

HUGOTON ELEMENTARY SCHOOL

Student/Parent Handbook
2019 - 2020



Having a Colorful Year!

304 E. SIXTH STREET
HUGOTON, KS 67951
620-544-4376
www.usd210.org

TIFFANY BOXUM
PRIMARY PRINCIPAL

SONJA WATKINS
INTERMEDIATE PRINCIPAL

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Lost and found

Hugoton Elementary School

Mission Statement

**Hugoton Elementary parents, teachers and community will
inspire the whole child**

to think,

to learn,

to achieve,

to care

**by providing a balanced educational foundation in a progressive
learning environment.**

Welcome to Hugoton Elementary School! We are confident that your years with us will be educationally profitable and filled with new opportunities.

This school values and strives for academic excellence. To that end, the work load and expectations may be greater here than at other elementary schools. In order to achieve highly, you will be expected to attend school regularly, complete assignments, and behave appropriately.

In this handbook you will find important information regarding the operations of HES. Specific questions about school procedures or policies may be answered by the school office personnel. If you have questions about your child's daily educational program, please communicate with your child's teacher. The importance of establishing good communication between home and school cannot be over-emphasized as a means where families and schools work together for the support and instruction that best meets the individual child's needs.

**Sincerely,
Tiffany Boxum
Primary Principal**

**Sonja Watkins
Intermediate Principal**

Notice of nondiscrimination

The Hugoton Public Schools does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the

ENROLLMENT INFORMATION

Required for School Entry: Parents wishing to enroll students in Hugoton Elementary School are to provide the following: Legal Birth Certificate; appropriate Physical examination information for students 8 years and under; Immunization records; all prior school records transferred. Students transferring from another district will be enrolled and admitted on a provisional basis until all appropriate records have been accrued, reviewed and approved for permanent enrollment status.

Immunizations Required: State law requires that all students are to have evidence on file at school of having received vaccinations. A parent or guardian must submit a record that documents the vaccination at enrollment. Students will be excluded from school unless the immunization requirements are met. Each child or adolescent is required to provide proof of vaccinations being current, as per most recent Kansas Dept. of Health and Environment requirements. See USD 210 enrollment packet for this list. In addition, the proof shall be verified by one of the following: (a.) The signed statement of a physician indicating the child's or adolescent's date of this illness, (b.) The signed statement of a parent indicating the child's or adolescent's date of this illness, or (c.) Laboratory evidence of Varicella immunity. The immunization record of each pupil shall document that the pupil has received the vaccinations specified above from a licensed physician or local health department.

Hugoton Community Preschool: Any child who is four (4) years of age on or before August 31st of the current school year, is eligible to attend the Hugoton Community Preschool. When filling out an enrollment qualifier sheet, children may qualify for free preschool or attend by tuition. Upon entering, children must present a birth certificate, a health certificate, and proof of immunization.

Kindergarten: A child who will be five years old on or before August 31st of that school year shall be eligible to enter Kindergarten. State Department of Education requirements state that children entering Kindergarten must present a birth certificate, a health certificate, and proof of immunization.

Developmental Screenings: Screenings are available in the spring to children who are eligible for Preschool, KinderPrep, or Kindergarten. The screening will provide information to parents concerning whether a child is developmentally ready to enter school. These are not intelligence tests. Parents will have the opportunity to discuss the information with school personnel for the best decision concerning their child's educational needs. These screenings are optional.

Parent Request for Student Placement: Parents should inform the principal of any placement concerns they have for their child. The school will consider those concerns on an individual basis. Placement will be determined by the needs of all students in a grade level. The goal of the school is to have each classroom group to be equitable in the range of student academic ability, girl/boy ratio, personal relationships, and cultural diversity.

Fees: A classroom resource fee of \$30.00 will be due at time of enrollment. A technology fee of \$15.00 will be required for grades 3-6. All 5th and 6th grade band students renting a school instrument will be assessed a \$50.00 rental fee.

ARRIVAL AND DISMISSAL TIMES

Arrival Time for School: Classes begin at 8:10 A.M. for grades Kindergarten through 6th. Morning Preschool begins at 8:00 and dismisses at 11:15. Afternoon Preschool begins at 12:20 and dismisses at 3:30. Students may arrive at 7:30 for the Breakfast program, but are to return to the Commons / Gym area after finishing breakfast. The main entrances will be unlocked at 7:30 A.M.

Entrance to Building: All main entrances are on Madison Street and 6th Street. ECDC Students enter into their building on Madison Street. Grades 1st and 2nd are to enter at the central entrance and wait in the commons area. Grades 3rd through 6th are to enter at the main building entrance and wait in the Gym. Students eating breakfast should enter through the same entrances and go directly to the cafeteria. No students should be in any hallways or classrooms between 7:30 and 8:10 unless prior arrangement with a teacher has been made. Students should go directly from their Commons area to the cafeteria for breakfast.

Dismissal Procedure: School is dismissed at 3:30 P.M. At the end of the day younger students needing to meet older students should wait in the Primary Commons Area. All other students should leave the building through the nearest exit. Students should leave the building and the grounds by 3:35 P.M. unless they have permission from a staff member or an approved scheduled activity. Students are expected to stay off of playground equipment at this time. Preschool children will be dismissed at 11:15 A.M. and 3:30 P.M. Preschool and Kindergarten students will be brought out the front doors of the ECDC to meet parents each day. If students are not picked up within fifteen (15) minutes of the dismissal time, appropriate outside authorities will be contacted.

Picking Up Students From the Street at Dismissal Time: 6th Street from Adams to Monroe is one-way traffic from east to west and 5th Street is one-way traffic from west to east from 7:30-8:30 A.M. and 3:00 P.M. to 4:00 P.M. during the school year. Do not double-park while waiting for students to come out of the building as you may receive a parking ticket from the city police. Parking areas are available on all sides on the building to meet your students. When picking up or dropping off children in the front of the school, parents should pull in parallel with the school in the designated area. *Do not drop off children in the street.*

Entering the Building at Dismissal Time: If parents want to pick up their children in the building, they are to enter through the front doors.

Stormy Weather: School will not be dismissed because of storms that arise during the school day as long as safety can be maintained here. In case of an emergency school closing, the following radio and TV stations will be notified: KSCB, KLIB, KJIL-FM, KULY, KFXX, KSNG-TV, KUPK-TV as well as the local school cable Channel 12, the school Facebook page, Twitter, and the school website www.usd210.org. Easy School Messenger messages will also be sent out when time allows.

Leaving the Building or Grounds During School Hours: To maintain a safe place for students they will not be allowed to leave the campus unless a permission note is signed, dated, and the destination stated by their parents. This note is to be brought to the office when the student arrives at school. The office will keep the permission note and issue a pass for the student to give to the teacher. When it is time to leave, the student will be called to the office to sign out and meet the parent. Students will be

called to the office only when a parent arrives at the school building to sign their child out. If the student returns back to school that day, the same note may be used to re-admit. Local dental and eye appointments will not be counted as an absence or tardy if the student leaves and returns immediately after the appointment.

ATTENDANCE

Importance of Attendance: The basic responsibility for school attendance rests with parents or guardians as compulsory attendance laws require students to be in school. For students to be successful and feel good about school they need to be in school on time. One of the benchmarks for a student to successfully transition from grade to grade is to not miss more than 10 days of school, excused or unexcused. Students who miss more than 10 days of school may not credential for the next grade. As defined by state regulation, the following accrual of **unexcused** absences will be turned over to appropriate outside agencies: Students missing 3 consecutive days, 5 non-consecutive days in a semester, 7 days total in a school year, or 8 accumulated unexcused tardies after 8:30 A.M.

Tardies and Consequences: Tardies are serious and in most cases avoidable. Not only is there a loss of learning, but it can cause a major interruption in the flow process of learning for other students. When the fourth tardy in a quarter is reached a phone call will be made by the administration and a letter will be sent to the family and proper authorities to try to resolve the problem.

Parents to Phone School for Absences: Prior to the student's absence, parents are to call the school to alert the office staff of the absence. The school has voice mail so there are no hour limits as to when you may call, however, the call should be made before 9:00 A.M. When calling, identify your name and the student's name and grade and the reason for the absence. If a parent does not call the office, the office staff will make one attempt to contact a parent. If contact is not made with the parents by 9:00 A.M. on the day of the absence, the absence will be recorded as "unexcused". Parents should call the school office no later than 3:15 for student notification of changes to after school plans. Written notes ahead of time from parents are preferred when possible.

Returning After an Absence: When a student has been absent and parent contact was not made, the parent or student is to report to the office with documentation (i.e. note from parent, doctor's note if the student has been chronically absent) regarding the reason for the absence to obtain an "Admit to Class" slip. If parent contact was made, the student still needs to report to the office to obtain an "Admit to Class" slip.

Regardless of the reason for the absence, the student will not be allowed to return to class without the "Admit to Class" slip. If the student does not bring a note and if no telephone contact has been made, the student will be given an unexcused absence.

Student absences of five (5) days or more in a semester and/or three (3) consecutive days due to any type of absence will require that parents provide verification regarding the reason for the student's absence. (i.e. note from the doctor's office).

Full Day Attendance: Arrival prior to 10:00 A.M. or departure after 2:00 P.M.

½ Day Absence: Students arriving at school after 10:00 A.M. or checking out before 2:00 P.M.

Excused Absence: A child who misses one half of a day of school or more due to illness, Doctor's appointment, funeral, religious activity, emergency, legal reasons or other, as arranged and approved in advance with Administration.

Unexcused Absence: A child who misses one half of a day or more due to over sleeping, shopping out of town, hair cut, no notification to the office, or other similar reasons.

Truancy: A child will be considered truant if they have three (3) consecutive unexcused absences, five (5) unexcused absences in one semester, seven (7) total unexcused absences or eight (8) accumulated unexcused tardies after 8:30 A.M. in a school year. If this situation occurs, the parent or guardian will receive information from the school office explaining the truancy. This information will also be given to the appropriate authorities.

The building principal reserves the right to determine if an absence or tardy is excused or unexcused when the student returns to school.

<u>Excused absence:</u>	<u>Unexcused Absence:</u>	<u>Parental Authority Unexcused:</u>
Dr. Appointment	No note of explanation	Shopping trip
Personal illness	Skipping	Hair cuts
Family illness		Baby-sitting
Death in the family		Vacation

ACADEMIC EXPECTATIONS

Credentialing: Students are expected to meet certain benchmarks before being promoted to the next grade level.

Standards Base Reporting:

A standards-based grading system measures a student's mastery of grade-level standards by determining a consistent level of performance. Growth of a student over a set of standards is measured throughout the school year.

Standards-based report cards separate academic performance from work habits/behavior in order to provide parents with an accurate view of a student's progress in both areas. The standards-based report card will contain two sections. One section measures the student's academic ability. The second section measures the student's non-academic behaviors called Target Behaviors. These would include items such as participation, cooperation, and attendance.

A student's performance on a series of assessments will be used to determine overall mastery. The assessments can include daily quizzes, daily work, exit tickets, formal assessments, and oral assessments. Performance indicators will

be reported rather than percentages and letter grades. You will see the following performance indicators on your child's report card.

M- Meeting Standard

P- Progressing Toward the Standard

N- Not Meeting the Standard at this Time

You may view your child's progress towards meeting standards by accessing the Mastery Connect Parent Portal on our school website at: www.usd210.org. Each parent has a username and password. If you do not have a username for the Mastery Connect Parent Portal, please contact your child's school.

Individual Education Plan: The High Plains Educational Cooperative supports USD #210 in screening and identifying students with exceptionalities and providing appropriate educational services in a least restrictive environment. More information about services for students with exceptionalities is available from your local building administrator or from High Plains Educational Cooperative, 621. E. Oklahoma, Ulysses, KS 67880, 620-356-5577 and on their website at www.highplainsed.com.

Emergency Safety Intervention: Kansas regulations require that USD #210 provide all parents with notice of our written policies regarding Emergency Safety Interventions ("ESI"). Our district policy is available on our website at www.usd210.org under the parent link and in Board policy. USD #210 will provide a copy of the policy upon request.

Technology / iPad Policy:

Intentional and accidental damage to technology and lost power supplies are the responsibility of the student/parent. Intentional damage and accidental damage to devices will result in the student being charged.

Insurance:

Students who have damage or need to begin an insurance claim, first need to visit with the technology director. The student will then be instructed on what needs to happen next.

Device insurance coverage includes:

- **Accidental damage, includes drops/cracked screens/liquid spills**
- **Liquid Submersion**
- **Theft**
- **Fire/Flood Damage**
- **Vandalism**

- Natural Disasters
- Power Surge Due to Lightning

THEFT/FIRE

Theft and fire loss requires the student file a formal report at the appropriate office (police or fire department) and bring a copy of that report to the IT office. The student will be charged a total of \$100 deductible fee for all theft or fire loss claims.

LOSS

Intentional damage, lost laptops/iPads, and lost power supplies are not covered by insurance and are the responsibility of the student/parent. LOSS is not covered by insurance.

Lost or intentionally destroyed devices will result in the student being charged for the full cost of a replacement device and case/keyboard, which is \$400.

ACCIDENTAL DAMAGES

A claim deductible payment is the responsibility of the student/parent for any incident involving an insurance claim. The claim amount will be either \$50 or \$100 and will be determined by the IT department. Simple glass cracks are \$50. Damage that requires an LCD or digitizer replacement will be \$100.

If a keyboard is lost, stolen, or damaged, the charge will be \$50. If a case is lost, stolen or damaged, the charge will be \$50. For claims in which all items: the iPad, case, and/or keyboard are stolen or damaged (i.e. run over by a car destroys all devices), the charge will be \$100.

Payment arrangements are to be made in the school office. A replacement unit will not be issued to a student until payment arrangements are made and proof of such payment, in the form of a receipt issued by the school office, is presented to the IT office.

Fees:

Replacement costs if lost or damaged:

Power adaptor: Brick = \$10, cable = \$5.

iPad keyboard = \$50. iPad case = \$50.

Technology fees due, per student, at enrollment:

Elementary Insurance Fee = \$15

SCHOOL VISITATION AND COMMUNICATION

Visitation of Classrooms: Parents are welcome to visit their student's classroom, but are to contact the teacher for the best time **at least one day prior to visit**. Generally, the first and last months of the school year, the day before or after a holiday and the first period of the day are **not** the best times to visit.

Procedure for Visiting the Building: Due to the safety of our students, each person is to enter the building at the central entrance near the office. Visitors are to check in with the office and state their business with the school. They will be given a visitor's badge if they are continuing on into the building. Exceptions are parent-teacher conferences and programs where invitations have been extended.

Lunch Time Visitors: Parents, grandparents or young visitors may eat lunch with their companion. All lunch visitors are to first check in at the office and obtain their ticket, then go directly to the lunch line area to meet their companion. Visitors may eat at a separate table with their companion and no more than two other students.

Young People as Visitors: Young relatives or friends may visit the lunchroom following the above procedures provided they are accompanied by an adult to the lunch line. They are not to visit the classroom because of potential disruption from the learning process.

Non School-Hour Visitors: No one, staff member's family nor any person, is to be in any room except the staff member's room without prior authorization by the administration.

Communication to Parents: Teachers are encouraged and expected to communicate positive comments and concerns with parents at any time. General information or requests sent to parents are to be filed with the principal.

Progress Reports and Contact with Parents: To keep both students and parents informed of progress, or lack of it, report forms or communications of some type is to be made near midpoint of each nine weeks. Intermediate-level teachers will also notify parents about the progress of the child's credentialing. Parents are also encouraged to keep track of student grades on-line with the Mastery Connect Parent Portal. Parents may subscribe at www.usd210.org.

Report Cards: These will be issued after the end of each nine-week period and posted for parents to view at www.masteryconnect.com. If login credentials are needed, please call the school at 544-4376.

Parent / Teacher Conferences: A student-led conference in the Intermediate School and a parent conference in the Primary School will be scheduled during the first nine weeks and again during the third nine weeks for all parents. Information regarding P/T Conferences will be sent home in a note with students. Parents are to call the school secretaries to schedule a conference with each teacher or may return the form attached to the note sent home, if a call is not possible.

GENERAL SCHOOL INFORMATION AND EXPECTATIONS

Pets: Pets may be brought for sharing when accompanied by the student's parent or guardian. Arrangements must be made in advance and pet vaccinations must be current. Other animals brought to school for educational purposes must be kept in cages.

Gifts at School: Deliveries of gifts for students to school are discouraged. No classes shall be interrupted for the purpose of delivering a gift. Gift exchanges are a personal exchange between the giver and the receiver and are not a school function.

Bicycles, Skates and Skateboards: Bicycles are to be parked AND LOCKED in the racks provided. Students are to walk their bicycle on the sidewalk to and from the bike racks, with no riding on school grounds or sidewalks. To walk your bike means for you to be on one side, not sitting on the seat, straddling the frame or standing on the pedals. Kindergarten students and younger are asked not to ride bikes to school. Skates, roller blades and skateboards are not to be ridden or brought to school by anyone. With the high pedestrian traffic around before and after school this will make it safer for all our students.

Lost and Found: The school has a lost and found box in the office. Jewelry, glasses etc. are kept in the office and may be claimed upon identification. **Outer garments such as jackets, coats, boots, etc., as well as personal books, purses and other items should be marked with the owner's name.**

Cell Phones/Smartwatches: Students are encouraged not to bring cell phones or wear smartwatches to school. If such happens, they are not to use them at any time during the school day or in the school building. If a cell phone/smartwatch is a necessity of the student, it needs to be turned off and stored in student's backpack during the school day. If a phone/smartwatch is confiscated by school officials, it will be turned into the office and a parent must come to the school to retrieve the cell phone/smartwatch. After the second (2nd) confiscation, the student will serve a 30 minute detention. Upon the 3rd confiscation, the student will serve a day of ISS. Further confiscations will result in continued days of ISS. USD #210 will not be responsible or liable for damaged, lost or stolen cell phones/smartwatches.

Solicitations: Elementary students are not to solicit or be solicited on the campus between the hours of 8 A.M. and 4 P.M. This expectation also includes the use of any electronic communication.

LUNCH AND BREAKFAST INFORMATION

Purchase of Breakfast and Lunches: The per meal cost for **breakfast** is: student \$2.00, employees \$3.15 and guests \$3.15. The per meal cost of **lunch** is: students and preschool guests \$2.85 employees \$4.00 and guests \$4.25. An extra milk costs \$.40. Students are to purchase breakfast and lunch tickets in the morning from 7:30 till 8:10 with permission from the morning supervisor. Lunch tickets should be purchased at least one week at a time, however, it is recommended that students purchase them one month or more at a time. Reminders will be sent home when your child has only two lunches left. We discourage charging any lunches. If this occurs, the office staff will call parents to make arrangements. If paying on time is a problem, students always have the option of bringing a sack lunch; however, fast food lunches are not allowed to be brought into the cafeteria. We encourage families to eat breakfast together at home. At times

this is not always possible, so students may eat at school. We consider this a privilege, but due to the low cost, **we do not allow charges for breakfasts.**

Parents are invited to have lunch with their child anytime, but are to purchase their meal ticket in the school office before going directly to the lunch-line area to meet their child.

Breakfast Schedule: Students are allowed to enter the building at 7:30 A.M.

Breakfast will be served from 7:30 – 8:05 A.M.

Grab & Go Breakfast will be served from 8:10 - 8:30. Students will eat this breakfast in the classroom.

Lunch Schedules including noon recess:

<u>Grade Level</u>	<u>Arrival</u>	<u>Return</u>	<u>Grade Level</u>	<u>Arrival</u>	<u>Return</u>
KinderPrep	11:00	11:45	3rd Grade	11:30	12:10
Kindergarten	11:30	12:15	4th Grade	11:55	12:35
1st Grade	11:00	11:45	5th Grade	11:50	12:30
2nd Grade	11:15	12:00	6th Grade	11:20	12:00

Guidelines for Lunchroom:

1. Speak in soft and quiet voices.
2. Individual classrooms will stay together.
3. Hands, feet and all objects are to be kept to oneself.
4. Food is not to be exchanged for sanitation purposes.
5. Water is available for those who cannot drink milk.
6. Appropriate attire (including shoes) is to be worn.

A well balanced, low cost lunch is a privilege for students. Students who abuse this privilege by throwing food, using profane language, bad manners or who are disrespectful to staff will be asked to make their own arrangements for lunch.

Off-Campus Eating: Students may eat lunch off campus provided appropriate office notification has been given stating the date, place of eating, with whom they are eating and their parent's signature. A one time note giving the above information is adequate for students who regularly eat at home. Each teacher will be informed of those students eating off campus. All students are to sign out daily at the office before leaving and sign back in upon returning.

BUS REGULATIONS

Students riding the bus are subject to all safety rules as stated by Kansas Laws. In order to maintain bus safety, various rules are made and posted on the bus regarding student behavior while riding to and from school and also on activity trips. The penalty for violating bus rules (483.18 in policy guide) carries a minimum of a written warning to student and parents and a maximum penalty of being denied the privilege of riding the bus by the school principal. The parents are informed of infractions and a conference with the parties involved is required.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. The driver may assign a seat to each student. Students must stay in their seats and face forward with their feet on the floor. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if

- permission is first obtained from the driver and the bus is not in motion.
3. Pupils must be on time, the bus cannot wait for those who are tardy. Pupils must walk on the far left side of road facing traffic when going to the bus stop.
 4. 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.
 5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember your safety is in his hands.
 6. Outside of ordinary conversation, classroom conduct is to be observed. The use of profane language and immoral language, tobacco, alcohol or drugs is prohibited.
 7. 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
 8. Pupils must not at any time extend arms or head out of bus windows.
 9. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
 10. When leaving the bus, pupils must observe directions of driver. If students must cross the road, do so in front of the bus after making sure highway is clear.
 11. No pets or animals are allowed.
 12. Students riding a bus during a stormy season are advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned of unsafe conditions such as heavy snows or flood.
 13. Students will not be allowed to ride any other bus but their own from the middle school to the elementary school.
 14. Students will not be allowed to leave the bus at the elementary school unless they are to ride home with parents.
 15. No glass containers, knives nor any object that is liable to cause injury is allowed. Food or drinks will be allowed.
 16. Any Hugoton student may ride to a home on the regular route but will not be taken to a "near by" farm, or to a baby-sitter that is not on the regular route.
 17. All students must present a note to the bus driver and to their teacher when there will be a change in the regular bus riding procedure. ECDC children especially become very confused with verbal instructions.
 18. Young children will never be left at a home alone. If a parent or baby-sitter is not at home when the bus arrives, the child will be brought back to town and parents must make arrangements to have them picked up as soon as possible.
 19. Elementary students will be dismissed from the bus at 7:45 A.M. to enter the elementary building unless it arrives later. The bus will leave the elementary building at 3:40 P.M. unless detained from its 3:30 arrival.
 20. Students are not to walk between buses as they will be parked bumper to bumper.

NURSE AND HEALTH INFORMATION

Health Services: The school is to be informed of any student health problems, the name of the family physician, where a parent can be reached in case of an emergency and who is to be contacted or what is to be done if the parent cannot be reached. It is the responsibility of the parent to let the school know if telephone numbers or directions for emergency contact changes. No child will be sent home unless a contact with a designated person has been achieved. However, in extreme situations, emergency

services will be called, the student taken to the hospital or a physician called. School personnel will not give any medication unless written or oral directions are given to the school nurse by the doctor. Students taking prescription medication must bring the medicine to school in its original container with dosage and the name of the prescribing doctor.

The nurse is available for our students as described above and for incidents that occur at school. The nurse is not to be consulted for medical needs that occur outside of school or at home. It is recommended that the parent or guardian consult their personal nurse or doctor.

Medication Policy:

Policy: In certain circumstances the school nurse or designated school personnel will administer prescribed medication or over-the-counter medications during school hours in order that the student remain in school.

1. Medication will be administered during the school day only when the interval between doses requires administration in school or the medication is a “when necessary” order. Only oral, prescribed subcutaneous, topical or intranasal medications, eye or ear drops should be routinely administered at school.
2. Prescription medications must have written consent from the health care provider and parent/guardian prior to administration in school.
3. Over-the-counter medications must have written consent from the parent/guardian prior to administration in school.
4. Prescription medications will be maintained on school premises with physician and parental consent. Over-the-counter medications with parental consent may be maintained on school premises for a specific, time-limited minor illness (e.g. Ibuprofen for muscle strain, cough drops for colds) or for intermittent conditions (e.g. Acetaminophen for menstrual cramps, ointment for insect bites, etc). The school reserves the right to limit the duration of parent prescribed medications and to require primary care provider authorization for continued use.
5. Prescription and over-the-counter medications must be brought to the school in the original container with the following information clearly stated: child’s name, medication, dosage, route of administration and time(s) to be administered.
6. Any changes in medication dosage and/or time of administration must be accompanied by a new provider and parent/guardian signed Medication Administration Permission Form. A newly labeled pharmacy container is also required.

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of asthma, anaphylaxis including but not limited to, any medicine defined in current federal regulations as an inhaled bronchodilator, auto-injectible epinephrine which is prescribed by a health care provider.

Head Lice Control: Head lice are easy to treat so the re-infestation can be avoided.

Here are some facts concerning head lice:

1. They cannot fly, hop, or jump.
2. Direct head to head contact is responsible for the majority of cases.
3. Lice live 24-72 hours on combs, brushes, hats, scarves, clothing, etc. Sharing these items is a common path to infestation.
4. Head lice are not necessarily a sign of poor health habits or lack of cleanliness. It can happen to anyone. Persistent itching of the head and back of the neck, infected

scratch marks or a rash on the scalp are indicators. Unlike dandruff flakes or hair spray droplets, nits are difficult to remove. Living on human host, an adult louse may live one to three weeks, and a female can lay eggs several times during this period. Over-the-counter remedies are available at the drug stores or other stores carrying pharmaceutical supplies and do not require a doctor's prescription. An important part of eradication is hot water washing of clothes, towels, bed linens, and other items the child has used in the three days previous to discovery of the condition. Pillows, couch cushions, stuffed toys, etc. should be put in a hot clothes dryer for 30 minutes. Follow the directions closely on shampoo remedy to insure final results.

Students staying in from Recess: If there are serious reasons for not going out to recess, a note signed by a parent should be sent to the student's teacher. A doctor's office note may be requested if the restriction is habitual.

When to Stay Home from School: Whether or not to keep a child home from school isn't always an easy decision. It is obvious that a very ill child does not belong at school, but there are other days when careful consideration must be given. The following list should assist in that decision, **remembering that students must be SYMPTOM-FREE FOR 24 HOURS before returning to school, as per School Board policy.**

Fevers: Children with fevers should not be in school. Remember that all ill children sometimes have normal temperatures in the morning but become feverish by afternoon. A child with a fever the afternoon before a school day should STAY HOME the following day. Return to school is appropriate after 24 hours fever free. Definitions of fever vary, but for school purposes the school health office uses a temperature 100 degrees F or above. On the other hand, some children feel very ill with smaller temperature elevations.

Diarrhea/Vomiting: Children with diarrhea and/or vomiting should STAY HOME for 24 hours after the last episode. If your child vomits or has a loose stool in the night or early morning DO NOT send them to school!

Contagious Diseases: Children with contagious diseases spread by contact, coughing or sneezing should stay home. Examples: influenza, chicken pox, strep throat. A child with strep throat may return to school after 24 hours on antibiotics, IF FEELING BETTER. Sometimes a child seems well enough to return to school in the morning, but by afternoon is not feeling well enough for classroom activities. They may need more time to recover.

Other Conditions: Conditions making children too uncomfortable to participate in class are also reasonable grounds for staying home. Examples: urinary tract infection, painful injuries, nagging coughs, and continuous nasal drainage.

Of course every child with a snuffle cannot miss school, but consideration for other students and staff is expected and appreciated. Children should be reminded to use tissues to cover coughs and sneezes and **especially** to wash hands frequently. Frequent & proper hand-washing helps prevent illness at school and at home. As for whether a child should attend school or stay at home, the basic question to ask is whether or not the child can participate comfortably without interfering with the well being of other students and staff. Any questions may be directed to the School Nurses, Holly Grubbs, Christina Williams, or Cammie Heaton at 544-4376.

Employee Immunity

A school district, and its employees and agents, which authorizes the self-administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The school

district shall provide written notification to the parent or guardian of a student that the school and its employees and agents are not liable for any injury resulting from the self-administration of medication.

Waiver of Liability

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Immunization Requirements for 2019-2020 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school. Please carefully review the requirements below. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child’s immunization status, contact your child’s primary care provider or local health department. **Proof of health assessment and immunizations and must be provided to the school by November 11, 2019, or students will not be allowed to return to school after this date.**

Early Childhood Program operated by a School Ages 4 years and under	
Vaccine	Requirement
DtaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemeophilus influenza type B)	4 doses**
Pprevnar (pneumococcal conjugate)	4 doses**
Kindergarten – Grade 6	
Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses***

MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A - NEW REQUIREMENT (K & 1)	2 doses
Hepatitis B	3 doses

Additional ACIP Recommended Vaccines
◦ Influenza (flu) vaccine annually for everyone 6 mos & older
◦ Meningococcal (meningitis) vaccine at age 11-12 years of age with a booster at 16 years of age
◦ HPV (Human Papillomavirus) vaccine for all at 11-12 years of age
School Entry Physicals
◦ Any new early childhood program or kindergarten student will need a school entry physical completed by a Kansas physician within 12 months prior to the first day of school.
◦ New students under the age of 9 years who are attending a Kansas school for the first time, also require a physical as described above. Documentation of the physical must be provided to the school prior to attending within 60 days of enrollment.

* Varicella (chickenpox) vaccine is not required if child has had chickenpox disease **and** disease is documented by a physician or health dept signature. Without signature, vaccine is required even if you believe your child has had the chickenpox disease.

** Total doses needed is dependent upon age of child when doses were received.

*** All students in grades K-8, all new students and students currently completing the polio series must have 6 months between the last two doses of polio vaccine, and one doses must be after the 4th birthday.

~ All 7th-12th graders are required to have one dose of Tdap regardless of interval since the last dose of DTap (diphtheria/tetanus/pertussis) or Td (tetanus/diphtheria).

RECESS

Recess will be held outside unless it is unusually wet or cold (a temperature including wind chill of 15 degrees or below). As parents, please be aware of climatic expectations when dressing your student for the day.

1. Students will not stand on swings, jungle gym, etc..
2. Students will play soccer on the north field for 1st and the south for 2nd-3rd.
3. Students will not tackle, wrestle, kick or fight.
4. Students will line up immediately when the bell rings.
5. Students are to have permission from a playground supervisor to enter the building or leave the playground.
6. Only one student per swing; jumping from moving swings is not acceptable.

7. Only two students will be allowed on the Teeter-totter.
8. Students should stay out of trees and building entrances.
9. Students should remain seated on the slide, going one at a time.
10. Students should use jump ropes for jumping only.
11. Throwing or kicking balls against the building is prohibited.
12. Students should have permission from a playground supervisor on duty to recover a ball from the street.
13. Students should use the blue monkey bars only for swinging from bar to bar.
14. Students will not throw snow, rocks, or any other inappropriate objects.
15. Students are not permitted to bring skates to school (this includes roller blades and skateboards).
16. Students are not permitted to bring electronic toys to school.

Consequences for Infractions:

- Verbal reprimand
- Redirection – have the child do it the right way
- Have the child stand in place for 30-60 seconds
- Time-out against the wall / isolation
- Have the child stay with the supervisor
- Office referral as needed

Reinforcement Procedures:

1. Friendly interactions from playground supervisors.
2. Visits to particular classrooms from the playground supervisor and the principal to compliment a class in front of the teacher (certificates and awards).

STUDENT SURVEYS
PROTECTION OF STUDENT RIGHTS AMENDMENT / 8 AREAS
20 U.S.C. 1232h 34 CFR Part 98

Inspection of Materials

Subsection A – Schools and contractors must make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate.

Survey Limitations

ED-funded surveys – Schools and contractors must obtain prior written parental consent before minor students are required to participate in a survey that reveals information concerning one or more of eight protected areas of information.

Other-funded surveys – Schools are required to notify parents of students who are scheduled to participate in a survey that concerns one or more of eight protected areas of information and must provide the parent with an opportunity to inspect and review the survey and an opportunity to opt their child out of participating in the survey.

Eight Protected Areas

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PRIMARY SCHOOL GUIDELINES AND DISCIPLINE POLICIES

Responsibility of Discipline: The school and home have a shared responsibility for developing self-discipline in young people. Each student should respect the authority of all staff members, exhibit behavior that does not interfere with the rights of others, and follow school-wide and classroom rules and limits.

Objectives of Discipline:

1. Enhance the environment to promote maximum learning.
2. Develop guidelines for positive and negative behavior.
3. Establish the responsibility of each person for his/her own behavior.
4. Outline the procedures and consequences for not following the guidelines.
5. Communicate with concerned parties.
6. Focus on the behavior not the person.
7. Work for changed behavior and encourage the development of lifetime positive behavior patterns.

Written Plan: All teachers should have a written plan of classroom expectations and consequences posted in their room.

School Rules:

1. Speak and write in a positive, courteous manner.
2. Act in a responsible way that is helpful to others.
3. Respect the school and other people's property.
4. Walk in the hallways.
5. Chewing gum is not permitted
6. Respond to directions given by staff members immediately in a positive way.
7. Keep hands, feet, and all other objects to yourself.

If a student chooses to not follow the above rules these will be the consequences:

First Offense: The supervisor will redirect the student.

Second Offense: The student will be detained or placed in time out for a time determined by the supervisor.

Third Offense: The parent will be contacted by the teacher and the student will serve time out. The incident will be reported by the teacher to administration.

Fourth Offense: The parent will be contacted by the administration and a conference or S.A.T. (Student Assistance Team) meeting will be scheduled with the parent, the child, the child's teacher and the principal. A plan will be devised. Consequences will be determined by the team. The incident will be reported by the teacher to administration.

Office Referral: An office referral form should accompany the student stating the problem and other measures used prior to the referral. The referring person will notify the student's classroom teacher of the child's location. Please use the terms, "Go to the office" not "Go to the principal."

Serious Offenses and Consequences: The following severe offenses will receive the following consequences if referred to the office and may be altered depending on the unique situation of the student. All other offenses sent to the office will be dealt with according to the problem and its severity. In School Suspension will only be used in

severe clauses stated above. A letter will be sent to the parents, as well as telephone contact made in cases of severe discipline.

Please remember that administrators can be used to consult in areas of discipline problems to prevent students being sent to the office on referral. Teachers will be notified of the disciplinary action taken by the administrator the same day the student is referred. When one or the other of the administrators is gone the administrator present will handle the discipline referrals.

- | | |
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| 1. Insubordination or Defiance of Authority | 1-2 days I.S.S. |
| 2. Fighting- physical harm to a person or property - offenses may result in out of school suspension. | 1-3 days I.S.S further |
| 3. Skipping School | Make up time and work missed outside the school day. |
| 4. Profanity, stealing, lying, cheating by a student | 1-2 days I.S.S. |
| 5. Forgery of parents, teacher, etc. names | 1-2 days I.S.S. |
| 6. Physical, verbal and electronic harassment - (bullying, teasing, threats, creation of a hostile environment, unnecessary touching) | 1-2 days I.S.S. |
| 7. Vandalism | 1-2 days I.S.S. |
| 8. Possession of Tobacco, alcohol or drugs of any form by or weapons (or 1-3 days ISS) | Out of School 1-3 Board policy. |
| 9. Tampering or pulling a fire alarm pull station in a O.S.S. plus Law non-emergency situation or other similar public nuisance. Arson or the creation of any other similar act. | 5 days of enforcement |
| 10. Abusive Language | 1-2 days I.S.S. |
| 11. Disorderly Conduct | Community Service |
| 12. Excessive Talking | Community Service |
| 13. Excessive Tardiness (>4) | Community Service |
| 14. Extortion (Money) | 1-2 days I.S.S. |
| 15. Hazing (Forcing Others) | 1-2 days I.S.S. |
| 16. Lack of Class Materials | Community Service |
| 17. Lack of Cooperation | 1-2 days I.S.S. |
| 18. Restless or Inattentive | Community Service |
| 19. Rude or Discourteous | Community Service |
| 20. Mischief | Community Service |

Consequences include: Detention, Community Service, I.S.S., O.S.S., and Saturday School

Student Items not needed in School: Students are not to bring cell phones/smart watches, trading cards, toys, radios, tape players, headsets, or electronics of any kind to school for use anywhere in the building. Skates, skateboards, or rollerblades shall not be worn or brought to school. Gum is not permitted on the campus. Glass containers, knives, nor any object that is liable to cause injury or property damage shall not be brought to school.

Smoking: Smoking by students and or possession of any tobacco product is prohibited by any attendance center, at school sponsored events, or on the school grounds.

School Dress: Shorts, skirts, and dresses are to be finger tip length which means that some material is showing when arms and fingers are at their maximum length. Shirts should cover the student's stomach and should have shoulders straps at least an inch wide. Noise makers, bells and similar items are not to be at school. Clothes that advertise alcohol, tobacco or show vulgar words or scenes are not allowed. To correct the situation the clothing could be worn inside out, or other clothes found in the building could be used. Parents may be notified to bring clothing for a student to change. Wearing washable colored hair-gel is discouraged as it creates a distraction in the learning environment.

HUGOTON INTERMEDIATE SCHOOL DISCIPLINE GUIDELINES AND POLICIES

Students are subject to these discipline guidelines and policies during the school day, at any school activity, or on school district property.

RULES FOR STUDENT BEHAVIOR AS DEFINED BY SCHOOL BOARD POLICY

The Board of Education (BOE) will, to the extent of its legal power, ensure that every student has the opportunity to attend school for an education without fear of harm or injury. The Board will not allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, to interfere with the educational process, or to attempt to close the schools. The BOE recognizes the right of peaceful dissent providing it doesn't infringe upon the right of others.

Disorder or disruption of the school operation will not be tolerated. Persons attempting such action will be held accountable and necessary law enforcement shall be called as the situation warrants.

Conduct: Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school.

School Dress: Shorts, skirts, and dresses are to be finger tip length which means that some material is showing when arms and fingers are at their maximum length. Shirts should cover the student's stomach and should have shoulders straps at least an inch wide. Clothes that advertise alcohol, tobacco or show vulgar words or scenes are not allowed. To correct the situation the clothing could be worn inside out or other clothes found in the building could be used. Parents may be notified to bring clothing for a

student to change. Wearing washable colored hair-gel is discouraged as it creates a distraction in the learning environment.

Disruption of School: Noise makers, bells and similar items are not to be at school. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally to cause the substantial and material disruption or obstruction of any lawful mission, process or function of school. Neither shall he/she engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result.

While this list is not intended to be all-inclusive, the following acts—when done for the purpose of causing a disruption or obstruction of any lawful mission, process or function of the school—illustrate the kinds of offenses encompassed here:

1. Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room.
3. Setting fire to or damaging any school building or property.
4. Firing, displaying or threatening use of firearms, explosives or other weapons on the school premises for any unlawful purpose.
5. Preventing of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus.
6. Preventing students from attending a class or school activity.
7. Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus.
8. Continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct classes.
9. Appearing in the nude on the school grounds, in any attendance center, or at any school-sponsored activity. Policies will be developed to implement the intent of the BOE.

EAGLE Pride Behavior Plan

Hugoton Intermediate School is utilizing a conduct card system for its behavior plan for grades 3-6. This model has been developed by keeping the needs of our students first. The EAGLE Pride Behavior Plan still allows teachers to utilize their own classroom management.

The EAGLE Pride Behavior Plan gives teachers the opportunity to provide immediate feedback for students not following the behavioral expectations of the school. When a teacher signs a student's card, the student has a verbal and visual reminder that the behaviors expressed were inappropriate. The card lets the students know where they stand in relationship to consequences, providing a behavior changing phenomenon for students who might typically push the behavior envelope. The card places the responsibility of positive behavior on the shoulders of the student. Consequences are no longer subjective and students know the expectations for behavior up front.

The EAGLE Pride Behavior plan also allows the school to celebrate the positive behavior success of students. With opportunities for extended freedom, prizes, incentives,

rewards and/or celebrations, students should find themselves motivated by the positive possibilities rather than the negative consequences. Students with four (4) or fewer marks per nine weeks, will be able to celebrate with the opportunities. Students who may have had a troubled past start with a clean slate by receiving a new card each nine weeks and have the same opportunities as any other student in the building.

Positive Behavior Expectations

E--Everyone Has Choices

Includes, but not limited to: Use of Appropriate Language, Appropriate Use of Technology

A--Always Do What's Right

Includes, but not limited to: Be a Good Citizen, Demonstrate Good Manners, Exhibit Behaviors that Lead to Positive Leadership, Demonstrate Responsibility

G--Giving Your Best Effort

Includes, but not limited to: Coming to Class Prepared, Completing and Turning in Assignments, Never Giving Up, Staying on Task, Being on Time for Class

L--Loyal and Honest

Includes, but not limited to: Telling the Truth, Doing Your Own Work, Respecting and Leaving Others' Property Alone

E--Everyone Has Value

Includes, but not limited to: Respecting Every Individual, Standing Up for Others, Follow The Golden Rule, Respect Personal Space

Consequences for EAGLE Pride Behavior Plan:

Some Intermediate grade levels implement Conduct Cards for behaviors that are not as serious and do not substantiate an office referral to see the principal. The grade levels that choose to use their own discipline plan will provide the plan and consequences to the students and parents at the beginning of the year or when new students move into the grade.

Grade levels using Conduct Cards will use the following consequences for cumulative offenses. Note: When students are to serve an after school detention, parents will be contacted prior to the detention being served and permission for the student to stay beyond normal school hours will be given by the parent.

1st Offense: 10 min. detention after school (with teacher); Completed Student Reflection Page sent home attached to the Conduct Card; (Optional: Student and teacher may choose to call the parent.) Signed Conduct Card by the parent will be returned to school the following day.

2nd Offense: 15 min. detention after school (with teacher); Completed Student Reflection Page sent home attached to the Conduct Card; (Optional: Student and teacher may choose to call the parent.) Signed Conduct Card by the parent will be returned to school the following day.

3rd Offense: 20 min. detention after school (with teacher); Completed Student Reflection Page sent home attached to the Conduct Card; (Optional: Student and teacher may choose to call the parent.) Signed Conduct Card by the parent will be returned to school the following day.

4th Offense: 30 min. detention after school (with principal); Student and Principal call parent; Completed Student Reflection Page sent home attached to the Conduct Card; (Optional: Student and teacher may choose to call the parent.) Signed Conduct Card by the parent will be returned to school the following day.

5th Offense: 30 min. detention after school (with principal); Student and Principal call parent; Completed Student Reflection Page sent home attached to the Conduct Card; Signed Conduct Card by the parent will be returned to school the following day. Student will not participate in the 9-weeks Reward Party. On the day of the reward party, the student is expected to be in school to serve community service hours, work on assignments, and complete other assignments related to improving behavior/decisions such as watching appropriate videos and writing reflections.

6th Offense: 30 min. detention after school (with principal); Student and Principal call parent; Completed Student Reflection Page sent home attached to the Conduct Card; Signed Conduct Card by the parent will be returned to school the following day; SAT Meeting with parents and student (mandatory attendance by both) to create a Behavior plan for the remainder of the year. Behavior interventions may include: check in/check out with counselor; community service; counseling meetings with school counselor; ISS; regular meetings with teachers, student & parents; rewarding positive progress; as well as other options to help improve student misbehavior.

Other Disciplinary Procedures: Students who are suspected of being in violation of school rules or regulations may at any time be referred to the school principal. Following an investigation, consequences may be assigned according to the following Other options for disciplinary/corrective action are:

1. Teacher/Student Conference or Detention

A teacher may detain a student:

- A. To make up incomplete work.
- B. To receive personal help.
- C. To serve as a consequence for misconduct in the classroom.
- D. To talk to the student about appropriate behavior.

Detentions will be scheduled by the classroom teacher. Appropriate time shall be given to the student and parent in making arrangements to attend the detention. Failure to attend a scheduled detention will be considered disobedient behavior.

2. Principal Referral / Conference: When a student is referred to the principal for disciplinary action, a principal referral conference will be held. The discipline policy, procedure and infraction will be reviewed with the student at this time, as well as the assignment of any consequence. The student will be given the opportunity to tell his/her side of the incident prior to a signature request from the principal.

3. Probation: A student may be placed on conditional enrollment for a period of time. Students may be allowed to remain in school under special provisions *as determined by the hearing officer.*

4. Intervention Program: Students involved in alcohol or drug related offenses will be referred to an Intervention Program where an individual will receive counseling.

5. ISS (In-School Suspension): The principal may assign students to ISS for one or more days for specified infractions. *No fast food lunches will be permitted.* Students assigned to ISS will not be permitted to leave campus and will not attend or participate in any co-curricular activities on that day. Assignments from teachers will be obtained and the student will be productively busy while in ISS. Each student who receives ISS

detention will receive a minimum of three (3) mandatory counseling sessions with the Intermediate School Counselor within a three-week period following the suspension. Misbehavior in ISS will result in further disciplinary action, which may include suspension.

6. OSS (Out-of-school Suspension) Short-term: Following an administrative conference, a student may be suspended out-of-school (OSS) up to five (5) days, depending on the infraction. While on OSS the student is not allowed on campus or allowed to attend or participate in school activities. In the event a student has been assigned out-of-school suspension, a phone call will be attempted to contact the parent/guardian. In addition, the parent will be notified by letter, which details the reasons for the suspension. A parent conference with the principal may be required before re-admittance of the student to school.

7. OSS (Out-of-School Suspension) Long-term: Following an administrative conference, a student may be suspended out-of-school (OSS) up to 184 days, depending on the infraction. While on OSS the student is not allowed on campus or allowed to attend or participate in school activities. In the event a student has been assigned out-of-school suspension, a phone call will be attempted to contact the parent/guardian. In addition, the parent will be notified by letter, which details the reasons for the suspension. A parent conference with the principal may be required before re-admittance of the student to school.

8. Legal / Law Enforcement Intervention: Depending on the need, appropriate Legal Authorities and/or Law Enforcement may be notified for specific infractions that may be in violation of the criminal code. The school principal reserves the option to press charges.

Due Process: Any student who is involved in disciplinary action is entitled to due process.

- * Student behavior in violation of school rules may be referred to the principal.
- * A record of all referrals will be kept by the principal. The record will specify the violation and will be signed by the person initiating the referral. The student will be informed of the violation(s) and have an opportunity to respond in writing or orally.
- * The principal will then waive or assign the appropriate consequence as established by the discipline policy.
- * In the event that a student feels they have not been dealt with fairly or the proper process has not been followed, they may appeal the decision to the Superintendent. If an appeal is to be made, the student must inform the Superintendent within twenty (20) days of the assignment of the consequence (BOE policy JCE-R).

KANSAS STUDENT SUSPENSION AND EXPULSION LAW

Article 89.-SUSPENSION AND EXPULSION OF PUPILS

72-3901. Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil or student guilty of any of the following:

- a. Willful violation of any published regulation for student conduct adopted or approved by the board of education.
- b. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- c. Conduct which substantially impinges upon or invades the rights of others.
- d. Conduct which has resulted in conviction of the pupil or student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
- e. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

72-8902. Duration of suspension or expulsion; notice and hearing; reports of hearings:

- a. No suspension shall extend beyond the current school semester and no expulsion shall extend beyond the current school year. A suspension may be for a short term not exceeding five (5) school days, or for an extended term exceeding five (5) school days.
- b. Except as authorized in subsection c. below, no suspension for a short term shall be imposed upon a pupil or student without giving such pupil or student notice of the charges against him or her and affording such pupil or student a hearing thereon. Such notice may be oral or written and such hearing may be held immediately thereafter. Such hearing may be conducted informally but shall include the following procedural due process Requirements: 1. The right of the student or pupil to be present at the hearing, and 2. the rights of the student or pupil to be informed of the charges against him or her, and 3. the right of the student or pupil to be informed of the basis for the accusation, and 4. the right of the student or pupil to make statements in defense or mitigation of the charges or accusations.
- c. A short term suspension may be imposed upon a pupil or student forthwith, and without affording such pupil or student or his or her parents or guardians, a hearing thereon if the presence of such pupil or student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. A written notice of any short-term suspension and the reason therefore shall be given to the pupil or student involved and to his or her parents or guardians within twenty-four (24) hours after such suspension has been imposed and in the event the pupil or student has not been afforded a hearing prior to any short term suspension, an informal hearing shall be provided as soon thereafter as practicable but in no event later than seventy-two (72) hours after such short term suspension has been imposed.
- d. No suspension for an extended term and no expulsion shall be imposed upon a pupil or student until an opportunity for a formal hearing on such suspension or expulsion shall be afforded to such pupil or student. In all cases wherein a pupil or student might be suspended for an extended term or might be expelled, he or she shall first be suspended for a short-term. A written notice of any proposal to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the pupil or student proposed to be suspended or expelled and to his or her parents or guardians within seventy-two (72) hours after the pupil or student has had imposed a short term suspension. Any such notice of a proposal to suspend for an extended term or to expel shall state the time, date and place that the pupil or student will be afforded an opportunity for a formal hearing, and such date shall be not later than the last day of the short-term suspension of such pupil or student. Such notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 72-8903.
- e. Upon the conclusion of any formal hearing which results in a suspension for an extended term or an expulsion, the person or committee which conducts such hearing shall make a written report of the findings and results of the hearing. Such report shall be directed to the board of education of the school district and shall be open to the inspection of the pupil or student who is suspended or expelled and if the pupil or student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the pupil or student has attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the pupil or student.
- f. Whenever any such formal hearing results in suspension for an extended term or expulsion, the person or committee conducting such hearing may make a finding that return to classes by such student or pupil, pending any appeal or during the period allowed for notice of appeal, is not reasonably anticipated to cause continuing repeated material disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others, in which case such student or pupil may return to his or her regular classes until the period for filing a notice of appeal has expired with no such notice filed, or until the determination of any such appeal if a notice of appeal is filed. Whenever the person or committee conducting such a hearing fails to make the findings specified in this subsection, the report of the hearing shall provide that the suspension shall continue until appeal therefrom is determined or until the period of suspension or expulsion has expired, whichever is the sooner.
- g. Whenever any written notice is required under this act to be given to parents or guardians of any student or pupil, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the school records of such student or pupil. In lieu of mailing such written notice, the same may be personally delivered.

72-8903. Procedural due process requirements; counsel defined. The formal hearing provide for in K.S.A. 72-8902 shall be conducted in accordance with regulations relating thereto adopted by the board of education. Such regulations shall afford procedural due process, including, but not limited to, the following:

- a. The right of the student or pupil to have counsel of his or her own choice present and to receive the advice of such counsel or other person whom he or she may select.
- b. The right of the parents or guardians of the student or pupil to be present at the hearing.
- c. The right of the student or pupil and his or her counsel or advisor to hear or read a full report of testimony of witnesses against him or her.
- d. The right of the student or pupil and his or her counsel to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
- e. The right of the student or pupil to present his or her own witnesses in person or their testimony by affidavit.
- f. The right of the student or pupil to have an orderly hearing.
- g. The right of the student or pupil to a fair and impartial decision based on substantial evidence.

For the purposes of this act and the act of which this section is a mandatory counsel means any person a student or pupil selects to represent and advise him or her at all proceedings conducted pursuant to the provisions of article 89 of chapter 72 of the Kansas Statutes Annotated.

72-8904. Appeal to the board of education; procedure; record.

a. Written notice of the result of any hearing resulting in a long-term suspension or an expulsion shall be given to the pupil or student suspended or expelled and to his parents or guardians within twenty-four (24) hours after determination thereof. Any pupil or student who has been suspended for an extended term or expelled, or one of his parents or guardians, may appeal such suspension or expulsion to the board of education of the school district by filing a written notice of appeal with the clerk of the board of education not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the board of education, or by a hearing officer appointed by such board, not later than twenty (20) calendar days after such notice of appeal is filed. The pupil or student and his parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules which are consistent with K.S.A. 72-8903. In all expulsion or extended term suspension cases, there shall be made a record of the appeal hearing by mechanical or electronic recording or by an official court reporter, and the costs thereof shall be paid by the school district. The board of education shall render its decision on any such appeal not later than five (5) days after conclusion of the appeal hearing.

b. For the purpose of hearing any appeal under this section, the board of education may appoint one or more hearing officers. Any such hearing officer shall be a member of the board of education or a certified employee of the school district. Any such appointment shall apply to a particular hearing or to a set or class of hearing as specified by the board of education in making such appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, he shall, after the same, prepare a written report thereon to the board of education. After receiving any such report the board of education shall determine the appeal with or without additional hearing. Any appeal determined by the board of education in accordance with this subsection b. shall be valid to the same extent as if the matter were fully heard by the board of education without a hearing officer.

72-8905. Non-application of compulsory attendance law. The provisions of K.S.A. 72-111 shall not apply to any pupil while

subject to suspension or expulsion pursuant to the provisions of this act.

72-8906. Powers and duties of persons conducting hearings; principal witness defined. Any person, hearing officer or any member of a committee or the board of education holding a hearing under article 89 of chapter 72 of the Kansas Statutes Annotated may, and upon the request of any student or pupil for whom any such hearing is held or his or her parent or counsel shall, petition the administrative judge of the judicial district in which the school district is located requesting that the clerk of the district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and the production of books, records, reports, papers and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245. For the purposes of this section principal witness means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

GANG ACTIVITY POLICY

General Information

Gang activity of any kind will not be tolerated within Hugoton Elementary School. The purpose of this policy is to provide for the safety of all students and staff and to maintain effective security within the school buildings and at all school events. A “gang” shall be defined for this policy as any group of two or more persons whose purpose include threats of violence or intimidation, acts of violence, and/or the commission of illegal acts. Hugoton Elementary School may prohibit the wearing apparel, jewelry, accessories, manner of grooming, or behavior which implies membership or affiliation with a gang. If the student’s behavior, dress or other attribute is in violation of these provisions, the principal or any school personnel shall request the student to make the appropriate correction. If a student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary, as defined by Board Policy and Kansas Law.

The type of dress, apparel, accessories, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student shall not:

1. lead school officials to reasonably believe that the behavior, apparel, accessories,

- activities, acts, speech, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/ or educational objectives;
2. present a physical safety hazard to self, student, staff, and other employees;
 3. create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, threat of violence, initiation, and hazing; or
 4. imply gang membership or affiliation by written communication, marks, drawing, painting design or emblem upon any school building, any personal property or on one's person.

Gang activities which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupts the school environment are prohibited. The use of hand signals or graffiti which indicates or implies membership or affiliation with such a group is prohibited.

Dress Guidelines Related to Hugoton Elementary Gang Policy: The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with gangs, are prohibited.

BULLYING POLICY

Bullying is defined as any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

Bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 210 will not tolerate these actions by students or staff. Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. The Hugoton School

District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. Specific acts of bullying may include but are not limited to name calling, teasing, physical abuse (e.g., hitting, pushing, pinching, or kicking), threats, taking of personal possessions, cyber bullying (see reference below), phone messages, forcing others to hand over money, forcing others to do things against one's will, ignoring or leaving others out, attacking others in any way.

Cyber bullying occurs when any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites. School districts also have the legal right to intervene in cyber bullying incidents initiated off-campus, when demonstrated the incident resulted in a substantial disruption of the educational environment. This policy applies to both staff and students. Along with locker searches, students have a limited expectation of privacy of the district's internet system, files and records. This policy will apply, including but not limited to, the following circumstances:

- while in any school building or on any school premises before, during or after school hours;
- while on any bus or other vehicle as part of any school activity;
- while waiting at any bus stop; during any school function, extracurricular activity or other activity or event;
- when subject to the authority of school personnel; and any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

Active or passive support for bullying is prohibited. All school employees are required to report and act upon alleged acts of bullying promptly. Students are encouraged to walk away from observed acts of bullying, constructively attempt to stop them, or report them to the designated authority.

Procedures for Reporting an Act of Bullying:

At the school, the Principal, or designee thereof, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Principal or the principal's designee. Since some acts of bullying may be bias-related acts and potentially hate or bias crimes, school officials must report to law enforcement officials either serious acts or a pattern of acts. The initial report can be oral, but the formal report shall be written and include the written statement of the target individual(s) and the alleged perpetrator(s), and the time, location, and context of the incident including the names and statements of witnesses and/or those involved. Patterns of bullying, if they exist, should be included in the report.

All members of the school community, including students, parents, volunteers, and visitors, are encouraged to officially report, orally, in writing, or anonymously, any act which may be a violation of this policy to the Principal or Principal's designee. All reasonable efforts shall be made to authenticate anonymous reports, but formal disciplinary action requires more than an anonymous report.

School Response to Acts of Bullying:

Some acts of bullying may be isolated incidents requiring only the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of bullying and require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of bullying range from

positive behavioral interventions up to and including suspension or expulsion and will increase accordingly with each repeat occurrence.

The following chart of infractions and consequences is to be used as a guideline and may be altered depending on the unique situation of the student or circumstance.

Notice of nondiscrimination

The Hugoton Public Schools does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, section 504, Americans with Disabilities Act, and Age Discrimination Act may contact the superintendent, the school district's Section 504 coordinator, 205 E. 6th, Hugoton, KS 67951, 620-544-4397.

INFRACTIONS			Teacher Intervention	Admin / Parent Conference	Community Service	After-School Detention (ASD)	I-S-S		O-S-S Short-term	O-S-S Long-term	Expulsion	Legal / Law Enforcement Intervention
							1 Day	2 Days				
1. DEFIANCE	A	of responsibility	1	2		1,2	3					
	B	of assigned detention	1	2		1	2					
	C	of authority					1	2	3			
	D	verbal				1	(1)	2(2)				
	E	symbolic					1	2	3			
	F	of authority with physical assault								5 days with recommendation for Long-term Susp or Expulsion		
2. CHEATING		cheating, plagiarism				1	(1)2	(2)				
3. FORGERY	A	notes/excuses					1	2				
	B	school documents							5 days with recommendation for Long-term Susp or Expulsion			
4. LYING		Lying, Concealing Information	1	1		2	3					
5. CONTRABAND		Contraband	1	(1)			2	3				
6. PUBLIC DISPLAY OF AFFECTION				1			2	3				
7. DRESS CODE VIOLATIONS			Change of clothes +			1	2	3				
8. INAPPROPRIATE LANGUAGE	A	Profanity	1	(1)		(1)2	(2)3	(3)				
	B	Arguing	1	(1)		2	(2)	3				
	C	Arguing w/ limited physical contact					1		2			
	D	Provocation w/ physical contact	1: 3 Days ISS; 2: 3 days OSS;									1, 2
9. WEAPONS	A	Possession						1*	2* (2 days)			
	B	Use of	5 days OSS w ith recommendation for Long-term Susp or Expulsion PLUS Law enforcement intervention									
10. FIREARMS / EXPLOSIVE DEVICES		Possession or use of	5 days OSS w ith recommendation for Long-term Susp or Expulsion PLUS Law enforcement intervention									
11. FIGHTING		Inclusive behaviors					1		(1) 2	(2)	3	2+
12. EXTORTION							1	2				
13. VANDALISM	A	Defacing or damaging					1*		2* (2 days)			1,2
	B	Destruction						1*	2* (5 days)			1,2
	C	Theft						1	2			1, 2
14. EDUCATIONAL DISRUPTION			5 days OSS w ith recommendation for Long-term Susp or Expulsion PLUS Law enforcement intervention									
15. TARDY / TRUANCY	A	Tardies		1	2	3, 4			5+			
	B	Excessive Absences		1			2	3				4
	C	Truancy					1	2				2+
16. MISCHIEVOUS BEHAVIOR		Inclusive behaviors	1	2		1(2)	2 (3)					
17. TOBACCO		Possession / Use					1		2+			2+
18. Physical, verbal and electronic harassment -		bullying, teasing, threats, creation of a hostile environment, unnecessary touching					1	2	3+			
19. GUM, CANDY, 'SEEDS' ETC		Inclusive behaviors	1	2+	2+		3+					
20. ALCOHOL, INHALANTS, DRUGS, PARAPHERNALIA		Inclusive behaviors	See DEFINITION OF INFRACTIONS									
21. INAPPROPRIATE COMPUTER USE		Inclusive behaviors	1X= 5 days privilege suspension + 1 day ISS; 2X= 10 days privilege suspension + 1 day ISS; 3X= privilege suspension remainder of year + OSS									
22. CONTRABAND ITEMS			Immediate confiscation with consequence to be determined									

#20: 1X= 5 days OSS +Susp from all school activities + referral to proper legal authorities; 2X= 5 days OSS with recommendation for Long-term Susp + of not less than one semester or four months + referral to proper legal authorities