

This book belongs to

RIVERSIDE UNIFIED SCHOOL DISTRICT # 114

Website-www.usd114.org

WEST CAMPUS-Primary Building
710 Harding Ave., PO Box 38
Wathena, Kansas 66090

Primary School Phone#-785-989-4425
Primary School Fax#-785-989-3341

**RIVERSIDE CYCLONES
PRIMARY STUDENT HANDBOOK**

School Hours

West Campus-7:55 am-3:15 pm

Preschool: am 7:30-11:00
pm 11:45-3:15

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**Riverside USD 114 - Notice of
Nondiscrimination – Continuous Notice**

It is the policy of Riverside USD 114 not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment),

marital status (for programs), and socioeconomic status (for programs) in its educational programs, including career and technical education programs and its employment practices **and provides equal access to the Boy Scouts and other designated youth groups**. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Title IX Compliance Coordinator, Joel Euler, School Attorney, 137 South Main Street, Troy, KS 66087, (785) 985-3561, jeulerlaw@rainbowtel.net or Section 504, Title II Compliance Coordinator, Robert W. Blair, Superintendent, 1409 Vermont Street - P.O. Box 49, Elwood, KS 66024, 913-365-5632, bblair@usd114.org.

WELCOME

On behalf of the Board of Education, Administration, Faculty, and Staff of the Riverside Unified School District #114, we would like to welcome all students to the 2018-2019 school year. We hope that each student will take pride in our school and do his/her part to contribute in a positive way.

MISSION STATEMENT:

The core purpose of Riverside Schools is to establish a community of learning through relationships, relevance, and high expectations that challenge each student to realize their fullest potential.

OUR VISION: Students prepared for their future

OUR PURPOSE: Student Learning

OUR BELIEFS...

- All Students Can Learn
- Prepare all students for post-secondary success
- Create well rounded citizens

OUR CORE VALUES...

- Continuous Improvement
- Data-Driven Decision Making
- Life-Long Learning

HOW WE DO BUSINESS...

- Build positive relationships with students, parents, and families.
- Make curriculum & instruction relevant and challenging.

STAFF GUIDING PRINCIPLES...

- Students First
- Respect For All
- Teamwork
- Excellence & Quality
- Positive Role Models

STUDENT GUIDING PRINCIPLES...

- Honesty
- Respect
- Responsibility
- Determination
- Positive Outlook

PARENT/PATRON GUIDING PRINCIPLES...

- Positive Role Models
- Respect For All
- Advocates For Education
- Actively Involved
- Pride in Schools

OUR GOALS FOR STUDENTS:

- Apply academic skills
- Communicate effectively
- Think critically and creatively to solve problems
- Use and apply technology
- Maintain and enhance physical and emotional health
- Respect and work cooperatively with others
- Demonstrate life and workplace skills necessary for post-secondary success
- Demonstrate integrity, determination, work ethic, teamwork, and respect for others.

Note: The above philosophical statements guide our strategic directions and plans. They were determined and written through a collaborative process involving staff, parents, and community representatives in the winter/spring of 2018. This collaborative process was facilitated by the Kansas Association of School Boards (KASB).

BOARD OF EDUCATION

District 1-
Sue Bartley
Crystal Honts
Tina Kimberlin

District 2-
Barbara Derrick
Jennifer Davis
Chris Hewins

At Large-
Peggy Libel

ADMINISTRATION

Mr. Bob Blair, Superintendent
Mrs. Vickie Wyatt, Clerk of the Board & Superintendent's Secretary

Mr. Marlin Roach, 9-12th Principal
Mrs. Khris Haedt, PreK-2nd Principal
Mr. Rob Hampton, 3rd-8th Principal

NOTICE:

This handbook has been set forth to reflect board policy and district operating procedures at the time it was adopted and approved by the Board of Education. It should be noted, however, that policy and procedure change from time to time to reflect the changing needs of Riverside U.S.D. #114. Every attempt will be made to keep patrons, students, and staff aware of these changes. In all cases, board adopted policy changes and revised operating procedures take precedence. If in doubt, please ask.

In compliance with all Federal, State, school rules, laws, regulations, and policies, United School District #114 does not discriminate on the basis of race, color, national origin, or handicap in the educational programs or activities which it operates.

TEACHERS

Nichelle Baskin – Elementary Music
Lynne Gentry– Library
Jonathan Winder – P.E.
Tammy Funk- Title I

Becky Martinez – Primary Resource
Tabatha Johnson-Primary Resource
Elaine Noynaert - Preschool Resource
Erin Jackson - Preschool
Jamie Smith - Preschool

Danielle Johnson - Kindergarten
Jamie Cassity - Kindergarten
Olivia Conant-Kindergarten
Nancy Fuhrman - 1st Grade
Noel Halter - 1st Grade
Denise O'Bryan - 1st Grade
Ruth Farr - 2nd Grade
Kim Freeman - 2nd Grade
Connie Phillips- 2nd Grade
Heather Cline-Counselor
Leslie Rullman – Technology

STUDENT/PARENT INFORMATION

ACADEMICS

The primary purpose of Riverside Schools is to provide students with the best learning environment and opportunities possible. We encourage students to do their best in school and take advantage of numerous opportunities available. Much depends on the learning habits and self-discipline we develop in our school years. We encourage students to take a rigorous and challenging academic schedule but not to forget the opportunities provided through the elective curriculum at Riverside Schools.

AFTER SCHOOL ACTIVITIES

The policies, rules and regulations of USD 114 apply to all activities sponsored by the district, including those held on or off school property and while traveling in school sponsored transportation. Students who are suspended or expelled are not eligible to attend any school-sponsored activity at home, away, or at a neutral site.

ATTENDANCE POLICY

One of the most critical records kept by the school is student attendance. Not only is proper attendance necessary for student success in school, it is also a good indicator of future success on the job. Employers are acutely aware of this fact and place great emphasis on past school attendance when they hire.

So that the school's records will accurately reflect the history of student attendance, it is important to follow the below rules:

1. On the day of the absence, the parent or legal guardian is to call the school before 9:30 a.m. to notify authorities the child was not sent to school. This allows us to account for all students each morning and serves as a safeguard for your child. When student returns to school, parent or legal guardian needs to send a note stating why the student was absent.
2. In cases of absences due to prolonged illness (three or more days), verification of the illness by the school nurse or family doctor is preferable to a note from the parent. This policy performs two very important functions: (a) It allows the school to monitor communicable diseases and be able to take early action against them; and (b) It lends more credibility to our records by allowing the school to verify the illness and identify those students whose problem may actually be a social one at school.

3. Except when verification of illness has been made by the school nurse or family doctor, the student is to bring a written statement signed and dated by the parent explaining the reason for the absence.

The courts have ruled that it is the parent's responsibility to comply with the compulsory attendance law. Students will have the total number of days missed in succession plus one more day to make up all homework, quizzes, tests, etc.

K.S.A. 72-1113 (d): Whenever a child is required by law to attend school and is enrolled in school and the child is inexcusably absent therefore on either three consecutive school days or five or more school days in any semester, the child shall be considered to be not attending school as required by law. Students will be held responsible for obtaining their own make-up work.

Since educational research has shown that attendance is crucial to learning, the Riverside Schools Attendance Policy is as follows:
Each student will be allowed a TOTAL OF 7 ABSENCES PER SEMESTER.
This includes both Excused and Unexcused Absences.

The following are valid reasons for an absence being classified as **excused**:

- illness
- doctor and dental appointments; (written verification of the appointment from the doctor's office is recommended)
- prearranged absences by parents for extenuating circumstances such as funerals
- other reasons when approved by the building administration
- time spent on OSS will be counted as an excused absence; **field trips or other school sponsored activities will not be counted as an absence; **It is the PARENTS responsibility to notify the school by 9:30 a.m. on the day their son or daughter is absent. If contact is not made by a parent, the school attendance secretary will attempt to make contact to verify the absence. If parents do not notify the school within 48 hours of the student's return, the absence will be classified as unexcused. Point of emphasis: To be an excused absence, the absence must fall into one of the above four categories; simply notifying the school of a

student's absence does not guarantee that the absence is excused. One phone call to excuse a number of absences over an extended period of time will not give the student an excused absence.

Excused Absences

An excused absence is an absence where a student is sick and has been called in by the parents before 9:30 A.M. The school determines if an absence is excused or unexcused.

Unexcused Absences

Any absence that a parent or guardian has not contacted the office. In the event that a parent has not contacted the office and the absence does not meet the definition of an excused absence, the student will be considered skipping school and the appropriate consequences will be given to the student.

Advanced Notice of Absence

Advanced make-up work may be given to students who need to be gone from school. However, it will be the parent's responsibility to plan ahead and notify each instructor of a planned absence. The best interest of the student may not be served if class work is such that it should not be given out of sequence.

Truancy

Students who are absent and meet the following conditions will be reported to the appropriate authorities in Doniphan County. For Elementary Students they will be reported to SRS.

- Student is absent for three consecutive days unexcused.
- Student is absent 5 cumulative days within a semester unexcused.
- Student is absent 7 cumulative days within the school year unexcused.

LEAVING SCHOOL

Children are allowed to leave the school grounds with parent permission. Parents are required to sign students out before the student will be dismissed from class. Any parent or adult designated on the enrollment form who wants to pick up a child during the school day must do so at the school office. The principal will require identification from any adult whom he or she does not recognize. School officials reserve the right not to release the child to anyone other than the custodial parent. Where there is doubt, the custodial parent will be contacted to confirm that someone else has been authorized to pick up a student

BEFORE & AFTER SCHOOL

Procedure for dropping your child off before school at the Primary Building.

Children may NOT be dropped off at school before 7:25.

Get in the car line. When your car gets to any numbered spot your child may get out of the car on their own and come into the building. The spots are numbered because we can accommodate 3 cars at a time safely. An adult will be by the door to make sure your child gets in safely.

If you need to get out of the car for any reason--buckle/unbuckle car seats, nervous child (or parent) that likes to be walked in, need to speak with a teacher, office, or administrator, please find a parking spot so you are not holding up the line.

Procedure for picking your child up after school at the Primary Building.

Get in the car line. The line starts at the intersection of Swails Drive and Harding Avenue. There is a sign that says "Parent Waiting Area". The driver of the first car will follow the bus when it passes by at about 3:00. When your car gets to any numbered spot your child will be helped into your vehicle. The spots are numbered because we can accommodate 3 cars at a time safely. Please help your child learn how to buckle themselves in safely. For safety it is best if your child's car seat is on the right side of the vehicle so your child does not have to enter traffic to get in the vehicle.

If you need to get out of the car for any reason--buckle/unbuckle car seats, nervous child (or parent), need to speak with a teacher, office, or administrator, please find a parking spot so you are not holding up the line.

BEHAVIOR AT SCHOOL FUNCTIONS

In order to insure a safe and enjoyable environment for the spectators at all school function, events, and sports contests, these guidelines should be followed.

1. An adult must accompany all children (K through Grade 5).
2. All students, K through Grade 2 must sit with adults in the gymnasium or outside at football field during contests. Playing in the gym and hallways during volleyball and basketball contests will not be allowed.

3. Continued misconduct on behalf of the unruly students may result in the students being prohibited from attending the remaining home games.
4. Parents of any student asked to leave the premises, for any reason will be contacted before the students are allowed to leave the gymnasium/field.
5. When students come to volleyball or basketball games they need enter the gym and watch the game – no loitering out in the hallway, talking to friends. Repeat violators will be asked to leave.
6. Entrance/exit doors must be kept clear. **DO NOT BLOCK DOORWAYS.**
7. **NO PETS ALLOWED ON SCHOOL PROPERTY AT ANY TIME.**
8. **USE OF BAD LANGUAGE WILL NOT BE TOLERATED!**

BUILDING HOURS AND GROUNDS

West Campus (PreK-2nd Grade/9th-12th Grade) classes begin at 7:55 a.m. and dismiss at 3:15 p.m.

The West Campus main buildings will be open at 7:25 a.m. and breakfast is served beginning at 7:25 a.m.

Students should not arrive before 7:25 a.m.

For those students who ride with parents, we ask that they not arrive at school before 7:25 a.m. Your child's safety is our first priority and we are unable to provide supervision prior to 7:25 am. To keep traffic flowing, please use the lane designated for parents. Please use one of our parking lots if you plan to walk your child into the building or pick them up and walk them to the car after school.

BULLYING POLICY ACTION PLAN (JDDCA)

Bullying

Riverside USD 114 Schools are committed to providing a safe, positive, productive, and safe educational environment for all of its students. Our school encourages the promotion of positive interpersonal relationships between members of the school community. Aggressive behavior toward a student or staff member, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The school will not tolerate any comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This applies to all activities in the District, including activities on school property or while traveling on school transportation and those occurring off school property if the student or employee is at any school-sponsored activity, such as field trips or athletic events where students are

under the school's control, or where an employee is engaged in school business.

Bullying is defined as any intentional gesture or any written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effects 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 member;
- d) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- e) Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of KSA 72-8205 and amendments thereto.

Conduct which is not bullying policy

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash", trading insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students ability to learn, the instructional program, or the operations of the school. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

Bullying determination

The determination whether a particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Reporting of bullying

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. Reports shall be made to any faculty member or the principal. All reports will be investigated by the principal.

Bullying sanctions

Level 1 Offense:

- First offense-verbal apology, promise not to repeat and/or behavior contract, detention
- Second Offense-1-5 days in school suspension
- **Level 2 Offense:**
- First offense-1-5 days out of school suspension-
- **Level 3 Offense:**
- First offense-3 days up to one calendar year out of school suspension-

The building administrator will make a determination regarding the level of offense based on the severity of the infraction.

Examples of Level One Offense

Threatening gestures, defacing property, insulting remarks, calling names, insulting gestures, spreading rumors, teasing publicly about clothes, gossiping, looks, etc.

Examples of Level Two Offenses

Threatening physical harm, damaging property, harassing with cell phone at school, insulting your physical characteristics, race, color, religion, ethnicity, gender, disability, or sexual orientation, degrading notes, degrading electronic messages, posting slander in public places, extortion.

Examples of Level Three Offenses

Practicing extortion (such as taking money), graphic threats, threatening to keep someone silent, destroying property, setting fires, physical cruelty, assault with a weapon, repeated harassment because of bias against your race, religion, ethnicity, gender, disability, or sexual orientation, and arranging public humiliation.

Legal Consequences

Many of the above-mentioned behaviors are against the law, therefore, in addition to school discipline consequences, all violations of the law will be reported to the appropriate law enforcement agencies.

Cyber Bullying

Cyber bullying is defined as the use of e-mails, cell phones, pagers, text messages, instant messaging, defamatory websites, defamatory online personal polling websites, and chat rooms to intimidate or to cause harm to student or staff member. Cyber bullying will not be tolerated and will be treated as a Level II offense. This includes, both on campus and off campus cyber bullying that causes a substantial and material disruption of the school environment.

Peer Conflict is not bullying.

BUS CONDUCT RULES/CONSEQUENCES

Behavior Expectations on the Bus:

Bottom in your seat.
Backpack in your lap.
Feet on the floor.
Hands to yourself.
Speak respectfully to others.
Follow directions given by the driver.

The first bus conduct report will be a warning and possible timeout. Applicable discipline consequences will be applied to any school rule violations.

The second bus conduct report will result in a three to five day suspension from riding any school transportation or an office timeout and reteach expectations. Applicable discipline consequences will be applied to any school rule violations.

The third bus conduct report will result in a ten-day suspension from riding any school transportation or an office timeout and reteach expectations. Applicable discipline consequences will be applied to any school rule violations.

The fourth bus conduct report may result in a suspension from riding school transportation of the remainder of the school year. Applicable discipline consequences will be applied to any school rule violations.

In the event that any bus violations that occur prior to the fourth bus violation are deemed dangerous or severe by the administrator, the student may be either given a longer bus suspension or suspended from riding the bus for the remainder of the school year.

Riverside students who ride school transportation and live within 2.5 miles of their attendance center may be suspended from riding school transportation upon the first bus conduct report.

During the suspension period, it is the responsibility of the parent/guardian to arrange/provide transportation for the student. Absences during the suspension period will be unexcused. If the student bus conduct is severe,

they can be suspended from riding the bus for a longer period of time than those listed above.

Transportation Arrangements

If student's regular transportation arrangements from school to home are altered, Riverside USD 114 recommends that parents/guardians make those arrangements prior to 2:30 p.m. Riverside USD 114 staff can't guarantee alternate travel arrangements for students after 2:30 p.m.

Riverside USD 114 will only transport students who live within the school district boundaries who meet the board approved transportation criteria. Out of district students will not be transported by Riverside USD 114.

INSTRUCTIONS TO STUDENTS WHO RIDE THE BUS

- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully.
- The driver may assign a seat to each student, and each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened and when the bus is not in motion.
- Pupils must be on time. The bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.
- Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
- Students are not allowed to take pictures or videos with their cell phones or any other electronic device while riding the school bus under any circumstances.
- Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in his hands. No yelling or screaming will be permitted on the buses.
- Outside of ordinary conversation, classroom conduct is to be observed.

- Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
- Pupils must not at any time extend arms or head out of bus windows.
- Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
- When leaving the bus, pupils must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the road is clear.
- Any damage to bus is to be reported to the driver at once.
- Students are not allowed to take toys on the bus.
- Students are not allowed to carry glass containers on the bus.
- The transportation provided is for your convenience. However, we realize that not all get on and off at convenient times. Your cooperation and understanding is greatly appreciated.
- Students are not to eat food or drink liquids on the school bus unless the sponsor and bus driver gives permission. Permission may be given on long activity trips.

Students who do not comply with the bus rules may be denied the right to ride the school bus to and from school. (See Transportation)

CARE OF PROPERTY

We have a beautiful school building and campus due to the care given it by the custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing or destroying school property the student will be reprimanded in accordance with school board policy. The student will also be required to pay a dollar amount including labor cost for repairing the damages. Damage resulting from accidents or horseplay may result in full payment by the student(s) responsible. Show your pride and help protect your school. Report any vandalism to the proper authority.

CARE OF TEXTBOOKS

All students are required to pay appropriate book fees in accordance with adopted school board policy. The classroom teacher will issue books to students at the beginning of the school year. Textbooks will be marked and numbered and must be checked in at the end of the year. Students who abuse textbooks by defacing them in any way will be assessed appropriately for them. Students are responsible for the textbook issued to them. If the book is lost, the student will be charged the initial cost of the book.

DISCIPLINE AND OFFICE REFERRALS

Students are expected to share the responsibility for maintaining an atmosphere conducive to teaching-learning situations in all classes and activities. Acts of behavior, which interferes with the maintenance of a good learning environment or is antagonistic to the welfare of others, are not acceptable.

Office referrals will be handed to students for unacceptable behavior. The student will be given a copy of the referral and a copy will be sent to the student's parent to inform them of the situation and the consequences for the behavior.

The following infractions are listed along with the consequences for each behavior. The consequences accompanying the infractions listed are to be used as a general guideline. Many factors will be considered including the age of the offender, the frequency of previous incidents, and the severity of the behavior. **The final determination will be left up to the administration.** (NOTE: the law allows as much as 10 day suspensions on behaviors.)

STUDENT DISCIPLINE POLICY

Philosophy

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency and is the key to good conduct and proper consideration for other people.

Teacher Authority

Teachers are expected to maintain a proper school atmosphere. This responsibility extends beyond their classroom and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action.

Policy

Short-term suspension will constitute one to ten school days. Long-term suspension will be longer than ten days. Expulsion means removal of a student for the remainder of the entire school year.

The Board of Education of USD 114 has authorized the administration and/or its designee to suspend any student guilty of any of the following:

- 1) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
- 2) Conduct which disrupts, impedes, or interferes with the educational mission of the public schools.
- 3) Conduct that impinges upon or invades the rights of others.
- 4) Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 and Chapter 65, article 41 of the Kansas Statute annotated or any criminal statutes of the United States or the State of Kansas.
- 5) Disobedience of an order by a teacher, peace officer, school security officer, or other authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the public school's educational mission and/or impingement upon or invasion of the rights of others.

All suspensions will initially be short-term (not to exceed ten days), with written notice of the short-term suspension and the reason for the suspension furnished to the student involved, to the student's parent or guardian and to the superintendent within 24 hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing. Such date shall not be later than the last day of the short-term suspension of such pupil(s) or student(s). Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 et seq. as amended and a copy of the regulations of the Board of Education.

Any hearing held in compliance with K.S.A. 72-8901 et seq. as amended will be conducted by an administrator in accordance with the due process outlined in Kansas Statute.

Absences resulting from out-of-school suspensions are excused. Make-up work due to suspension will be allowed for short term suspension. This work is due no later than the day after a student is readmitted to school. Students who have been suspended out of school or expelled are not allowed to attend school activities or be on school property during the period of suspension or expulsion.

Possession of Weapons

Any student in possession of a weapon (as defined by state law) at school, on school property, or at a school supervised activity will be expelled from school for a period of not less than one calendar year. In addition, students in possession of weapons will be referred to appropriate state and local law enforcement agencies. **See policy JCDBB.**

Search and Seizure

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal. In the event that the principal or law enforcement has reasonable suspicion that a student is in possession of contraband that violates school policy, law, or in emergency situations where there is a potential danger, a search warrant is not required. Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials, the principal shall receive a receipt for the items. A student may willingly waive his or her rights of privacy under the Fourth Amendment.

Use of Trained Dogs to Search

At the request of administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees. (When the principal is mentioned in this rule, it shall be construed so to include the superintendent "or designated representative.")

DRESS CODE

Students at Riverside Schools are expected to dress in a manner that is appropriate and non-distracting to the school environment. Students will not be allowed to wear clothing which would lead school officials, or others to believe that it is gang related by written comments, emblems, design, etc., disrupts or interferes with the school or activities, presents a physical safety hazard to themselves or others, or creates an atmosphere which others would feel pressure, intimidation or threat of violence.

Student dress can have a significant effect on learning and behavior. Clothing must cover the body sufficiently and avoid attracting excessive attention or causing disruptions. Following are some specific guidelines:

Messages on body, clothing, jewelry and personal belongings that relate to gangs, drugs, alcohol, tobacco, sex, vulgarity, or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.

When in the judgment of the administration, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety; the student may be required to make modifications. The student may also be sent home to change. Time missed due to changing clothes will be doubled and this time is to be served in the office after school.

Each student attending Riverside Schools shall be responsible for maintaining appropriate school dress for the development of personal grooming standards, which shall result in neat, clean personal appearance. Acceptable school clothing need not be expensive or new, but should be neat and clean.

Extreme or sloppy styles, which are disruptive, will not be allowed. Boys will not be allowed to walk around holding up their pants. Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, or illegal drugs or displays morally offensive advertisements, obscene, profane, suggestive slogans, or double-meaning words are not to be worn to school or at school activities.

The building principal is responsible for requiring students to make improvements in personal grooming when their appearance indicates a need to do so.

Students who participate in or attend interscholastic activities will be expected to adhere to the personal appearance standards developed by the directors or coaches of those activities and as approved by the building principal.

The following guidelines will enable us to maintain an educational atmosphere:

- 1) Shoes are to be worn at all times.
- 2) Shirts and tops shall overlap the top of jeans (no midriffs), slacks, or skirts. In addition, no clothing made to be worn as undergarments shall be showing.
- 3) Any writing of profane or questionable nature will not be permitted on clothing. All clothing and accessories that advertise alcohol or tobacco products, illegal drugs, or sexual related messages (including sexual innuendo) or pictures are not to be worn at school. Clothing with suggestive or obscene double meanings is also not allowed.

- 4) Dresses, skirts, shorts, etc. must be of a fashionable nature and long enough to not cause a disturbance. These should be longer than the base of the fingers if hand is extended down. Pajama bottoms and house slippers are also prohibited. (Unless it is has been approved for a spirit week.)
- 5) Ripped and/or **excessive holes** in shirts and pants shall not be worn that expose undergarments or private areas.
- 6) Hats, hoods, blankets and sunglasses will not be worn during the school day. Furthermore, hats may not be worn by a participant at events that occur during the school day such as art, forensics, scholars bowl, music, etc. or on school field trips.
- 7) Any item of apparel may be unacceptable if it causes a disruption or interruption among students and staff. The principal and/or teacher will make the decision regarding acceptability.
- 8) Students will not be allowed to wear any type of chain during the school day or at school activities. Chains that are worn as jewelry must be appropriate and non-disruptive to the school/classroom.
- 9) Pants, jeans, shorts, etc. must be worn at waist level and cover all undergarments. (No sagging).
- 10) Students may not use ink pens, markers, color sprays, etc. to mark or write on themselves or others.
- 11) Students will not be allowed to wear shoes with wheels during the school day or at school activities. This is for everyone's safety.

DRUGS/ALCOHOL

While on school property or school sponsored activities, the possession or use of alcohol, drugs or other controlled substance by a student, or a student who admits same, shall be in violation of school policy. Also, conduct which appears to be altered by the use of alcohol, drugs or a controlled substance is a violation of school policy. A Breathalyzer test may be used by the administration, or their designee(s) at their discretion for suspected consumption of alcohol. If the student refuses to take the test or if the test results are positive, the student will be subjected to the sanctions specified below. Medication specifically prescribed for a student by an authorized health care professional will be exempt from this policy.

- 1) Any student who is selling or trafficking drugs, drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity shall receive a mandatory expulsion for 186 school days.
- 2) Any student who is in possession of, uses, or is under the influence of alcoholic beverages, drugs (except as medically prescribed), drug paraphernalia and/or other controlled substances at school, on school

property, or at a school supervised activity will receive one of the following disciplinary actions:

Use or Possession:

- a) First Offense: Law enforcement and parents will be contacted immediately upon verification of the violation. The student will receive, at a minimum, a short-term suspension not to exceed 10 school days. The administration will determine whether a long-term suspension or expulsion shall be recommended and notify student for a due process hearing. At the time of the hearing, administration may recommend that the student be afforded the option to have the suspended student meet with a community resource (which may include mental health agency counseling program, an alcohol and drug service agency, or a physician) to discuss the student's problem with drugs/alcohol. Upon receipt of written documentation that the student is complying with the recommendation of a licensed substance abuse treatment provider's recommended action, the suspension shall be deferred and the student will be allowed back in school; however, should the student violate the terms of the agreement upon which the student was allowed to return to school, the balance of the suspension shall be reinstated. In addition, the student will be automatically suspended from all student activities for not less than one semester or four months.
 - b) Subsequent Offenses: Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be recommended for expulsion from school for NO LESS THAN 186 SCHOOL DAYS.
- 3) Prescription medication or over the counter medication can and will be given by the school RN or designated person after the Request to Administer Medication at School form has been completed. Prescription medication and over the counter medication not following medication policy will be subject to the same restriction as illegal drugs.

ELECTRONIC COMMUNICATION DEVICES

The staff will follow these basic enforcement procedures when the policy is violated:

Purpose: To establish the basic structure for student possession/use of cell phones/electronic devices in the schools of the district. Students are expected to practice good digital citizenship.

Possession of an electronic communication device (ECD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege.

An “electronic communication device” is a device that emits an audible signal, vibrates, displays a message, image or otherwise summons or delivers a communication to the possessor. The following devices are examples of ECDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, Nooks, Kindles, laptops and other e-readers, Wi-Fi enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information.

Students may not use ECDs to access and/or view Internet web sites that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored activity.

Students are prohibited from using ECDs to capture, record or transmit the words (i.e. audio) and /or images (i.e. pictures, video) of any student, staff member or other person in the school, on school property, or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Students are prohibited from using ECDs to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of ECDs to take pictures or record video/audio is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.

Students are prohibited from using ECDs in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are also prohibited from using an ECD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, and cheating or academic dishonesty. Likewise, students are prohibited from using ECDs to receive such information.

Violations of this policy may result in disciplinary action and/or confiscation of the ECD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography, harassing, stalking). Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the ECD is confiscated for taking pictures/videos, illegal activity, unethical activity, taking unauthorized pictures/videos on school property, it will be released/returned to the student's parent/legal guardian only after the student complies with any other disciplinary consequences that are imposed. Any ECD confiscated by district staff will be marked in a removable manner with the student's name and held in a secure location in the school building until it is retrieved by the parent/legal guardian. ECDs in district custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring an ECD to school for the remainder of the school year.

Students are personally and solely responsible for the care and security of their ECDs. The district and board recommend students not share ECDs unless it is for a specific academic purpose. The district and board assume no responsibility for theft; loss, damages or vandalism to ECDs brought onto its property, or unauthorized use of such devices.

Parents/legal guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/legal guardians during the school day with permission of the administration.

Students may only use ECD's on school property during the times established by each building principal. Again, students are prohibited from using ECD's

on school property to take photos/videos at all times unless permission is granted by the school.

Consequences:

1. First Offense 1-3 days ISS or OSS depending on the circumstances.
2. Second Offense 1-3 days ISS or OSS depending on the circumstances.
3. Third Offense 1-5 days OSS, loss of ECD privileges for the remainder of the school year

Criminal Statute: In the event that the ECD use violates a criminal statute:

First Offense 5 days OSS, reported to law enforcement and criminal charges if appropriate. In some severe cases, the school retains the option of long-term suspension or expulsion depending on the circumstances of the violation.

ENROLLMENT

Grade Assignment and Eligibility for Attendance

Any child who attains the age of 6 on or before August 31 of the school year and is a resident of the district or any child who has completed a public or accredited private kindergarten course in another state, regardless of the child's age, is eligible to attend first grade. K.S.A. 72-1107 a & b

Any child who attains the age of 5 on or before August 31 of the school year is eligible to attend kindergarten in the district. Also, any child who has been enrolled in and attended kindergarten in another state is eligible for kindergarten in this state, regardless of the child's age. K.S.A. 72-1107 c & d

There is no upper age limit for attendance in Kansas schools. By law, special education students must be given an opportunity for a free appropriate public education until they graduate or reach the age of 21.

If the person is not eligible for services under IDEA, Kansas law does not require you to provide educational services to a person age 19 or over in a regular school setting. However, the law indicates if you do not provide services in a regular school setting, you must offer the person services in an alternative setting or an alternative educational program.

These alternative programs or settings must be designed to provide a person with the opportunity to satisfactorily complete the course requirements of the state board necessary for graduation. K.S.A. 72-53,111

Placement and promotion of students is a matter which should be determined by board policy. A child has no legal right to be advanced to another grade

level, and a district is not required to give into a parent's demand, unless board policy grants such rights.

Student Placement

Students will be placed in classes by the building principal according to local assessments. Parents will not be allowed to hand pick their teachers because this obviously poses problems if a large number of parents all want the same teacher, which in turn not only throws the class sizes out of balance, but also causes a disruption to the MTSS model.

New Students

REQUIRED BY KANSAS LAW any student enrolling in U.S.D. #114 for the first time must have proof of identity, i.e. birth certificate and social security number. They must also provide a copy of their current immunization records to enroll. (There is no longer a 90-day grace period to provide immunization records.) Any child under the age of nine, or not previously enrolled in Kansas, must complete the Kansas Health Assessment.

In-District Students

Students and or parents may be required to provide proof of residency as determined by the administration. Some proof of residency examples are the following but not limited to: rental agreement, proof of house payment, utility bill, Kansas driver's license, Kansas tax return, vehicle registration, Kansas voter registration, and property tax receipt. If the principal needs additional documentation, the parent or guardian may be asked to sign an affidavit under oath attesting to residency within the boundaries of the school district and/or the state of Kansas.

Out-of-District Students

The Riverside USD 114 School District holds all students accountable for their behavior and attitude. Out-of-District students are held to an even higher standard because Riverside USD 114 is not legally obligated to enroll Out-of-District students. We believe it is a privilege to be enrolled in this school district and that Out-of-District students need to behave and perform in a manner that respects that very privilege.

Admission of Out-of-District Students

All Out-of-District students must supply the following information to the building principal for examination before admission is made:

- 1) Transcript from previous schools attended that show grades, discipline referrals, and attendance.
- 2) Record of vaccinations.
- 3) Current address.

After reviewing the records and testing data, the building principal shall make the enrollment decision.

Maintaining Out-of-District Status

Out-of-District students are expected to pass all of their classes. Any student with 2 F's or a combination of 3 D's or F's will have their enrollment privileges revoked for the remainder of the year. Out-of-District students are expected to behave and follow our school Discipline Policy. Any out of district student who does not remain in good standing with regard to behavior, attendance, or grades, will have their enrollment privileges revoked for the remainder of the school year. All elementary students' behavior will be evaluated by the SIT Team. Any Out-of-District student who accumulates more than 9 unexcused/excused absences in any semester will have their enrollment privileges revoked at that time. The building principal will have the responsibility of deciding if and when an Out-of-District student's enrollment privileges are to be revoked.

EXTRA-CURRICULAR/FIELD TRIPS

Riverside school sponsors a variety of extracurricular trips during the school year. All trips will involve at least one adult sponsor. Conduct on an extracurricular trip is expected to be the same as conduct in school. If a student chooses to violate rules, the sponsor and the administration have the right to discipline the student just as they would in school.

FOOD/DRINK IN CLASSROOMS

Students are NOT allowed to consume food and/or drink while in class unless approved by the principal. Students are allowed to drink unflavored water in classes.

GAMBLING

Games of skill or chance played for money or other valuables are illegal. Cards, dice, or other materials and money will be confiscated and may be claimed by the parent from the principal

GANG ACTIVITY

Gang activities, which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute

indicates or implied membership or affiliation, which such a group is prohibited. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations, which are likely to cause bodily harm, or personal degradation or disgrace resulting in physical or mental harm to students is prohibited. The administration shall establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

GRADES

The school year is divided into two semesters. Each semester is divided into two terms of approximately nine weeks each. The grades received at the end of each semester, or at the end of any completed course, becomes a part of the permanent record, which is kept on file in the school offices.

GUIDANCE SERVICES

Guidance counseling services provide professional help for Riverside students. The guidance counselor's responsibility is to seek full and accurate interpretation of facts and develop student / parent understanding regarding educational and occupational plans and in helping the student become more objective and realistic in seeking self-understanding and self-development in solving everyday problems.

The guidance counselor will be glad to confer with parents or arrange conferences with teachers. Conferences provide students, parents, teachers, and administrators an opportunity to discuss their concerns in an effort to work out a solution, which will be helpful to all. We would like conferences to be arranged in advance so that all information pertaining to the conference may be assembled. Testing serves as one means of knowing an individual's interests, abilities, and achievements. Tests in conjunction with other aspects of the educational program are best used when carefully interpreted to the parents and students. Guidance program tests establish and plan realistic goals and expectations. We will contract counseling services on an "as needed" basis.

The purpose of the guidance department is to help each student realize his or her potential through exploring as many student options as possible. The counselor does this by helping students make wise choices of goals and by helping them plan strategies and exert the necessary efforts to reach those goals. Personal-Social Counseling – counselors are trained to help students learn how to solve difficult personal problems. Often, these are private in nature and are discussed in strict confidence.

HEAD LICE POLICY

The USD 114 head lice policy reflects the mandate by the Kansas Department of Health and Environment. The mandate, KAR 28-1-6 states: Pediculosis (Head Lice): Each student infested with head lice shall be excluded from school, childcare facility, or family daycare home until treatment with an anti-parasite drug has been initiated.

USD 114 procedures:

- Teachers notify the school nurse if they see a child scratching their head, or if they see an insect or nit.
- The school nurse checks the student, **if live lice or nits are found, the student is sent home for treatment.** The child is to remain in the nurse's care until the child is picked up. **In the event the parent or guardians fails to pick the child up, the child will not be sent home on the school bus.** If the school is unable to contact the parent, the school may access community resources such as local law enforcement, DCF, or other community agencies to make contact with the parent or guardian.
- **Treatment is not complete until all live lice and nits are removed,** shampoo used, and it is determined by the school nurse that the student is lice and nit free.
- **Schools will recognize a maximum of two days of excused absences for the treatment of head lice and nits, including the day the student is sent home. Any additional days beyond the two-day allowance will be counted as unexcused absences.** Refer to the Truancy policy for attendance consequences of accumulated unexcused absences.
- The student may return to school after being checked by the school nurse and it is verified that the students has no live lice or nits. The school nurse will re-check the student in approximately 7-10 days to insure that no re-infestation has occurred.
- Once a case of lice infestation has been found the teacher and school officials shall begin preventative measures to insure that the infestation will not be spread. Such measures will include the separation of coats and the periodic fogging treatment of the classroom.
- It is critical that combing and nit removal be done or the lice cycle continues. Parents must be vigilant in regularly checking their children's hair.
- Other procedures may be implemented by the nurses and administration on a case-by-case basis dependent upon the

circumstances to insure the health and safety of all USD 114 students and employees.

- School nurses will provide parents with home treatment information upon request.

If you have any questions regarding the head lice policy or treatment of head lice, please feel free to contact Jill Sigrist, RN, School Nurse West Campus at jsigrist@usd114.org or call 785-989-4425 or contact Aubrey Griffin RN, School Nurse East Campus at agriffin@usd114.org or call 913-365-6735.

HOME SCHOOLING

Students who are enrolled at Riverside Schools after being home-schooled will be tested and evaluated to determine proper grade level placement. The final determination of where the student will be placed will be made by the building principal.

HOMEWORK

Homework is a valuable learning tool when it is meaningful, purposeful, and reinforces the goals of lessons introduced in the classroom. Each building's teachers and administrators will work collaboratively to ensure alignment with current homework research that recognizes the value of the right kind of homework. Teachers should clearly communicate the purpose, directions, and expectations for homework to students. In accordance with board policy IHB, homework will not be used as means to discipline students. Effective homework will have a clear educational purpose connected to classroom learning. Research-based homework practices identify effective homework as:

- Pre-learning gives students the opportunity to prepare for classroom instruction.
- Formative assessment provides the teacher with information about each student's knowledge in order to plan for re-teaching.
- Practice provides students with an opportunity to practice skills and concepts learned in class.
- Extension asks students to transfer previously learned skills and concepts into new or more complex situations, including real world problem solving.

Homework that is not completed cannot support student learning, therefore, teachers are encouraged to employ strategies to encourage homework completion.

- Before assigning homework, allow students to practice skills during class time and use formative assessment to ensure that students can successfully complete homework.

- Allow students to begin homework in class, providing them with an opportunity to ask questions prior to taking the work home.
- Monitor the time it takes struggling students to complete homework and adjust assignments accordingly. Provide students with additional supports.
- Provide students and parents with project information in a timely manner.
- Hold all students accountable for completing homework by contacting parents, assigning extended learning time or detention, and reducing the homework grade for assignments turned in late. Students should never be allowed to opt out of doing the assigned classroom work.

The amount of homework should be appropriate to students' ages and allow time for other home activities. Research indicates that total homework time should equal the student's grade level times 10. (For example, a first grader should be assigned no more than 10 minutes per night or a second grader no more than 20 minutes per night). In addition to any homework, primary students need to read or be read to for 20 minutes each evening.

INSURANCE

USD 114 does not provide "school time" insurance. Parents always have the option of purchasing this same type of supplemental insurance beyond their primary insurance. The school will make purchasing options available to parents at the beginning of each school year, as it is provided by private insurance companies. Students who participate in interscholastic activities are covered by a catastrophic insurance coverage through the Kansas State High School Activities Association (KSHSAA). The school district does not insure the personal property of students, employees, or visitors. Students who bring valuables to school do so at their own risk and they are advised to keep them locked up.

The school district does not insure the personal property of students, employees, or visitors. Students who bring valuables to school do so at their own risk and they are advised to keep them locked up.

INTERROGATIONS AND INVESTIGATIONS

Building administrators may conduct investigations and question students about infractions of school rules of the student behavior code. If there is a reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violations.

Parents do not have a right to be present during school investigations and do not have a right to be present when school administration is questioning their child. In the event that a parent instructs their child not to comply with the discipline decisions of the principal, the student will be expected to comply and failure to do so will result in suspension from school for insubordination.

LUNCH / BREAKFAST

Students may charge no more than \$20.00 worth of meals (lunch/breakfast) to their account and charging of a la carte or extra items to their account will not be permitted. Any student with charges totaling more than \$20.00 shall not be allowed to charge further meals until the negative account balance is paid in full. However, students will be allowed to purchase a meal if the student pays for it when it is received. Students who have charged the maximum allowance of \$20.00 to their account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk. (Board Policy EE)

Lunchroom Rules

1. No loud screaming or obnoxious levels of voice inflection.
2. No profanity.
3. No horseplay.
4. No trading of food or giving food to another except milk or packaged food.
5. No cutting in line. If you cut in front of someone you will go to the end of that line.
6. No throwing food.
7. No food or drink is to leave the lunchroom.

MAKEUP WORK

It is the responsibility of the student to request makeup work from their teacher(s). A student has the right to make up work whether it is excused or unexcused, or if the student is suspended from school. A minimum of two class periods for make-up will be allowed for each period of absence, but not to extend beyond one week, with the exception of extended absences due to extenuating circumstances.

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences will be held during the 1st nine weeks and 3rd nine weeks of the school year. Parents are encouraged to attend the conference at this special set aside time which affords an opportunity for

parents and teachers to work together for the benefit of the student. Parents are encouraged to visit with teachers at any time they have a concern over their child's progress.

POSTERS/FLYERS/SIGNS

An activity sponsor or the building administration prior to being displayed must approve all posters flyers and signs. All non-school agencies must receive administrative approval for all flyers and/or posters prior to displaying or making them available to students.

PRE-SCHOOL GUIDELINES

Preschool student must be 4 years of age on or before August 31 of the current school year. Students enrolling in pre-school must be potty-trained and have appropriate control of their bodies as to not hit, kick, bite, or spit at others. It is our responsibility to keep all children safe and we take that responsibility seriously.

PROGRESS REPORTS

The evaluation of each student will be a continuing process. It is hoped that each student will develop to his or her full potential. In an effort to keep parents informed, progress reports will be sent home in the 5th week of each quarter for all students.

SAFE SCHOOLS ACT

The Kansas School Safety and Security Act (K.S.A. 72-8903b) requires school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information that indicates a crime (felony or misdemeanor) may have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement), or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and not under the authority

of school personnel.

SCHOOL ACTIVITY TRANSPORTATION

Students must ride school provided transportation to and from the activity site. Students may ride home with their own parents/guardians if approval is given by the teacher to the parents/guardians at the site. If you want to take your child home after the activity he/she may ride home with you the parent or guardian. Ask the teacher for the slip to sign. Remember, parents, this signing must be done each and every time you take your child home and he/she does not ride the bus.

Ineligible students are not allowed to ride school transportation to any school activities during the school day or outside the school day. If an eligible student attempts to ride school transportation they will be subject to disciplinary action.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be sent out on the Riverside Alert Now message system and announced over local radio and television stations. Reports in the morning will be between 6:00 and 7:30 a.m. Please **DO NOT CALL THE SCHOOL**. Telephone lines must be kept open for emergencies. It is recommended that each family formulate a plan of action in the event school is dismissed early. Young children must know what they are to do when they arrive home earlier than usual if parents are not there to receive them. A copy of this plan can be filed with the school office and the classroom teacher.

SCHOOL PROPERTY

A student is responsible for the full replacement cost of lost or damaged school property assigned to them. School property lost or damaged by a student will be assessed under the following categories:

1. Vandalism: payment of all charges, including labor, plus possible suspension.
2. Damage or destruction unintentional but due to student violation of a rule, regulation, policy or direction of one in authority: payment of all charges, including labor.

SECURITY CAMERAS

Inside and outside school premises are protected and recorded 24 hours a day by closed circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts.

Students who qualify to be an aide must maintain a 3.0 GPA and be a student in good standing regarding behavior, attendance, and grades. Students must fill out an application with the teacher they want to work for prior to the beginning of the school year or semester. Aides must be seniors. In the event the student is placed on an attendance contract, the student will no longer be allowed to continue as an aide. If there are documented medical reasons for being placed on the attendance contract, the student may appeal to the principal.

STUDENT IN GOOD STANDING

In order to be considered a student in good standing, students should be in good attendance, display acceptable behavior, be grade eligible, and not owe any outstanding detention time. Students not in good standing will not be allowed to participate in any school contests or trips whether academic, co-curricular, or extra-curricular. All cases are subject to review by the building administrator.

STUDENT PUBLICATIONS

School sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

1. Is obscene according to current legal definitions
2. Is libelous according to current legal definitions; or
3. Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school

SUSPENSION/EXPULSION

The suspension and expulsion regulations of Riverside USD 114 apply to all school sponsored activities including both curricular and extracurricular. A student may be suspended for infraction of rules and policies of Riverside Schools. Students who are assigned out-of-school suspensions (OSS) or whose character or conduct brings discredit to the school will not be allowed to attend or participate in extracurricular activities sponsored by the district, nor will they be allowed on campus during the term of their suspension. Note: Term of suspension means 12:01 am of first day of suspension through midnight of the last day of the suspension (including week-ends).

TARDY POLICY

Students at Riverside Schools will be considered Tardy if they are not in class according to classroom procedure at 8:00.

TECHNOLOGY & INTERNET-ACCEPTABLE USE POLICY

Purpose for Technology and Internet Use

The Internet is a network of computers and a public communications system. It has evolved into a cooperative arrangement among thousands of university, government, and corporate networks that have agreed to use a common language for communicating with one another. Riverside U.S.D #114 is committed to making advanced technology and increased access to learning opportunities available to all of our students. We believe this computer technology will allow students and staff to access and use information sources from distant computers and communicate and share information with individuals or groups. The primary purpose for the use of technology and the Internet is to facilitate teaching, learning, and personal growth in technology, information gathering skills, and communication skills.

Use of technology and the Internet is a privilege, not a right. It is possible that a student may run across some materials that we may find objectionable. While we will take reasonable measures to prevent such access, it is not possible to guarantee that students will not accidentally or purposely find inappropriate material. Responsibility of all users is outlined in the Acceptable Use Policy. Access to inappropriate material will be monitored by the school district and restrictions will be applied where appropriate. It is the policy that USD 114 technology resources are to be used in a responsible, efficient, ethical and legal manner in accordance with the USD 114 Acceptable Use Policy.

Network Etiquette:

All users of the Riverside Public Schools' computers and networks are expected to abide by the generally accepted rules of the network etiquette. Informal rules of behavior have evolved for the use of and communication on the Internet and the online services. These rules of behavior include (but are not limited to) the following:

- Be polite. Don't swear or use inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Do not place unlawful information on any network system.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should comply with copyright laws.

- Include your signature at the bottom of the e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.
- Capitalize words only to highlight an important point or to distinguish a title or heading. “Asterisks” surrounding a word also can be used to make a stronger point.
- Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL PROCEDURES.

Policy for Acceptable Use of Computers and Networks:

The following policy for acceptable use of computers and networks shall apply to all district administrators, faculty, staff, and students.

- The user shall not erase, change, rename, or make unusable anyone else’s computers files, programs, or disks (except for authorized staff members).
- The user shall not let other persons use his/her name, logon, password, or files for any reason (except for authorized staff members).
- The user shall not use or try to discover another user’s password or in any way access another person’s e-mail or other files (except for authorized staff members).
- The user shall not use the Riverside school computers or networks for any non-instructional or non-administrative purpose (e.g. games or activities for personal profit).
- The user shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.
- The user shall not copy, change or transfer any software or documentation provided by the Riverside schools, teachers, or another student without permission.
- The user shall not write, produce, generate, copy propagate, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
- The user shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system software.
- The user shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher.

- The user desiring to take home technology equipment (hardware or software) must first have the parental permission form signed. Any take-home technology shall be used in the same manner as if it were at school. Technology equipment will only be checked out at the end of the school day and must be returned before school begins the next morning.
- Take-home technology is available on a first come, first serve basis. In cases of heavy demand, the librarian, after consulting with class teachers, may prioritize the requests to take technology home.
- The user of the Internet and take-home technology must be a student in good standing (no outstanding detention time, no expulsions from school, no down slips, no overdue library materials or outstanding fines).

Penalties for Improper Use

Three levels of punishment will be enforced by the Administration. **Any user**, adult or student, violating these District guidelines or applicable state and federal laws shall be subject to loss of network privileges and possible disciplinary action, including suspension or expulsion from school. Use of the computers for programs, software, e-mail, and to access telecommunications resources is a privilege and not a right.

Level 1: Warning: Students will lose computer privileges/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

Level 2: Pattern of abuse, repeated abuse, or flagrant violations: Any student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the District's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the entire school year or remaining school years and recommended for suspension.

Level 3: Expellable offense: Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

TOBACCO AND ELECTRONIC CIGARETTES

Smoking by students and/or the possession and use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored activities, program, or events and on school owned or operated property. "Electronic cigarette" means a battery-powered device, whether or not such device is shaped like cigarette that can provide

inhaled doses of nicotine by delivering a vaporized solution by means of cartridges or other chemical delivery systems. Administrators shall report students under the age of 18 who are in violation of K.S.A. 79-3321 to the appropriate law enforcement agency. Vaping by students and/or the possession of a vaping device or vaping paraphernalia, is prohibited in any district facility; in school vehicles; at school-sponsored activities, program, or events and on school owned or operated property. Administrators shall report students under the age of 18 who are in violation of this policy to the appropriate law enforcement agency.

USE OF OFFICE TELEPHONE

Students WILL NOT be called from classes to answer telephone calls except in cases of emergency. Messages will be taken and delivered to the student at the end of the school day. Students are not to make any calls on any school phone without permission of the principal or his secretary.

USE OF THE SCHOOL LIBRARY

Students may use the library as many times as necessary each day that a pass is issued by their teacher. The librarian is there to help you. The librarian will provide you with circulation service, reference service, or reading and research guidance service. Do not hesitate to ask the librarian for help if you have questions about the above services and use of the library. Books should be returned to the book drop in the circulation desk in the library. In no instance should a book be returned to the shelves.

Overdue material should be returned as soon as possible. Riverside USD #114 School Library does not charge fines. The librarian will contact the student first about books and materials that need to be returned or is considered overdue. After a discussion with the student, attempts to locate the book and material will be made by student, their families, and the librarian. If the books and materials are not located in the library, the student will be asked to pay for the overdue material. Replacement cost will include a processing fee for lost material. If books or materials are damaged due to neglect and abuse, replacement cost will be the responsibility of the student.

BOARD & STATE POLICIES

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. School districts must annually notify parents, teachers, and employee organizations in writing of the availability of the management plan and planned or in progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities. A copy of this asbestos management plan is available for your inspection in the U.S.D. # 114 administration office during regular business hours.

CHILD NUTRITION PROGRAMS

If school districts participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, near the beginning of the school year, they must provide both parents and the public information about free and reduced price meals and/or free milk. Districts must also provide parents an application form. If districts want to disclose children's free and reduced eligibility status, they may do so in some instances usually only with prior notice and/or consent.

CIVIL RIGHTS COMPREHENSIVE NOTIFICATION

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, school rules, laws, regulations, and policies, the Riverside School District No. 114 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

COMMUNICATION WITH SCHOOL

Communication between teachers, students, and parents is crucial to overall student success. Schools will work with parents to:

- plan and implement effective parent involvement;
- build the capacity for strong parent involvement;
- provide full opportunities for parents who are disabled or who have limited English proficiency;
- help parents understand the state's content and performance standards, state and local assessments, and other information to improve their children's achievement;

- coordinate and integrate parental involvement strategies with other district and community-based programs and,
- survey parents annually.

COMPULSORY ATTENDANCE – KANSAS STATUTES & BOARD POLICIES

BOARD POLICY JB-ATTENDANCE—It shall be the policy of the board of education to encourage regular attendance at school by all students. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance, which will carry over into adult life.

BOARD POLICY JBA – COMPULSORY SCHOOL ATTENDANCE – K.S.A. 72-1111 (a) Every parent, guardian or other person in the state of Kansas, having control over or charge of any child who has reached the age of seven years and is under the age of eighteen years and has not attained a high school diploma or a general educational development (GED) credential, shall require such child to attend continuously each school year a public school for the duration of the school term provided for in K.S.A. 72-1106, or a private, denominational or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational or parochial school is located.

K.S.A. 72-1113 (a) Each board of education shall designate one or more employees who shall report to the secretary of social and rehabilitation services, or a designee thereof, all cases of children who are seven or more years of age, but less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are 13 or more years of age, but less than 18 years of age and are not attending school as required by law. The designation shall be made no later than September 1 of each school year and shall be certified no later than 10 days thereafter by the board of education to the secretary of social and rehabilitation services, or the designee thereof, to the county or district attorney, or the designee thereof, and to the commissioner of education. The commissioner of education shall compile and maintain a list of the designated employees of each board of education. (b) Whenever a child is required by law to attend school, and the child is not enrolled in a public or non-public, the child shall be considered to be not attending school as required by law and a report thereof shall be made in accordance with the provisions of subsection (a) by a designated employee

of the board of education of the school district in which the child resides. The provisions of this subsection are subject to the provisions of subsection (d).
(c) 1 – Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there from on either three consecutive school days or five or more school days in any semester, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent there from all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child. 2 – Each board of education shall adopt rules for determination of valid excuse for absence from school and for determination of what shall constitute a “significant part of a school day” for the purpose of this section. 3 – Each board of education shall designate one or more employees who shall each be responsible for determining the acceptability and validity of offered excuses for absence from school of specified children, so that a designee is responsible for making such determination for each child enrolled in school. 4 – Whenever a determination is made in accordance with the provisions of this subsection that a child is not attending school as required by law, the designated employee who is responsible for such determination shall make a report thereof in accordance with the provisions of subsection (a).

DRUG FREE SCHOOLS

Maintaining drug free schools is important in establishing an appropriate learning environment for the district’s students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, designer drugs, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. Unauthorized use of over-the-counter medications or inhalants is similarly prohibited in the aforementioned locations. Definitions: “Designer drug” means synthetic version of a controlled substance (such as, but not limited to, heroin) that is produced with a slightly altered molecular structure to avoid having it classified as an illicit drug. “Unauthorized use” means use in a greater quantity, at a higher frequency, or for purposes other than as specified on the product’s label. Possession, use and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and

3. Used, if at all, in accordance with label directions.

FEDERAL RACE & ETHNICITY REGULATIONS

In order to comply with federal reporting requirements, every school district in Kansas is required to annually report student data by race and ethnicity categories to the Kansas State Department of Education (KSDE). Though the KSDE does not report individual student data to the federal government, the total number of students in various categories of each school is reported. These reports help keep track of changes in student enrollments and ensure that all students receive the educational programs and services to which they are entitled.

FERPA

Under the Family Educational Rights and Privacy Act (FERPA), the parents of minor students and students over the age of 18 which are enrolled in any educational institution receiving federal funds are given certain rights concerning the students' school records. These rights include the following:

1. Entitlement to inspect and review to the student's education records upon request. This request should be directed to the custodian of the school records in question and should list with specificity which records are desired to be accessed. Access must be granted within 45 days after the receipt of the request by said custodian.
2. The school district has adopted policies implementing this act. If you have any questions regarding this act, contact the building principal or superintendent of schools.
3. The parents' and adult students' rights of access shall include:
 - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to the student.
 - b. The right to inspect and review the contents of those records.
 - c. Although the district is not obligated to make copies in all circumstances, copies may be provided at the expense of the parent or the eligible student so long as the fee charged is not greater than the actual cost to the school district of reproducing such copies.
 - d. The right to request amendment of such records if the parent or adult student believes any record is inaccurate, misleading, or otherwise in violation of FERPA privacy rights.
 - e. The right to receive a written response concerning the district's decision on the topic of any requested amendment.

- f. The right to a hearing to challenge the content of those records.

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

- . A. The specific records to be released.
 - a. The reason for such release.
 - b. The name of the party or agency to which the records will be released.
 - c. Notification to you that you may receive a copy of the student's records to be released, if you desire a copy.

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

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

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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

- . The student's name, address, telephone number, date of birth.
 - a. The student's class designation (i.e. 1st grade, 10th grade)
 - b. The student's participation in officially recognized activities and sports.
 - c. The student's weight and height, if a member of an athletic team.
 - d. Dates of attendance.

- e. Degrees and awards received.
- f. The most recent previous school district attended by the student.
- g. Name, address and telephone number of parents/guardians.
- h. Directory information is considered public information, which may be released by the school district without your prior consent. You have ten days from the date of the student's enrollment to inform the school district that any or all of the directory information should not be released without your prior consent. Should you desire that directory information not be released, so state your wishes in writing and deliver such to the Riverside Schools (see address on page 1).

When the student turns eighteen (18) years of age, all rights formerly accorded to parents of the student become the sole rights of the student, unless the student is still a dependent of the parent or parents for IRS tax purposes and documentation of such is provided to the school district office

FERPA also permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures and the justification for the disclosure. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- a. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- b. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.
- c. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State

and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- e. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.
- f. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- g. To accrediting organizations to carry out their accrediting functions.
- h. To parents of an eligible student if the student is a dependent for IRS tax purposes.
- i. To comply with a judicial order or lawfully issued subpoena.
- j. To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- k. Information the school has designated as "directory information" under §99.37.

GRIEVANCE PROCEDURE

PARENTS – PLEASE FOLLOW THE CHAIN OF COMMAND. If there is a problem please see your child's teacher first. If you still have a problem, then talk to the principal.

Complaint Procedure (Riverside USD 114 Policy KN)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution. The District

Superintendent, 1409 Vermont, Elwood, KS, 66024, (Telephone: 913-365-5632). has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2007 and the Age Discrimination Act. The grievance procedure is applicable to complaints alleging discrimination on the bases of sex, disability, race, color, national origin, and age, including allegations of harassment. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. The identity of the individual filing a complaint will be kept confidential to the extent possible without compromising a thorough investigation. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the

proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable; the individual may initiate a formal complaint. Use of the informal complaint procedure is not a prerequisite to filing a formal complaint or using the formal complaint procedure.

Formal Complaint Procedures

- **A formal complaint should be filed in writing and contain the name and address of the person filing the complaint.** The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office. The forms are also included at the end of this policy.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than **180 days** after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. Individuals who conduct the investigation shall be impartial. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- **A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.**

If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- **The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board.** The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

HAZING

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.

Individuals may also be referred to law enforcement officials.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The Health Insurance Portability and Accountability Act (HIPAA), requires covered entities to provide a notice of its privacy practices. The notice describes how the covered entity may use and disclose protected health information, the covered entities' duties to protect privacy, information about the covered entities privacy practices, and individual's rights to complain about privacy violations to the U.S. Department of Health and Human Services, and contact information for complaints to the covered entity. When, how, and to whom notice must be given depends of the type of covered entity required to give notice.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

Under the Individuals with Disabilities Education Act (IDEA), school districts must give parents of a child with a disability a copy of procedural safeguards one time a year. However, a copy of procedural safeguards must also be given to parents upon initial referral or parental request for an evaluation, upon a disciplinary action constituting a change in placement, and upon request of a parent. A school district may post a copy of the procedural safeguards on its website. The procedural safeguards notice must fully explain a number of procedural safeguards specified in the statute in the native language of the parents and be written in an easily understandable manner.

LEAVING SCHOOL

Children are allowed to leave the school grounds with parent permission. Parents are required to sign students out before the student will be dismissed from class. Any parent or adult designated on the enrollment form who wants to pick up a child during the school day must do so at the school office. The principal will require identification from any adult whom he or she does not recognize. School officials reserve the right not to release the child to anyone other than the custodial parent. Where there is doubt, the custodial parent will be contacted to confirm that someone else has been authorized to pick up a student.

LOCAL WELLNESS POLICY

The board shall promote and monitor a local wellness program. The program shall:

- Include goals nutrition education, physical activity and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day: the objectives of the guidelines shall be to promote student health and to reduce childhood obesity;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced; and

- Involve parents, students, and representatives of the school food authority, the school board, administrators and the public in the development of the school wellness policy.

The Riverside USD 114 Wellness Plan strongly encourages that snacks that are passed out for class parties or birthday celebrations follow these guidelines.

- Snacks must be store bought, pre-packaged and unopened.
- The following examples are snacks that are recommended by the Wellness Plan
 - Low-fat milk (plain or flavored)
 - 100% juice
 - Water (non-caloric, flavored)
 - Fresh fruit with yogurt dipping sauce
 - Apples with low-fat caramel dip
 - Fruit and cheese kabobs
 - Fruit with whipped topping
 - 100% fruit snacks
 - Vegetables with low-fat dip
 - Celery sticks with peanut butter
 - String Cheese
 - Low-fat pretzels or popcorn
 - Graham or animal crackers
 - Pizza with low-fat toppings
 - Sandwiches-ham, turkey, cheese (low fat condiments)
 - Low fat pudding cups
 - Low fat yogurt
 - Yogurt smoothies
 - Yogurt parfaits
 - Quesadillas with salsa
 - Granola bars or breakfast bars
 - Trail mix or cereal mixes
 - Angel food cake with fruit toppings
 - Nuts, seeds
 - Gatorade G2 Low Calorie Hydration Drink

MANDATORY REPORTING

According to Kansas reporting law (K.S.A. 38-2223) mandated reporters are required to report child abuse or neglect. If teachers, school administrators or other employees of an educational institution which the child is attending and persons licensed by the secretary of health and environment to provide child care services or the employees of persons so licensed at the place where the

child care services are being provided to the child have reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, the person shall report the matter promptly.

MCKINNEY VENTO ACT

The McKinney Vento Act requires homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, etc. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies.

SAFETY

Fire, tornado, and crisis drills are held regularly to develop safety practices that will help students react quickly and safely in a real emergency. Evacuation routes and assigned areas are posted in each classroom. All persons are asked to take these drills seriously because personal safety depends upon our readiness to react to any situation. Student automobiles driven to school are to be parked in their designated areas and remain there until school is dismissed for the day. Students are urged and expected to use all due caution and prudence when driving in the vicinity of the school. Compliance with state and local driving regulations will be enforced. Failure to follow proper driving procedures could result in loss of driving privileges. Students are not to ride bicycles, skateboards, etc. on the playground or school sidewalks. All bicycles are to be parked in the bicycle racks provided. Because of the obvious liability risk to the school district, we must insist that skateboards are not to be brought to school or ridden on school grounds. Skateboards will be confiscated and returned only to parents. The throwing of snowballs could be dangerous and, therefore, is not allowed. No Heelys are allowed at school anytime.

Evacuation/Relocation

Riverside Schools may decide to initiate emergency evacuation procedures at any one of its buildings to ensure the safety and security of students and staff. Subsequent to an evacuation, the relocation of students might be undertaken if it is determined that they will not be able to re-enter their school within a reasonable amount of time or circumstances dictate that it is unsafe for them

to remain on campus. The relocation site will be determined on a case-by-case basis in relation to the facts and circumstances of the specific incident. Decisions regarding evacuation/relocation are always based upon what is the safest resolution for students and staff. The paramount concern during an evacuation and relocation is to maintain the safety of our students and account for their presence. All information regarding such an evacuation/relocation will be made available to parents/guardians via Email Alerts and Voice Messages. Other means of communication may also be used. These notifications may include specific instructions regarding where and when to reunite with students.

LOCKDOWNS

School personnel have been trained in lockdown procedures. In the event of a real lockdown situation, school personnel will be doing their best to ensure that students are secure within the building. Our goal is safe care, custody and accountability of children. In a lockdown the exterior doors will be secured and incoming phone calls may not be answered. No one other than law enforcement or other emergency personnel will be admitted into the building during a lockdown. Students will be kept inside locked classrooms with the blinds drawn. No one will leave the classrooms or secure areas within the building until the lockdown is lifted unless they are being evacuated by emergency personnel. The lockdown will be lifted by the school principal or district administrator on site. When the lockdown is lifted, parents may come to school to pick up their children. Any public statement during a lockdown will come from the Superintendent. Lockdowns may be practiced during the school year.

SCHOOL NURSE

A full-time school nurse is on duty to attend to accidents and emergency illnesses throughout the school day. Except in an emergency situation, students should always obtain a pass to the nurse's office from their classroom teacher. Any prescription medication that needs to be given during school hours must have a written prescription by a licensed medical doctor and signed parent consent. Over the counter medications such as pain medicines must be brought in the original container, along with signed parent consent. All medications must be brought to the nurse's office upon arrival at school. Students are not to keep medicines in their backpacks or take medicine at school without the school nurse's permission.

Illness at school: if your child becomes sick at school you will be called to pick them up. It is important to have current emergency contact numbers in the office. Your child needs to stay at home for 24 hours with no fever before returning to school.

Health Assessment for Entry

It is the policy of District 114 to comply with existing Kansas Statutes 72-53,106, 72-5209, 72-5214, and 72-5211a regarding requirements for student enrollment.

No student will be allowed first-time enrollment without providing a certified copy of their birth certificate.

No student will be allowed first-time enrollment without providing proof of current and up-to-date immunizations as required by the state of Kansas.

(Medical and religious exemptions apply).

All students are required to keep immunizations up-to-date. Written notice will be given on a quarterly basis, and a 2-week grace period will be granted, after which time the student may be excluded from school until immunizations are up-to-date.

All students 9 years and younger, attending a Kansas school for the first time are required to provide a completed Health Assessment. This assessment must be performed by, and signed by a physician or qualified health care professional.

The Health Assessment must be presented on or before enrollment, or the student may be excluded from school until the Health Assessment is completed and documentation is received.

Legal Reference: Kansas law requires that every student less than 9 years of age present a health assessment prior to admission and attendance in a district school.

A physician or a person acting under the direction of a physician shall have conducted the health assessment within 12 months of school entry. K.S.A.72-5213

Immunization Requirements for the School Year

Immunization requirements and recommendations for the school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations and the consensus of the Governor's Child Health Advisory Committee Immunization Workgroup.

- ❖ **Diphtheria, Tetanus, Pertussis (DTaP):** five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. A single dose of Tdap required at grades 7-9 grade if no previous history of Tdap vaccination regardless of interval since the last TD vaccine.
- ❖ **Poliomyelitis (IPV/OPV):** four doses required. One dose required after age 4 regardless of the number of previous doses, with a 6 month minimum interval from the previous dose.
- ❖ **Measles, Mumps, Rubella:** two doses required.
- ❖ **Hepatitis B:** three doses required through grade 11.

- ❖ **Varicella (chickenpox):** two doses required for K-2 and 7; one dose required for grades 3-6 and 8-11 unless history of varicella disease documented by a licensed physician. Two doses are currently *recommended* by the ACIP for all ages.
- ❖ **Haemophilus influenzae type b (Hib):** three doses required for children less than 5 yrs of age in early childhood programs. Total doses needed for series completion is dependent on the type of vaccine and the age of the child when doses given.
- ❖ **Pneumococcal conjugate (PCV7):** four doses required for children less than 5 yrs of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.
- ❖ **Hepatitis A:** two doses required for children in pre-K-1st grade.

Detailed school immunization requirements by age group are listed on on the Kansas Certificate of Immunization (KCI).

http://www.kdheks.gov/immunize/download/KCI_Form.pdf

In addition to the immunizations required for school entry listed above, the 2010 ACIP recommendations also include the following for school children:

- ❖ **Meningococcal (MCV4):** one dose *recommended* at 11 years with a booster dose at 16 years of age; required for school entry.
- ❖ **Human Papillomavirus (HPV):** three doses *recommended* for females at 11 years of age and provisionally recommended for males at 11 years of age; not required for school entry.
- ❖ **Influenza:** yearly vaccination *recommended* for all ages >6 months of age; not required for school entry.

Student Self-Administration of Medications

The self-administration of medication is NOT allowed for students in the Primary building.

SEXUAL OR RACIAL HARASSMENT

Sexual or racial harassment will not be tolerated in the school district. Sexual or racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual

nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or profession performance or creating an intimidating, hostile, or offensive academic environment. Sexual harassment may include, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome touching or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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. When acts of sexual harassment, racial harassment, or other violations of this policy are substantiated, appropriate action will be taken against the individual. Any student who believes that he or she has been subjected to sexual or racial harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting sexual or racial harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout.

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 connection 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 district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

Student names and addresses are occasionally given to recruiters, colleges, etc. If you do not want your information given out please submit, in writing, and give to the office.

**TITLE VI, TITLE IX, SECTION 504, AGE DISCRIMINATION ACT,
TITLE II OF THE AMERICAN WITH DISABILITIES ACT**

A number of federal statutes protect the rights of beneficiaries in programs or activities that receive financial assistance from being discriminated against. Specifically, the following statutes prohibit discrimination: Title VI on the basis of race, color, and national origin; Title IX on the basis of sex; Section 504 on the basis of disability; the Age Discrimination Act on the basis of age; and Title II prohibits state and local governments from discriminating on the basis of disability. The regulations implementing the above statutes require school districts to notify students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age. However, the regulations contain minor differences relating to the notices required content and the methods used to publish them.

Riverside USD #114 Schools do not discriminate on the basis of race, color, national origin, sex, handicap, or age of in admission or access to, or treatment or employment in its programs or activities. Any questions regarding compliance with Title VI, Title IX, Section 504 or Title II may contact: Mr. Mike Newman, Superintendent of Schools.

VISITORS TO SCHOOL

Visitors will not be allowed to visit with students during the school day or at lunch unless the principal has written permission from the student's parent or guardian at least 24 hours prior to the visit. Also, a parent or guardian phone call to the principal to confirm that permission has been given. Although visitors to classes are discouraged, only out of town guests will be granted day visits.

Any person who visits the building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's building or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this policy and its rules may be subject to the state trespassing law.

WEDNESDAY NIGHT

Wednesday night is family night in the Riverside communities. Students are encouraged to participate in activities with their families. All school activities, functions, and practices are encouraged to be completed by 6:30 p.m. Sometimes make-up activities will be scheduled on Wednesday evenings out of necessity.

WITHDRAWAL OF STUDENTS

Transferring: A student transferring to another school must let the office know so that all student supplies can be sent home and all school materials are collected and fees are paid. When the student enrolls in the new school the school will request a transcript, which Riverside will fax. All late fees and bills must be paid before a transcript will be sent.

Drop-out: No student under the age of 16 may drop out of school.