

# **Chase County Elementary School**



## **School Handbook**

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## **Welcome**

Welcome to the Chase County Schools Handbook. The goal of our staff is to partner with families and community members to promote habits of life-long learning and service to others. It is our belief that strong habits of mind enable students to think clearly to engage the world, while habits of heart lead to compassion and selfless service. We consider this to be the ultimate goal of education.

This handbook contains important information concerning academic and extracurricular situations that may arise as we work to accomplish our mission. The administration and USD 284 Board of Education believe that an understanding of the school's policies and procedures by each student and his/her parent or guardian is necessary to create a safe and effective learning environment for all students. We suggest that each family discuss the rules and regulations in this handbook to develop an understanding of the purpose and procedures of Chase County Elementary School. This handbook is the guide that will be followed by administration to ensure that fairness and consistency are upheld.

## **The USD 284 Administrative Team**

### **Mission Statement:**

USD 284 is committed to providing a strong educational foundation in all content areas enabling students to achieve their life goals and benefit our community and nation.

### **Vision Statement:**

Preparing students for their tomorrow

### **USD 284 Core Beliefs:**

Tradition: Focuses on academic excellence and respecting our community's culture.

Pride: Demonstrates personal achievement, student success, and educational excellence in our community.

Family: Supports one another as we work together to achieve our goals.

To achieve the purpose of the Chase County School District, the Board of Education and staff will ensure that students demonstrate competencies in:

Language Arts	Fine Arts	Mathematics	Science
Technology	Social Studies	Career Education	Health/Physical Education

In addition, students will be encouraged to: Communicate effectively, Be honest, Meet requirements and deadlines, Work cooperatively with others, Use the democratic process, Make responsible choices, Take advantage of guidance and other assistance resources, Acquire a foreign language, Analyze various forms of information for decision-making and problem-solving.

Commitment: Teachers, administrators, support personnel, and board of education members, as well as students, parents, and guardians accept their responsibilities for this mission to accomplish the district's purpose and goals. (Approved by BOE Summer 2008).

### **Academic Dishonesty**

*Cheating:* Any student caught cheating or helping another student to cheat will receive a zero on that assignment or test. There will be no opportunity for the student to make up or redo the assignment. If there is a second infraction a more stringent disciplinary action from administration may be taken up to a failing grade for that grading period.

*Plagiarism:* Plagiarism occurs when a student takes someone else's work and uses it as his or her own. In the event that a student plagiarizes work on an assignment, the student may be required to correct the plagiarized content to demonstrate understanding of the subject matter. Repeated instances of plagiarism could result in a failing grade on the assignment or other consequence determined by administration.

### **Arrival and dismissal**

School is in session Monday through Friday from 8:15 am - 3:45 pm. Doors open to welcome students at 7:30 am. Parents dropping off or picking up their child should do so on the west side of the building. Buses will drop off and pick up students in the east parking lot. Children arriving after 8:15 should be dropped off in the east parking lot to check in with the office secretary.

Please make sure that you have made prior arrangements with your child about after school transportation. If your plans change, contact the office no later than 3:00 pm.

### Daily Schedule

Breakfast 7:40-8:10 am (Teachers pick up students from the gym by 8:10 am)  
Lunch/Recess : Kindergarten (11:20-11:40); 1st grade (11:40-12:00); 2nd grade (11:50-12:10);  
3rd grade (11:00-11:20); 4th grade (12:00-12:20) 5th-6th grades (12:20-12:40)  
Dismissal 3:45 pm

### **Attendance**

#### Absences

If your child is absent from school please notify the school's office (273-6676) before 8:30 am on the day of the absence.

#### Tardiness

Students are considered tardy when they arrive after 8:15 am. All late arrivals are required to report to the office to check in before going to the classroom. A student who is more than 10 minutes tardy to a class will be considered absent for that class period.

### ***Chronic Absenteeism***

Being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout.

The Chronic Absenteeism rate, which now must be reported, is the percentage of students in a school that miss more than 10 percent of the instructional time for any reason, excused or unexcused.

(KSDE- Chronic Absenteeism Factsheet)

CCES students will be considered chronically absent if they have been absent for 10 percent of the school year with the first calculation on October 1st. Attendance for students designated chronically absent will be monitored to increase attendance rates.

### ***Truancy***

Regular attendance is expected from all students enrolled in USD #284 schools. A child's parent or guardian has a legal duty to make sure his/her child attends school. The principal is required to report the student to the proper authorities as being truant from school. Prior to reporting, a letter will be sent to a child's parent or guardian notifying them that the student's failure to attend school without a valid excuse will result in the student being reported truant.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Students who are absent without a valid excuse for a significant part of any school day will be considered truant. (An absence of two or more hours in any school day is considered an absence for a significant part of the school day.)

Excused absences include the following:

- \*Personal illness
- \*Routine health care-examination, treatment, recuperation
- \*Serious illness or death of a member of the family
- \*Obligatory religious observances
- \*Participation in a district approved or school sponsored activity
- \*Absences pre arranged by parents and approved by the principal
- \*Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment

All absences which do not fit into one of the above categories would be considered an unexcused absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parents or the student. In the event of excessive absences (10 absences or more), parents may be required to provide a doctor's note or obtain administrator approval for each additional absence.

Students who are not in attendance by noon can not participate or attend any USD 284 activity after school that day.

### ***Early Dismissal Due To Weather Or Emergency***

The Superintendent or designee makes all school dismissal decisions. As the weather changes rapidly, weather related decisions regarding school or activities may be made the night before or early in the morning. Please listen to one of the following stations, look for social media, and check your cellular devices for an “all call” announcement. The closing will be listed under USD #284 Cottonwood Falls, Chase County.

#### Radio Stations:

Emporia: 96.1 FM, 101.7 FM & 104.9 FM

Topeka: 580 AM & 94.7 FM

#### Social Media:

School website - [www.usd284.org](http://www.usd284.org)

Twitter - The Chase @thechase\_online

Facebook - The Chase, USD 284 Chase County Schools,

#### TV Stations:

Channel 3 Wichita – KSNW

Channel 10 Wichita – KAKE

Channel 12 Wichita – KWCH

Channel 13 Topeka – WIBW

Channel 27 Topeka – KSNT

### **Bus Transportation**

1. Bus transportation will be provided to and from school for those students who qualify. The district will provide transportation for all approved extra-curricular activities.
2. Students must observe the rules and regulations adopted by the Board of Education governing student transportation.
3. Students will also be subject to the school's behavior code.
4. Use of cell phones on regular bus routes is up to the discretion of the driver. All such rules shall be published each year in the student/parent handbook or copies given to students and parents at the beginning of the school year.
5. Bus drivers shall report any violation of rules to the appropriate school principal who will take the necessary steps to investigate and determine consequences for involved students according to board policy. As a disciplinary action for violation of board rules, a student may have bus transportation privileges revoked. In this case, students are still expected to attend school, but arrival and dismissal arrangements must be made by parents or guardians.

### **Bus Routes**

The district provides student transportation. The safety of everyone is of utmost importance. Therefore, cooperation with the driver is required. He/she is in charge of discipline on the bus. Serious problems may result in the loss of the privilege to be transported.

### ***Bus Rules***

Our core attitudes and practices of Compassion, Responsibility, Self Discipline, and Active Listening are necessary to keep everyone safe on the bus. These characteristics result in the following behaviors for all bus riders.

1. Students should be ready and waiting to be picked up at the scheduled time. The bus driver cannot wait for students arriving late. Please do not arrive more than ten minutes before the pick up time.
2. Each rider should respect all materials and property of others. Abuse of property by breaking, throwing, or otherwise damaging is prohibited.
3. Appropriate and respectful language and volume is to be used on the bus.
4. Students will be considerate of others by keeping hands and feet to themselves.
5. Stand on the sidewalk or side of the road, out of the roadway.
6. Wait until the bus comes to a complete stop **and** the door opens before moving toward the bus to load.

In addition to the specific rules listed above, all bus riders should be careful to follow these safety guidelines.

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for the bus driver's signal before crossing the road.
2. Never walk behind a parked bus.
3. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
4. Help look after the safety and comfort of small children.
5. The drivers only drop off riders at the regular stop, except by proper authorization from the parent/guardian and school official.

\*CCJSHS and CCES students waiting at either building to load a bus are governed by bus stop rules.

### ***Extra-Curricular trips (Activity trips)***

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Students who have ridden a bus to an activity may be signed out by a parent/guardian to ride home with them.
3. A student who participates in an activity may ride home with their grandparents or another participant's parents if:
  - A. get the principal's permission at least one hour PRIOR TO the bus departure time to the event and file a signed and dated note for the permanent files explaining the situation, including who is transporting the student home.
  - B. Students cannot be signed out to other students including siblings who are in high school.
  - C. The adult who is designated to transport the student home will sign out the student with the sponsor.

This procedure will release all liability of USD #284 and place it on the parent or guardian or those transporting the student. These policies have been approved by the USD #284 BOE and are listed in this student handbook.

## **Bus Discipline Policy**

USD 284 values the safety of all students and staff. For that reason, actions and behavior that puts safety at risk must be corrected. If unsafe and disruptive behavior continues, the following sequence of disciplinary actions will be followed:

**FIRST Occurrence:** Bus driver will hold a conference with the student and notify the principal of the conference. A warning will be issued to the student, the student's parents/guardians will be notified and a bus conduct report will be filed with the student's principal, parents/guardians and the superintendent.

**SECOND Occurrence:** The principal will deny students the privilege of riding the bus for three (3) days. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below.

**THIRD Occurrence:** The principal will deny students the privilege of riding the bus for five (5) days. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below.

**FOURTH Occurrence:** The principal will deny students the privilege of riding the bus for the remainder of the semester upon recommendation of the bus driver. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below.

The principal or bus driver shall initiate corrective action according to the severity of the offense and is not bound by the sequence of disciplinary actions.

NOTE: "Bus Driver" as used in this policy shall include regular, activity, and substitute drivers.

## ***Bus Discipline Appeal Procedure***

The student's parents/guardians may appeal a bus disciplinary action by doing the following:

**STEP 1:** Request in writing that the superintendent review the disciplinary action taken by the bus driver or principal. The superintendent within five (5) days will give a written answer to the individual who appealed the disciplinary action. If the individual who filed the appeal with the superintendent regarding disciplinary action taken by the bus driver or principal is not satisfied with the decision of the superintendent, then the individual may proceed to Step 2.

**STEP 2:** File a written request with the clerk of the board of education requesting the Board of Education to review the disciplinary action and the appeal decision made by the superintendent. Within ten (10) days following the next regular board of education meeting, a written decision will be sent to the individual who filed the appeal.

## **Cell Phones**

Students are not to use cell phones or other electronic devices in school during school hours. The devices should be turned off and stored in the student's backpack or locker. Under certain



circumstances, the student may receive permission to use the devices by a teacher or administrator.

Unauthorized use of cell phones will result in confiscation of the cell phone, to be retrieved by the student or student guardian per Administrator discretion at the end of the school day. Additional violations of this policy may result in further restrictions of the student's cell phone at school or school sponsored activities.

### **Classroom Parties**

Parents wishing to provide birthday treats should contact the classroom teacher to arrange a time and date. Birthday party invitations that do not include the whole class may not be distributed at school. We prefer that gifts, flowers, balloons, and other such non-school items not be delivered to the school. They create a disruption to the educational process.

### **Classroom Assignment of Students**

Many factors are taken into consideration so that classes are balanced, equitable, and good learning situations. These factors include gender, academic level, peer relationships, and teaching/learning styles. Parents may make requests to the principal in writing until May 1. Requests must have a sound educational reason. All requests will be considered. The principal will make the final assignments based on teacher input and the factors previously mentioned. Any concerns should be directed to the principal and follow the district's patron complaint policy. Class rosters will be available after enrollment in August.

### *Placement of New Students*

The principal can place students transferring from non-accredited schools into a particular grade. The principal will make the initial placement after consultation with the parents or guardians of the student and school personnel. Final placement shall be made by the principal based on the student's documented past educational experience and performance on tests administered to the student to determine appropriate grade level placement.

### *Retention*

Any student being considered as a candidate for retention will be discussed on an individual basis. Data such as progress monitoring and input from parents and staff will be used in making the decision. The final decision on recommending a child for retention will be made by the principal. Appeals may be made through the district's Patron Complaint policy.

### **Dress Code**

It is our philosophy that student dress is the responsibility of parents and students. However, dress that is detrimental or distracting to the learning process is not permissible. The following is a list of guidelines:

- ☐ Apparel should be neat, clean, and suitable to the school situation.
- ☐ Shoes must be worn in the building.

- ❑ Hats, fabric headbands, bandanas, non-prescription sunglasses and other headgear are not to be worn in the building at any time. These items should be kept in a locker or backpack.
- ❑ Clothing that advertises drugs, tobacco, alcohol, or displays inappropriate writing, comments, or pictures will not be allowed
- ❑ Jeans may have holes as long as the holes are not above the mid-thigh, and are not excessive in size.
- ❑ Heavy or lengthy chains are not to be worn at any time.
- ❑ Clothing which exposes a bare midriff or back is not permitted. The shirt or blouse should not expose bare skin when the student is standing and arms raised.
- ❑ No short-shorts or mini-skirts. The shorts or skirt should extend past the fingertips with the arms extended and/or measure to the mid-thigh.
- ❑ Halter-tops, tank tops, tube tops, and spaghetti-strap tops are prohibited. The straps on top must be at least two inches.

Students who wear inappropriate clothing or accessories to school will be required to make modifications.

### **Distracting Items**

Students should not bring items to school that do not support the educational process. Such items will be confiscated by the teacher or principal and will need to be picked up by the parents. The school is not responsible for personal property that is broken, lost, stolen, or misplaced. Students are discouraged from bringing large amounts of money to school. The school is not responsible for lost or stolen money.

### **Grading Procedures**

Criteria have been established for the mastery of every standard. When average percentages are used, we will use a grading scale of 100-90 (A), 89-80 (B), 79-70 (C), 69-60 (D), and 59 and below (F). We will continue to use traditional letter grades as one way to designate how a student is learning their outcomes. We encourage parents to sign up for parent access on the student information system to monitor their child's grades and assignments.

### **Library**

At CCES, we want students to learn to appreciate all of the materials in the library. If a book is lost or damaged, please report it to the librarian immediately. The person who checked out the book is expected to reimburse the school for the lost or damaged book at its replacement cost.

### **Meal Program**

Breakfast will be served from 7:45 - 8:10 daily. Extra milk is available to students during break time.

The school lunch program provides nutritious, well-balanced meals for all students. Lunch counts are turned into the kitchen by 8:30. If your child is going to be late or if parents are joining their child for lunch, please contact the office before 8:30 to enable our food service personnel to guarantee that a lunch will be available.

Due to State Food Service regulations, we can no longer have negative balances in any breakfast or lunch account. After an account reaches a zero balance, breakfast will not be provided and extra milk is not allowed. After the third day, no further lunches will be allowed for that account until appropriate funds are provided. Please contact the office if you are having a hardship with your bill.

Students who do not eat the school lunch are encouraged to pack a nutritious sack lunch to eat at school. Items, such as candy, soda pop, and sweet juice drinks are not viewed as appropriate for children to have during lunch. The students are responsible for keeping their sack lunch cool with ice packs. Refrigeration is not available to students.

Students are expected to demonstrate good manners in the cafeteria. Being considerate of others is a core value of CCES. Therefore, we ask that students remain seated, facing their tray as they eat. Keeping hands and feet to themselves is also a way to show respect to others. Sharing or touching other student's food is not allowed. Students show responsibility by ensuring all trash is picked up and thrown away when the student is dismissed from the table.

### **Plants and Animals at School**

Persons bringing all animals and plants into the school, for educational purposes, must receive prior permission from the classroom teacher and the building principal. Under no circumstances are animals to be transported on school buses.

### **Recess**

All students are to go outside at recess and should dress accordingly. Students will have indoor recess on days of inclement weather or when the air temperature or wind chill drops below 20 degrees F. The office will monitor weather and air temperatures.

Students are expected to have appropriate clothing at school for outdoor recess, such as a jacket, sweater, coat, gloves, and head gear. Students will follow the recess expectations and procedures for all equipment and games. Students who choose not to follow the directions given by an adult could result in the loss of recess time.

### **Student Expectations**

We believe in holding students to high expectations, and providing modeling and instruction on how to meet these expectations. Modeling positive behaviors is a core component of a great learning environment. CCES Staff members are committed to coming alongside students to develop their understanding of our behavior expectations, so we can promote the growth of our core skills, practices, and attitudes.

As students display positive behaviors, we will work to recognize and encourage those actions to promote respect for all members of our school community. When a student displays negative behavior, we will work as a team to provide appropriate help and consequences to facilitate the growth and happiness of each student.

Consequences could include loss of a privilege, after school detention, in school suspension, out of school suspension and/or involvement from law enforcement. We strongly believe that consequences must be paired with modeling positive behavior, constructive conversations with a caring adult, and identification of positive, replacement behaviors.

USD 284 Behavior Matrix will be used to inform disciplinary decisions. Please see the document on page 15 of the Procedure section of this handbook.

### **Title I School Program**

Chase County Elementary School has a K-6 Title I school wide program. This means that the school can combine Title I funds with other sources of funds in order to better meet the needs of all of the students. The Title I plan focuses on reading and math.

As part of the program, parents may request access to their child's progress as well as the following information:

Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived; The Baccalaureate degree major of the teacher and any other graduate certification or degree held by a teacher, and the field of discipline of the certification or degree; Whether the child is provided services by paraprofessionals, and if so, their qualifications; Whether a child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents are invited to attend a meeting to hear more about the Title I program each year. A Parent-School compact will be signed each year at enrollment. At an annual meeting, the School Site Council will review an evaluation of the Title I program.

### **Virtual Learning Program**

The USD #284 Virtual Learning Program provides a meaningful learning experience with a highly-qualified teacher. USD 284 Virtual Learning Program is established in partnership with Greenbush Educational Services. Enrollment must have USD #284 administrative approval.

### **Visitors**

Guests, visitors, and parents must report to the office to sign in upon arrival and sign out when leaving any USD 284 building. Parents are always welcome but should make prior arrangements to meet with a teacher or visit a classroom in order to limit the disruptions during class. Parents should only request to remove a child from class to meet with them for emergency purposes.

## **Policy Section:**

### **Annual Notification of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law requires that USD #248, Chase County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chase County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised your child's school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chase County Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- \*A playbill, showing your student's role in a drama production
- \*The annual yearbook
- \*Honor roll or other recognition lists
- \*Graduation programs
- \*Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information as directory information: An LEA may, but does not have to, include all the information listed.

- \*Student's name
- \*Address
- \*Telephone listing
- \*Electronic mail address
- \*Photograph
- \*Date and place of birth
- \*Dates of attendance
- \*Grade level
- \*Participation in officially recognized activities and sports
- \*Weight and height of members of athletic teams
- \*Degrees, honors, and awards received
- \*The most recent educational agency or institution attended

If you do not want to disclose directory information from your child's education records without your prior consent, you must notify your child's school in writing by the first Friday of the school year. A form will be available upon request at enrollment or from the office.

## Behavior Matrix

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. These are simply guidelines, and the district retains the authority to impose more serious consequences depending on the type and the seriousness of the behavior and based on the extent of injuries to others or property. Chronic behaviors might also escalate the level. This is applicable during school days, on the bus, on school grounds, or at school activities.

### Level 1: Classroom Intervention and Discipline

**Examples of Level 1 Behaviors:** dress code violations, disruptive behavior, inappropriate language, uncooperative behavior, stealing, affectionate behavior, profanity, verbal abuse, inappropriate/disruptive behavior/language, refusing a reasonable request, disrespect, teasing, lack of preparation for class, academic dishonesty, lying/dishonesty, misuse of technology,

Possible Interventions:	Possible Consequences
Verbal Correction	Detention
Reteach expectations	Time out
Modeling / Role Play	Loss of classroom privileges
Proximity	Loss of Technology Use
Teach Replacement Behaviors	Verbal Warning
Pre-correct	Confiscation of item/distraction
Parent contact and teacher-student conference	Written apology
Student contract	Meet with social worker/SSS
Progress sheet on behavior	
Assign job or leadership role	
Check in/Check out	
Make it right/fix it/apologize	
Location within the classroom (seating)	
Re-think sheet	
Provide a structured choice	
Cue/Prompt/Remind	
Implement posted/defined procedures	
Student Conference with Teacher and Parent	
Daily Report Card - behavior, task completion, etc.	
Reminders and Redirection	

## Level 2: Support Staff or Administrative Intervention and/or Discipline

**Examples of Level 2 Behaviors:** Chronic/Repeated/Severe Level 1 Behaviors, verbal/written threat, plagiarism, skipping assigned detention, skipping class,

Possible Interventions:	Possible Consequences
Any Level 1 Interventions	Detention
Referral to Social Worker/Student Support Specialist	Office Seat time
Check in/Check out	Mediation
Change class schedule	Loss of activities
Administrative Referral/comments	Loss of privileges
Create behavior plan/contract/chart	Removal from class
Self-charting of behaviors	ISS
Behavioral Progress Reports	OSS (1-3 days)
Parent Meeting with Teacher and Administrator	Meet with social worker/SSS
Intervention Plan	
Training (conflict resolution, anger mgmt, social skills, etc.	

## Level 3: Intensive or Specialized Intervention and Discipline

**Examples of Level 3 Behaviors:** Prohibited substances, sexual harassment, bullying/cyberbullying, physical aggression, prohibited weapons, bomb threats, any behavior that constitutes a misdemeanor or felony, vandalism/defacing property, destruction of property, trespassing,

Possible Interventions:	Possible Consequences
Any Level 1-2 Intervention	Restitution
Mentoring program	ISS
	OSS (3+ days)
	Recommendation for long-term suspension/expulsion
	Placement in virtual school
	Referral to substance abuse treatment services (at parents' expense)
	Extended suspension
	DCF Report
	Notification of law enforcement
	Mandatory counseling at parents' expense

## Level 4: Long Term Removal from School

**Examples of Level 4 Behaviors: Severe/chronic Level 3 behaviors, prohibited substances, sexual harassment, bullying, prohibited weapons, any behavior that constitutes a misdemeanor or felony,**

<b>Interventions:</b>	<b>Possible Consequences</b>
Create a successful plan for return (if eligible)	Recommendation for long-term suspension/expulsion
	Placement in virtual school
	Mandatory notification of law enforcement
	Expulsion
	Referral to substance abuse treatment services at parent expense
	Restitution
	DCF Report

### **Bullying**

Bullying means any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent, guardian, or other adult towards a student or staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. Such examples could include: harming a student or staff member, either physically or mentally; damaging a student or staff member's property; placing a student or staff member in reasonable fear of harm to self or property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites. Additionally, bullying means any form of intimidation pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72- 1138, and amendments thereto.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events.

The school administration may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion.



USD 284 will not tolerate these actions by students, staff, or parents. For the purposes of this plan and its authorizing policies, “parent” includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student. Similarly, a “staff member” means any person employed by the district for any reason. Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually. The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board’s bullying policies or plan as directed or approved by the board. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures.

Discipline guidelines for bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

Approved 8/19

KASB Recommendation – 6/18

### **Drug and Tobacco-Free Schools**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district’s students. The possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, or on school property, or at school sponsored activities or events is prohibited. Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette is prohibited in any district facility, in school vehicles, at school-sponsored activities, programs, or events, and

on school owned or operated property. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and be subject to consequences at school.

**Students and Staff:** The use, possession, or promotion of any tobacco product by any student or staff is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

**Visitors:** The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

*The following definitions apply to this policy:*

**“Tobacco product”** means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco products also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

**“Electronic Nicotine Delivery System (ENDS)”** means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarettes, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved Nicotine Replacement Therapy devices.

**“Promotion”** includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, structures, vehicles, flyers, or any other materials.

***Student violations will result in disciplinary actions as outlined by the school district. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.***

## **Events Policy**

The schools of USD #284 Chase County will enforce the following rules and regulations in order to promote a safe and enjoyable environment for all students, spectators, and fans at all school functions, events, and sports contests.

1. All preschool through 6th grade students will need to be accompanied by an adult.

2. All students, preschool through 12th grade will be seated in the gymnasium or bleachers during the games. Playing in the hallways, behind the bleachers, or on the grounds during the games will not be allowed.
3. Students (preschool through 12th grade) will not be allowed to go outside or leave the premises during the event or games. Administrators may make exceptions to this policy if permission is obtained in advance.
4. Students (preschool through 12th grade) not abiding by the rules will be asked to leave or sit with their parents.
5. Parents of any students asked to leave the premises for any reason will be contacted before the student is allowed to leave the gymnasium or district facility.
6. Continued misconduct on behalf of the unruly students will result in the students being prohibited from attending the remaining home games.

### **Homebound Instruction**

USD #284 will provide homebound instruction for students who are unable to attend school for medical reasons. Homebound instruction is reserved for students who cannot attend school due to a disability, which will prevent the student from attending school for at least two weeks. Students who are experiencing pregnancy, injury, or illness are not eligible for homebound instruction unless the physician treating the student certifies in writing that the student is unable to attend school and receive regular classroom instruction.

- 1) If a parent/guardian requests a homebound placement, a letter from the student's physician must be sent to the appropriate building administrator. The letter must be on the physician's official office stationery and must include the diagnosis of the condition which requires the student to stay at home for at least two weeks, and the doctor's estimate as to how long the student will remain at home due to the illness or injury. This should include the estimated beginning and ending date for which homebound instruction will be needed.

Note: If a homebound placement is approved, after two weeks have passed the physician caring for any student requesting further homebound instruction must re-certify in writing each week that the student is still physically unable to attend school if homebound instruction is to continue.

- 2) If proper medical authorization is sent to the building principal, the principal will consult with the superintendent of schools. The superintendent may give the principal permission to hire a certified teacher who has a valid Kansas teaching certificate at the proper level to instruct the student in the home. A copy of the teacher's certificate must be on file in the USD #284 office so the teacher can be paid for homebound instruction. It will be the responsibility of the homebound teacher to turn in a timecard to the board office. Hours will be certified by the building principal. Homebound instruction may be for any number of hours per week up to a maximum of 12 to 15 per week. Please note

that some classes will not be eligible for homebound instruction since the student cannot complete the goals and objectives of the course (ie..lab classes) at home.

- 3) Hourly pay rate for homebound teachers will be determined by the superintendent of schools.
- 4) If the homebound placement is more than 5 miles from the board office, mileage will be paid at the same rate as is paid to other USD #284 employees.
- 5) Students declared eligible for homebound instruction may be placed on a 504 plan.

## **Non-discrimination Policy**

Chase County USD #284 does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Glenna Grinstead, Superintendent  
219 Broadway St., Cottonwood Falls, Kansas 66845  
620-273-6303

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **Patron Complaint Procedures**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. The purpose of this procedure is for patrons to officially lodge a complaint and be aware that their concerns have been listened to and dealt with accordingly. The first phase is for the patron to write out their complaint on the Patron Complaint Form. The principal will deliver his/her opinion and what action he/she will take within 3 school days. If, after the opinion delivered by the principal is not considered satisfactory by the patron, they may submit the form to the superintendent. The superintendent has 5 school days to render a decision. If, after these steps have been followed and accomplished, and the patron has not received what they consider a satisfactory response from the previous steps, they may approach the Board of Education with their case at a regularly scheduled meeting.

## **School Nurse and Health Services**

Parents are primarily responsible for the health of their children. If a student has any health concerns, parents must communicate these needs with the school nurse and student's homeroom teacher. In the case of an accidental injury, sudden onset of illness, or severe illness, the school has the responsibility of giving immediate comfort to the child. Parents or guardians will be notified and decisions about next steps can be made. These decisions include going home, to a doctor or to a hospital. Under no circumstances is a student or teacher allowed to decide on his/her own that a student should go home because of illness.

After an illness, students should be fever free (temperature no higher than 2 degrees above baseline) for 24 hours before returning to school. Any student who vomits because of illness should not return to school until he/she can keep two consecutive meals down.

The school nurse is responsible for the direction and implementation of care plans for students with individual health concerns. In order to address the student's health concerns, parents need to be sure to communicate these needs to the school. For chronic health problems, parents will need to sign a release of information form, so the school can follow the doctor's recommendations for the particular issue during school hours.

#### *Medication Administration*

ALL medications must have been administered at home at least once to reduce the risk of a reaction at school.

Any medications brought to school should be taken directly to the nurse's office for dispensing. Prescription medications must be accompanied by a permission slip signed by the parent, and must arrive in the original container with the student's name, dosage, date and name of medication on the package.

#### *Physicals and Immunizations*

Students new to the district, including preschool and kindergarten, must provide a current physical or well child check as stated by Kansas state law. State law requires all students to have up-to-date immunizations, pertinent to their age, on file, unless proof of medical or religious exemption is on file.

During the school year, basic vision and hearing screenings will be conducted.

### **Section 504 Of The Rehabilitation Act Of 1973**

This Act provides accommodations and assistance for students that may fall within stated guidelines. This program was developed to prohibit discrimination against persons with difficulties in any program receiving federal financial assistance. Due to mental or physical impairments that limit one or more of the student's major life activities, special accommodations to the student's program may be acquired. An appointed

Student Intervention Team (SIT) may design a 504 Accommodation Plan for students according to individual need. A child study may be initiated upon the request of the parent, student, teacher, counselor or principal.

### **Sexual Harassment**

The board of education is committed to providing a positive and productive learning and working environment free from discrimination. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a staff member to a student, a staff member to another staff member, or by a student to another student. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Sexual harassment may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats. Any person who believes that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, social worker, student support services personnel, or other school employee. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator, Superintendent Glenna Grinstead, [grinsteadg@usd284.org](mailto:grinsteadg@usd284.org), 620-273-6303. The Title IX Coordinator will respond in the manner as outlined in the USD 284 Board Policy JGEC (see also GAAC, GAAD, GAF, JDDC, and KN).

### **Student Intervention Team (SIT)**

Student Intervention Team (SIT) is a group of professional individuals working in or around area schools with varying backgrounds and expertise who are committed to providing supports for students who are experiencing academic or behavioral problems. Teachers, parents, and others with concerns identify students who need help. These students are then referred to the Student Intervention Team. The team evaluates the needs of the student, creates an action plan, follows through in getting the student the resources he/she needs, and then assures that the student's needs are met. The Student Improvement Team is a support group within schools to make sure that every student has the opportunity to learn and grow.

### **Weapons**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. Weapons can include, but are not limited to:

- \*any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

- \*the frame or receiver of any weapon described in the preceding example

- \*any firearm muffler, silencer, or suppressor

- \*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 ¼ ounce, mine, or similar device

- \*any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore or more than ½ inch in diameter

- \*any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled

- \*any bludgeon, sand club, metal knuckles, or throwing star

\*any knife, or device commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement

\*any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun or taser

Possession of a firearm or other weapon listed can result in expulsion from school for a period of one calendar year.