfast, \$1.80 for a Middle or High School student and \$2.55 for an adult breakfast, \$2.55 for an Elementary student lunch, \$2.70 for a Middle or High School student lunch, \$3.80 for an adult lunch, and \$0.50 for extra milk.

Occasionally students will eat breakfast without their parent's permission. If this is a problem, the parent should notify the child's teacher or the office. It is the responsibility of the child to honor the parent's request, but the school will assist in monitoring it when possible.

Medical Treatment at School

The U.S.D. #337 policy for administration of medication follows the Kansas Association of School Board recommended guidelines. Guidelines are as follows:

For school personnel to cooperate in giving a child either prescribed or non-prescribed medicine at school, the parent must have a signed “Administration of Medication” permit on file in the office.

Requests to give medication to a student can be made by sending the medicine and a signed note of instructions to school. The note will be attached to the permit and kept for future reference.

All medication to be given must be in the original container, properly labeled, and be properly authorized by a written order of the licensed medical person. The original permit form will be filled out by the parent at enrollment time and placed on file.

When a child is injured and/or treated for an injury, the school will document this on an Illness-Injury-Accident Report form and provide the child with a copy to be brought home for parent information purposes.

If a child is sick or injured and needs immediate medical attention, based on the assessment of the nurse or the building principal or designee, the school will contact emergency services by calling 911.

MTSS

Multi-Tier System of Supports

The goal of MTSS is to provide an integrated systematic approach to meeting the needs of all students, using resources in the most effective and efficient way. The MTSS process involves reviewing current practices to identify those that yield evidence of effectiveness, addressing areas that are missing, and replacing ineffective or inefficient approaches with those that are supported by research and address the area of need.

There are several important concepts of MTSS:

- Intervening early to help prevent failure and to make the best use of time to get the student on track.
- Multi-tiers to provide students with the varying levels of support – both in time and in the intervention provided.
- Students are moved in and out of groups to best match their instructional and curricular need,
- Varying instruction and curriculum level for all tiers, that is research based.
- Frequent progress monitoring by the grade level teams.

The daily schedule is developed to provide adequate time for the MTSS process to be implemented. Intervention times may be 30 – 60 minutes in length, and focus on reading or mathematics. Students may qualify for interventions in both subject areas and for the maximum length of time. When a student has a greater need than the allotted, pre-scheduled time, students may miss part of their specials classes (computers, PE, music, or library) or other non-core instruction for a brief time.

The decision to expand the MTSS intervention time is a collaborative decision, made with input from the classroom teacher, the reading or math specialist, the principal, and possibly other members of the leadership team.

Nondiscrimination Policy

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination, in any form, shall promptly be reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

Parent Drop Off & Pick Up

Drop Off: Student drop off starts at 7:45 a.m. Students that are being dropped off for school prior to 8:30 a.m. will need to go to the parking lot West of the elementary school. Students should be dropped off on the West end, and follow the sidewalk up to the front entrance. The bus driveway should not be used for drop off between 7:30 – 8:30 a.m., so as to provide an open bus lane.

Pick Up: Students that are being picked up after school will be released from the West parking lot. It is a curbside parent pick up. Parents will need to pull around the loop and stay in the car line or park and walk to the curb to pick up students. Parents will be required to show a school issued parent pick up card to the teachers on duty each time they pick up their children. These cards are issued yearly to all students who choose parent pick up as an option at enrollment and then by request to the office after enrollment. Cards must be placed in the passenger side of your windshield or carried to the curb if parents park and walk to the curb. If you do not have a parent pick up card you will be asked to show identification and the teachers reserve the right

to hold the child until the office gives confirmation that the adult has been approved to pick up the child.

Please notify the office prior to 2:30 p.m., so those students being picked up will be directed to meet their ride in the West parking lot. A staff member will be on duty during this release time. Students being picked up will be released on the first bell (3:24 p.m.) and will be taken back to the office area if they are not picked up by 3:40 p.m. The bus driveway should not be used for pick up between 2:45 – 3:45 p.m., so as to provide an open bus lane.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled for each semester. Specific dates for conferences may be found on the school calendar. Parents are encouraged to contact their child's teacher to arrange for a conference any time they feel there is a need.

Party Invitations and Gifts

Students are not to pass out non-school party invitations at school unless all members of the class are invited to the party. Also, students are not to pass out treats, gifts, or party favors at school unless all class members are given one.

Personal Items at School

The school will not be responsible for personal items brought to school. If a personal item is lost, stolen, or damaged, it is not the responsibility of the teacher or the school. Students should not bring personal playground equipment or other toys to school. If items are brought, they will be collected and not returned until picked up by the student's parent.

Students may not have any personal music players, personal digital cameras, electronic games, laser lights, etc... out during the school day. All of these items should be placed in the student's book bag, or given to the classroom teacher or office staff for the school day. The unauthorized use/possession of this equipment will result in the item being taken from the student and kept in the office for the remainder of the day, then given to the student to take home. A second offense will result in the item being kept in the office and only released to the parent/guardian.

Large sums of money should not be brought to school because of the possibility of theft. Parents will be notified in writing of money needed for special purposes.

No items such as matches, lighters, or any other type of fire starting items are allowed at school. All items found of this type will be confiscated and placed in the principal's office, and only returned to the child's parent. Appropriate disciplinary actions will follow

P.E. Shoes

To ensure both maximum safety and good hygiene, all students will be required to have a pair of gym shoes to wear for physical education classes in the gym. New shoes are not necessary, but the shoes need to be clean and kept at school. Gym shoes should not contain black soles, as black-soled shoes may leave marks on the gym floor. Gym shoes that mark the gym floor will be returned to the student's home.

Students are not allowed to participate in P.E., only wearing socks or going barefoot. Street shoes are not allowed on the gym floor.

Plagiarism – Academic Dishonesty

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

Playground Equipment & Rules

Sportsmanship will be practiced on the playground and in line at recess time. During games, students will play fair and treat team members with respect. There should not be any hitting, kicking, pushing, tackling, or other physical contact between students. The students are expected to line up as soon as the bell rings, keep their hands to themselves, and take equipment directly to the building. If a student does not line up immediately, he/she will have 5 minutes time out for the next recess. Students are not allowed to give or receive piggyback rides, nor should they leave the playground without permission from the recess supervisor.

Racial Harassment

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

Definitions of Racial Harassment

Racial Harassment is racially motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or

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

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

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, or another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment shall report the complaint to the building administrator. If the building administrator is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Confidentiality shall be maintained throughout the complaint process. False or malicious complaints or racial harassment may result in corrective or disciplinary action against the complainant.

Report Cards

Report cards will be given to students by their teacher at the completion of the first three 9 weeks grading period, or at parent teacher conferences. The final grade card will be mailed home following the completion of the school year. Grade cards are normally distributed the week following the end of the nine-weeks period. The end of each nine-week period is marked on the district calendar.

Grades for all students can be viewed on PowerSchool. To have access to the grades, a parent will need to request a password from the school. All student lunch account balances and attendance can be viewed on PowerSchool, by obtaining password access.

School Entry

Kansas state law indicates that a certified copy of a child's birth certificate and a copy of the student's social security number are required to be presented upon first entrance to school. If a parent does not have a certified copy of the certificate, he/she may contact the Bureau of Vital Statistics in the state where the child was born to obtain a copy. In addition, all entering students are required to have their immunizations and vaccinations completed. A copy of the shot records must be filed in the student's cumulative folder.

All students entering kindergarten must be age 5 on or before August 31. Students turning 5 after August 31 are too young to attend kindergarten. All children entering kindergarten are required to provide the school a birth certificate, social security number, immunization records, and health assessment at the time of enrollment.

As of July 1, 1994, state law requires students who have not previously attended school in Kansas to have a health assessment before entering school. This includes all preschoolers and kindergartners enrolling for the first time. The health assessment must be completed within 12 months prior to school entry. A child may be excluded from school if the health assessment requirement is not met.

Students transferring from another district must have an official transfer form or records from the previous school.

School Fund-Raising: Box Tops for Education.

R.V.E.S. participates in the Box Tops for Education program. The school can obtain needed items by saving box tops. Shortly after the beginning of school, specific information will be sent to you. Please ask your friends and relatives to save too.

Search and Seizure – School Facilities

Students have limited control over their desks and other assigned areas for the storage of property. Lockers, desks and such other assigned areas are the property of Royal Valley Public Schools.

Lockers, desks and other storage areas and the contents thereof shall be subject to inspection/search by school officials at any time without prior notice if there is reasonable suspicion that such will produce evidence of violations of law or of school rules, or that the desks/lockers may contain property which school officials reasonably believe may be intended for use in a manner disruptive to the orderly operation of the school. If feasible and if an investigation will not be jeopardized, a reasonable effort will be made by school officials to have affected students present when their lockers/desks and contents are searched.

Sexual Harassment

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

Definitions of Sexual Harassment

Sexual harassment may include, but not limited to:

- Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse.
- Subtle pressure or requests for sexual activity.
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship.

Creating a hostile school environment, including the use of:

- Innuendoes or overt or implied threats.
- Unnecessary touching of an individual, e.g., patting, pinching,
- Hugging, repeated brushing against another person’s body.

- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity.
- Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with the principal or certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Confidentiality shall be maintained.

Special Elementary Classes

General music, physical education, library and computer lab classes are part of the total curriculum for all elementary students. The elementary school students have 20 minutes of P.E and 20 minutes of computers every day. Students will participate in 20 minutes of music and library every other day.

Student Insurance

A policy for accident insurance has been purchased by the district to cover all students. Benefits provided under this policy are coordinated with the student's family insurance. The accident insurance policy only covers treatment that is provided by a licensed physician within thirty (30) days from the date of the accident. There are limits on the types of services and the amounts of coverage provided. A copy of the complete policy is available in the school office.

If a student is injured during school time, while on the school bus, or at a school activity, the student should notify his/her teacher, coach, sponsor, or principal immediately. If a student receives medical treatment from a licensed physician, the parent must request a claim form from the school. This claim form must be completed by the parent and submitted to the insurance company within thirty (30) days.

Reminder: The parent is responsible for filing the claim form by the due date.

Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connections with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests. Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures.

Student Sales

Students should not sell items on an individual basis to staff at school. If the student represents a group, he/she could sell these items by placing an announcement or sample in the teacher's lounge after acquiring permission from the principal.

Suspension and Expulsion Policy

The Kansas law authorizes suspension or expulsion for the following reasons:

- Willful violation of any published regulation for student conduct adopted or approved by the board of education.
- Conduct which substantially disrupts, impedes, or interferes with the operation of the school.
- Conduct which endangers the safety of others at school, on property, or at a school-supervised activity.
- Conduct which would constitute the commission of a felony by an adult under state law.
- Conduct which would constitute the commission of a misdemeanor by an adult under state law, but only if such conduct occurs at school, on school property, or at a school-supervised activity.
- Disobedience of an order of a teacher, peace officer, school security officers, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school.
- 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 substantial and material impingement upon or invasion of the rights of others.

The Principal has authority from the Board of Education of USD #337 to suspend or expel any student guilty of gross misconduct or persistent disobedience when such suspension or expulsion is in the best interest of the school.

1. A short-term suspension is not to exceed ten (10) school days.
2. Long-term suspensions are not to extend past the end of the current semester.
3. Parents will be notified that a student has been suspended by written notification specifying reasons for suspension in accordance with the policy as set forth in the Board of Education Policy Handbook. Hearings will be set up for the student, parents, and school personnel as set forth in Board policy.
4. Any student suspended from school has to make up the work missed during his/her absence.

It is the school's responsibility to insure that each student has the opportunity to learn in a proper environment. At times, the administration may find it necessary to issue In-School Suspensions for serious or repeated violations of the rules of conduct. In-School Suspension is one way of trying to impress on the student that poor behavior is not the accepted standard of this school district.

If a student is placed in In-School Suspension, the following procedures will apply:

- The parents of the student will be notified.
- The student will report to the main office by 8:30 a.m.
- The student will eat lunch in the ISS room.
- The student will not be allowed to attend computer, music, library, PE or recess while in ISS.
- Communication will be monitored and restricted that day.
- Teachers will provide verbal/written assignments for the student.
- The student will be responsible for all material covered in the class during the time the student is in ISS. The student will not be allowed any "make-up" time for work assigned during ISS.
- Time in ISS will range from 1/2 day to five (5) days.
- Students not fully cooperating will face Out-of School Suspension.
- Students that have received In-School Suspensions and Out-of-School Suspensions for the year will have the suspension recorded with Kansas Department of Education's KAN-DIS reporting system.

Technology Acceptable Use Policy

District-Provided Access to Electronic Information, Services, and Networks

The Royal Valley School District provides access for students and staff to state-of-the-art computer technology, electronic mail and the World Wide Web via the Internet – a worldwide network of networks. All users share responsibility for using the District's computer facilities and network access in an effective, efficient, and ethical manner consistent with the objectives of K-12 education. Access is a privilege, not a right, and it entails responsibility and

accountability by users; therefore, all users must agree that they will comply with these guidelines in accordance with **Kansas Statute 21-3755 and Board Policies IIBG and IIBGA.**

District Internet and E-Mail Rules

Individual users of District computer networks are responsible for their behavior and communications over these networks. It is presumed that users will comply with District standards and will honor the agreements they have signed to this effect. In addition, the District has taken steps to restrict individual access to controversial materials. These steps include the development of acceptable use guidelines and teacher supervision of students.

However, even with these safeguards in place, there is no guarantee that individuals will not be able to access materials which may be objectionable. Beyond the clarification of such standards and implementation of reasonable safeguards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Communications over the networks should not be considered private or confidential.

Network supervision and maintenance may require review and inspection of directories or messages to maintain system integrity. Messages may be diverted accidentally to a destination other than the one intended or may be intercepted by third parties. Privacy in these communications is not guaranteed. The District also reserves the right to access stored records or messages in cases where there is reasonable suspicion to expect wrongdoing or network misuse.

Social Media Guidelines

The district recognizes the role that communication and collaboration between employees and students plays in the educational process and experience. The district further recognizes that the advancement of electronic communication and social media technologies creates greater opportunity for interactions between employees and students, and provides additional guidelines for your own and our students' protection. As a result USD 337 has developed guidelines dealing with social media as it relates to employees and students. Refer to those guidelines for any social media questions.

Parental Responsibility

Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Royal Valley School District makes the District's complete Internet policies and procedures available on request for review by all parents, guardians, and other members of the community and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. Outside of school, parents and guardians of students are encouraged to exercise the same guidance of Internet use as they exercise with information sources, such as television, telephones, radio, movies, and other possible offensive media.

Prohibited Conduct

The following uses of external storage devices and/or District-provided Internet, network, and email access are not permitted:

1. to access, upload, download, transport, or distribute pornographic, obscene or sexually explicit material;
2. to transmit obscene, abusive, insulting, harassing, sexually explicit, or threatening language;
3. to use another's password or allow someone else to use your password;
4. to intentionally introduce malicious codes or viruses into any computer resource;
5. to intentionally use a software program or HTML code to bypass the district Internet filter;
6. to use the network for commercial purposes, including, but not limited to, Internet gambling, solicitation or advertising without prior authorization;
7. to knowingly violate any local, state or federal statute;
8. to disseminate personally identifiable student records or information when such records are protected by law, including K.S.A. 72-6214, the Family and Education Rights Act and the Individuals with Disabilities Education Act;
9. to vandalize, damage, or disable the property of another individual or organization;
10. to install, copy or remove software on District-owned computers without prior authorization;
11. to access another individual's or organization's materials, information or files without permission;
12. to violate copyright or otherwise use the intellectual property of another without permission; and
13. to use personal technology devices such as personal laptops, cell phones, music players, Kindles, iPads, etc. to connect to district networks.

Sanctions

Any violation of this policy may result in loss of District-provided access to the Internet and/or email. Additional disciplinary action may be determined at the building (as defined in individual building handbooks) or District level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Disclaimer

The District makes no warranties of any kind, either expressed or implied, for the network access it is providing. The District will not be responsible for:

1. any damages users suffer, including, but not limited to, loss of data resulting from delays, interruptions in service or computer viruses;
2. the accuracy, nature, or quality of information stored on District hard drives or servers;

3. the accuracy, nature, or quality of information gathered through District-provided Internet access;
4. property used to access District computers or networks for District-provided Internet access; or
5. any unauthorized financial obligations resulting from District-provided access to the Internet.

Technology Use/Student Privacy Rights

Identifiable student images may be posted on district or school websites without prior written permission from the student and, if under 18, the student's parents or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school websites.

A parent or eligible student may request that the District not disclose directory information. Any such request shall be submitted, in writing, to the District office at: Box 219, Mayetta, KS 66509, on or before September 15.

TITLE IX Notice of Compliance

Be it resolved this 13th day of July, 1977, that it is the intent of the Board of Education of Unified School District No. 337 to comply with Title IX of the Educational Amendment of 1972 – Public Law 92-318 as amended by Section 3 of Public Law 93-568, 88 Stat, 1855. Unified School District No. 337 is an Equal Opportunity Employer and does not discriminate on the basis of sex in employment, educational programs, or other activities in which it operates and is required by Title IX not to discriminate. Title IX Coordinator for USD # 337 is Superintendent John Rundle, Box 117, Mayetta, KS 66509.

Step I: The complainant will contact the principal of the school involved and try to resolve the complaint at that level on an informal basis. On matters involving adopted district policies or practices, the complainant will contact the Assistant Superintendent of Schools.

Step II: If the complaint is not resolved at Step I, then the complainant may file a written complaint with the Title IX coordinator. A hearing will be scheduled which will be held within 14 calendar days after receipt of the written complaint. The findings of this hearing will be filed in writing with a copy being made available to the complainant.

Step III: If the complaint is not resolved at Step II, then it may be appealed in writing to the Board of Education. A hearing will be scheduled within 30 calendar days with the Board of Education. The findings of this hearing will be considered final and filed in writing with a copy being made available to the complainant.

Tobacco Use

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property. Administrators will report students who are in violation of this policy to the appropriate law enforcement agency.

Transportation

Bus transportation is provided for Royal Valley students to and from school. Routes are determined for each student based on their address. Questions about busing should be directed to Jeff Gustin, Transportation Director at 966-2251.

In order for the transportation of students to be most effective, students must be on time. Students must ride their assigned buses unless the parents or their designee will be transporting the child. Changing a student's destination for after school needs to be completed by 2:30 pm, so that the student, teacher and driver can be notified.

Visiting School

Parents are encouraged to become involved in the education of their children. Parents are welcome to visit their child's classroom. Seeing the child in the classroom setting is beneficial to the parent, teacher, and most importantly, the child. All visitors entering the school during school hours are required to wear a visitors badge and check in at the office.

Parents who would like to eat lunch with their child should contact the office as early as possible so the cafeteria staff may accommodate their request.

Weapons

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy includes any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon – including items such as toy guns, toy knives, toy spears, pocket knives, or other related items not specified here.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the Superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). When possession of a firearm involves a special education student, the guidelines set forth in Part B of Individual with Disabilities Act (IDEA) shall be followed.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

As used in this policy, the term “firearm” means any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Students that violate this policy will have the violation reported to the Kansas State Department of Education through their disciplinary reporting system, KAN-DIS.

Lunch Room Procedures

The school lunchroom is a place where table manners, cleanliness, and good social skills are important to creating a pleasant eating environment. Students are expected to eat in a way that respects the rights of others and helps keep the lunchroom clean and safe.

Lunch Room Procedures:

Students have **25 minutes** for lunch.

Boxes on tables will serve as “visual reminders” for expected behavior.

First 8 minutes of lunch – **“Quiet Talking”** is displayed. Students are expected to sit at the tables in the order they have their trays. (Students that have brought their lunch can go directly to the tables.) For students that have an adult guest eating lunch with them, they may sit at a separate table and talk quietly during this period with their guest.

After the 8 -minute time, **“No Talking”** is displayed. Students are asked to stop talking and concentrate on finishing their lunch. Students are to remain in their seats – unless they are dumping their tray.

Students are excused during the last 10 minutes to move to the lunch activity. Students who have not finished eating are encouraged to stay and finish eating their food. Students are expected to have their area picked up prior to being dismissed. Students should pick up larger food items that might have fallen to the floor, such as large chunks of food or napkins. Small food or crumbs that are on the floor should be left for the custodian. Students are not to crawl under the tables to retrieve smaller food items.

Guidelines for the Lunchroom

- Be respectful of others around you and use your best manners. Don't talk with your mouth full.
- Do not touch food, utensils or the trays of other students. Stay in your own "area".
- Talk quietly with those near you. You may not talk to students at other tables.
- Raise your hand if you need assistance. Do not get up from your table, unless you are finished and returning your tray and utensils.
- Eat your own lunch. You may not trade or give away food.
- All food is to be eaten in the lunchroom. Only unopened packages of food, such as potato chips or fruit roll-ups, can be removed from the lunchroom.
- Utensils should be placed in the pan gently and trays should be cleaned and then stacked neatly on the return table.
- Students should walk when they are in the lunchroom. No running when lining up.

Consequences:

If a student does not comply with the "No Talking" or "Quiet Talking" procedures, they will receive:

1. Verbal reminder by a lunch supervisor.
2. A second reminder can result in the student being moved to a separate table. This table will have **"TIME OUT"** displayed. Again, the student is expected to remain quiet.
3. If an entire table needs a second reminder, their table can be separated and moved to **"NO TALKING"**.
4. If a student continues to have difficulty remaining quiet or cannot follow the rules in the lunchroom, the student can be moved to the office for the rest of the lunchtime.
5. If a student's behavior warrants further discipline, the student can be removed from the lunchroom for another day or more. This is at the discretion of Mr. Moore, Principal, the lunch supervisor, and the classroom teacher.
6. Students that require multiple discipline measures during one lunch period may receive further consequences, assigned by Mr. Moore. The names of these students will be given to Mr. Moore and the students will be "pulled" from their next recess break to discuss the lunchroom issues and the correct procedure with him.

Emergency Safety Intervention:

In the rare need that a student is in need of Emergency Safety Interventions such as seclusion and restraint Royal Valley School District follows the board policy outlined below.

Emergency Safety Interventions 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.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

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

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“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;
 - 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.

Use of Emergency Safety Interventions

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

Seclusion Restrictions

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

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well- ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on 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 notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

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,
- 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.

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development

and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

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 within thirty (30) days after the parent is informed of the ESI.

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. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: September 14, 2015