

Washington County Elementary School

Student & Parent Handbook Grades K - 6

2023-2024

Mrs. Amy Hoover, Principal



Washington Elementary
114 North E. Street
Washington, KS 66968
1 (785) 325-2261 x 2
1(888) 325-2503 x 2

TABLE OF CONTENTS

Washington County Elementary School	3
Mission Statement	
Introduction	
2022-2023 Theme	
Principal's Welcome	
Section A - School Success	4-5
1. Attendance, Absences (Excused/Unexcused)	
2. Personal Appearance	
3. Make-up Homework from Absence	
4. Grading Scale	
Section B - Instructional Program	6
1. Report Cards and Access to PowerSchool	
2. Parent-Teacher Conferences	
3. Standardized Tests	
4. Library	
5. Field/Educational Trips	
6. Physical Education	
7. Music	
8. Textbook Rental	
Section C - General Guidelines and School Procedures	7-11
1. School Closings	
2. Arrival and Dismissal	
3. Bus Safety Rules	
4. Picking Up/Dropping Off Students During School Hours	
5. Telephone Usage	
6. Pictures	
7. Official Student Names	
8. Care of School Property	
9. Non-Custodial Parents	
10. School Breakfast, Lunch, and Milk	
11. Inappropriate Items	
12. Pets	
13. Fire/Tornado Drills	
14. Classroom Visitation	
15. Lockers	
16. Internet Guidelines/Rules	
17. Electronic Communication Devices-ECD (Cell phones, Smart Watches, Etc)	
Section D - Programs and Special Days	11-12
1. Classroom Parties	
2. Birthdays	
3. Special Dress Days	

Section E - Student Behavior and Discipline	12-19
1. WCES Student Code of Conduct	
2. Bullying Policy	
Section F - Health	19-22
1. Illness	
2. Immunizations	
3. Vision/Hearing/Dental Screens	
4. Medication	
5. Head Lice	
Section G - Board Policy	22
6. Additional Information	

**MISSION STATEMENT FOR
WASHINGTON COUNTY ELEMENTARY SCHOOLS**

The mission of Washington County Elementary is to provide all students a safe, positive, and helpful learning climate. Within this climate we will teach essential basic and critical thinking skills and provide instruction in developing social emotional competence for using these skills effectively in our world.

INTRODUCTION

Washington County School is the name of U.S.D. #108. It consists of Washington Elementary and Washington County Jr. High / High School. It is the purpose of the school to prepare the students of the district for the role in life they will assume after completing the 13 years in Washington County Schools.

USD 108 THEME

Be Tiger Strong

PRINCIPAL'S WELCOME

Welcome to the 2023-2024 school year! I look forward to working with each family to make your child's school experience positive and academically engaging.

Teamwork (1st Quarter)

Integrity (2nd Quarter)

Grit (3rd Quarter)

Empathy (4th Quarter)

Reflect and Repeat (Continual)



Section A - School Success

1. Attendance, Absences (Excused/Unexcused)

In an effort to ensure students are in school at least 90% of the time, the following is the WCES/WCJHHS attendance policy.

Students are allowed up to 15 days of absences for the entire school year. Any absences beyond 15 days will result in days being made up at the beginning of summer break. Students missing over 20 days of school will be considered truant. If days are not made up by the designated date, the student will be considered truant and not in good standing, which could result in the repeating of a class or grade. Days being made up will be the same time as regular school hours (7:55 AM - 3:12 PM).

Parents/guardians will be notified via a mailed letter when their child reaches 7 absences. When a student reaches 12 days of absences, a meeting will be held between the principal, counselor, student, and parent/guardian.

Extenuating circumstances do happen, we will evaluate those on a case by case basis.

For elementary students, rewards will be given each nine weeks for good attendance.

For JHHS, if the student has missed less than 5 days in the first semester the student will get out a day early at the end of the first semester. If the required 1116 hours are met and less than 10 days are missed for the year, the student will get out a day early at the end of the second semester. (These days will not count towards the 15 days.)

The unexcused absence policy remains in effect for truancy:

In compliance with Kansas statutes KSA 72-3120 and KSA 72-3121, students who accumulate THREE consecutive unverified absences, FIVE unverified absences in a semester, and SEVEN unverified absences in a school year and/or SEVEN unexcused tardies are to be reported to the county attorney for truancy. In such occurrences, the school administrator will personally contact the parent.

*Whenever a child is required by law to attend school and such a child is not enrolled in school, such child is truant.

The following constitute excused absences (both excused and unexcused count towards total of 15 absences):

1. Illness (A written excuse from a doctor is required for three (3) consecutive days absent or any absences beyond a total of five (5) days in a semester. Exceptions will be determined by the principal in consultation with the nurse.)
2. Funeral
3. Medical, eye, and dental appointments (doctor note upon return to school required)
4. Obligatory religious observances
5. Absences prearranged and approved by the principal
6. Other reasons, which in the judgment of the principal, are reasonable and necessary.
7. A student is counted absent if he or she is in the nurse's office more than two hours.

Absences for school-sponsored events and activities **WILL NOT** be counted towards the 15 days when the student is under the direct supervision of a school staff member (field trips, athletic events, music events, academic competitions, club-organization events).

2. Personal Appearance

We encourage the neat appearance of all students. This is a minimum code and personnel responsible for the various activities may establish more stringent codes. All students must wear shoes to school. Hats must not be worn in the building (this includes both male and female students). Final determination of acceptable dress and grooming rests with the principal or his/her designee.

3. Make-up Homework from Absence

If you know your child will be gone from school, please let the school and teacher know so homework can be given before the absence. When a student misses school, the student is expected to make up the work in a reasonable amount of time.

4. Grading Scale

Standards Based - Our school is transitioning to using standards based grading. This year you will see English Language Arts, Math, Music, and PE converted to standards based grading. Our school will continue to work on getting all subjects converted to standards based grading over the next few years.

4	Exemplary	Student demonstrates an in-depth understanding of grade level concepts, skills and processes taught in this reporting period and exceeds the required performance.
3	Proficient	Student consistently demonstrates an understanding of grade level concepts, skills and processes taught in this reporting period.
2	Developing	Student does not consistently demonstrate an understanding of grade level concepts, skills, and processes taught in this reporting period.
1	Emerging	Student does not yet demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period

Section B - Instructional Program

1. Report Cards and Access to PowerSchool

Report cards will be given to students (K-6) following the end of each 9-week period or mailed to the home address during the next week.. Parents/guardians can access child(ren)'s grades via PowerSchool, an online grading system. Contact the office to get login information for PowerSchool.

2. Parent-Teacher Conferences

Parent-Teacher conferences are held in the fall after the first quarter and in the spring after the third quarter. Additional conferences regarding your child may be needed and/or requested by the parent/guardian and/or the teacher.

3. Standardized Tests

Our school participates in FastBridge testing for grades Kindergarten through 6th. Third through sixth grades also take the state assessments.

4. Library

Elementary students will enjoy the use of the school library during weekly library classes. During these classes, students are allowed to check out books at their reading level. Each student is allowed to have two books at their level checked out at one time. Library class will also consist of teaching library skills and doing author studies. Students will also have other opportunities to check out library books besides library class time. It is important for students to check books into the library in a timely manner so other students can enjoy the books.

Building a library with books students enjoy takes time and money. Replacing books is expensive. The student has the responsibility for the care of checked out library books. **If a student loses or damages a library book, parents will need to pay USD 108 the replacement cost for lost or damaged library books.**

5. Field/Educational Trips

All class parties and field trips must have the approval of the principal. Each student must secure written permission from his parents to go on field trips that take a majority of the day and/or are out of Washington County lines. Parents will be made aware of all trips outside of school if permission is not required. The student must be in good standing both academically and discipline wise to participate in any field trips, Tiger Relays, and other special events.

6. Physical Education

Every student receives 30 minutes of PE everyday. Students are required to have tennis shoes to leave at school for PE. They do not have to be new. They just need to be clean and fit comfortably.

7. Music

Kindergarten through 4th grade receives 30 minutes of music instruction every day. The 5th and 6th grade students receive 30 minutes of band/music instruction every day.

8. Textbook Rental/Technology Fee

The district has the option to place a monetary fee program in place each year and will determine what that cost may be.

Section C - General Guidelines and School Procedures

1. School Closings

During inclement weather or other unforeseen events, the school reach calling system will be placed in action and Facebook will share a post if school is canceled or closed during the school day. Be sure the elementary office has a current phone number where you may be reached. **The school reach calling system and Facebook will be the primary methods of communication.**

2. Arrival and Dismissal

All students are to be dropped off at the west doors. Students are not to arrive before 7:30 a.m. Students are not supervised until 7:40 a.m. DO NOT drop students off at the south parking lot close to the playground. Students can be picked up at the end of the day outside the front doors. **If your child is eating breakfast, we encourage your child to be at school no later than 7:45 a.m. The school day officially starts at 7:55 a.m.**

3. Bus Safety Rules

School buses will unload and load on the east side of the High School building. Students riding the bus are expected to follow the bus rules. Students can lose bus privileges for continued rule infractions.

- a. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and quietly.
- b. The driver may assign a seat to each student. 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 so long as the bus is not in motion.
- c. 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.
- d. 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. The students should wait in an orderly manner and never push a fellow student.
- e. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his/her hands. No singing or cheering will be permitted on the buses.
- f. Outside of ordinary conversation, classroom conduct is to be observed.
- g. 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.
- h. Pupils must not at any time extend arms or head out of the bus windows.
- i. Pupils must not try to get on or off the bus or move within the bus while it is in motion.
- j. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
- k. Any damage to the bus is to be reported at once to the driver.
- l. Students are not allowed to take pets on the bus.
- m. Students are not allowed to carry glass containers or other dangerous materials (i.e. fireworks) on the bus.
- n. All students shall notify the driver if they are not riding the bus by informing the students at the preceding stop or telephoning the bus barn.
- o. Students riding the bus from designated pick up locations to Washington are not to arrive at the location more than five minutes before the yearly scheduled departure time.
- p. Students are not to eat food or drink liquid on the school bus unless permission is given by the sponsor and bus driver. Permission will be given on long trips.

- q. 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.
- r. Students who do not comply with the bus rules may be denied the right to ride the school bus to and from school, in accordance with Kansas law.
- s. The bus is deemed an extension of the school, and students failing to follow school policies or rules while on the bus or at the bus stop shall be subject to disciplinary action up to and including suspension and/or expulsion from school.

4. Picking Up/Dropping Off Students During School Hours

If it is necessary to pick up your child during school hours for a dental appointment, doctor appointment, etc., please call the office ahead of time or send a note and **stop at the office** to get your child. When dropping your child off during school hours, **please come to the office to check your child into school.**

5. Telephone Usage

Students will not be called from classes to answer the telephone except in emergencies. Keep the phone calls to a minimum because the phones are business phones. Students wishing to make calls must first receive permission from their teacher or principal. **All plans concerning after school activities should be made by the child and parents before coming to school.**

6. Pictures

Individual pictures are taken in the fall. Grade level group pictures are taken in the spring. Pictures are purchased through the company doing the pictures.

7. Official Student Names

The student's legal name is used on student records at school. This name includes first name, middle initial, and legal last name. Every attempt is made by the school staff to address students by the name they so desire.

8. Care of School Property

Cleanliness of the buildings and grounds is the responsibility of all who are associated with the school. Carelessness and indifference results in poor appearance and causes extra work for the custodians. Students are expected to take care of textbooks, desks, and other school property. Any textbooks, library books, or other school property, which may be assigned to a student is their responsibility. If any school property is lost, damaged, or destroyed, a replacement cost will be assessed to the student and their parents.

9. Non-Custodial Parents

Upon request, a copy of a child's grade card will be mailed automatically to a non-custodial parent as soon as possible after each nine weeks grading period if a mailing address is available.

10. School Breakfast, Lunch, and Milk

The school lunch program is operated to provide nourishing meals for students at a very low cost. Students are asked to be considerate of the facts that food preferences vary; and that the kitchen staff is under very strict state and federal mandates. If your child has any food allergies, please contact the nurse to get required documentation in order to modify your child's meal. All students bringing sack lunches must eat them in the lunchroom with the other students. Free or reduced school meal prices are available to those who qualify. Please contact the District Office at 785-325-2261 ext. 3 for more information.

A breakfast program is provided for students shortly after the school year begins. Breakfast is served from 7:35-7:55 a.m. for students wishing to participate in the program. The cost for breakfast is added to the student's lunch program fees.

An optional milk program is also available to the K-2nd grade students. This program gives students the opportunity to purchase additional cartons of white milk only to drink in the morning or afternoon sessions as designated by the instructor. The cost for the milk program goes through the student's lunch account program under the heading of breakfast/a la carte/milk. **Students must have money in their account in order to purchase milk.**

**If the school has enough extra milk because students do not want their milk at lunch and/or breakfast, this milk will be given to the optional milk program and the student's lunch account will not be charged for the optional milk.*

Students' meal accounts must maintain a positive balance. If a student's meal account balance becomes negative, he/she may charge no more than 10 additional meals. Charging of extra milk or additional entrée items to this account will not be permitted. If payment of the negative balance is not made, a written warning will be mailed to the student's home address, stating that the student will no longer be able to charge meals, until the meal account balance is positive. If, after five working days of the letter being mailed, a payment has not been received, the account will be given to the superintendent's office for collection procedures.

A student's lunch account status can be checked via PowerSchool Parent Login in your web browser, or PowerSchool app. The school secretary of your student's school can provide assistance.

Birthday Lunches: On the first Wednesday of each month K-6 students with birthdays in that month will have the opportunity to eat lunch at a special table. Parents or a special guest can attend the birthday lunch with their child. Parents or special guests attending will need to call the elementary office by 8:30 a.m. to secure a lunch. Guest lunches will need to be purchased at the adult rate. *June birthdays will be recognized during December. July birthdays will be recognized during January. August birthdays will be recognized during February.*

11. Inappropriate Items

Students are not to bring play items to school except by special permission given by the teacher. This includes such items as balls, bats, play cars, jump ropes, plastic toys, etc. If these items are brought, they may be taken by the teacher. Toy weapons are never allowed at school.

12. Pets

The school requests that no animals, other than approved service animals, or pets be brought to the school because of health and safety reasons for all students.

13. Fire/Tornado/Crisis Drills

Fire drills and tornado drills are required to be held at various intervals throughout the school year. Plans are arranged and practices held so that the students have a definite procedure for leaving each room in the event of an emergency. During the drills, leaving the room and building in an orderly manner is more important than speed.

14. Classroom Visitation

Parents are invited and encouraged to visit the classroom. Contact the teacher prior to your visit to get an indication of the child's school schedule so you can plan your time accordingly. If you are wanting to visit the classroom for an extended period of time (more than 1 hour) please contact the principal. Upon arriving at the elementary school, please stop by the office before proceeding to the classroom. If you have questions or concerns, which you would like to discuss with the teachers, please make an appointment for a conference outside the regular school day.

Students are not allowed to bring friends or relatives to visit the school for the entire day. They are welcome to eat lunch with the students during their lunch period, but not to spend the entire day at school.

15. Lockers

Students are cautioned against leaving money or valuables in unlocked areas. If money or valuables must be brought to school, keep them on your person or request that they be placed in the office safe. The school is not responsible for lost or stolen articles.

16. Internet Guidelines/Rules

Use of computers may provide great education benefits to students. Unfortunately, however, some material accessible via the internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the computer network and internet are given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians are required to read, accept, and sign an agreement, which has the following information, before having access to technology at school.

Internet Filters

Technology protection measures (or "Internet Filters") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information.

Blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. Any changes to protection measures must be approved by the building Administrator as well as the Technology staff.

Inappropriate Network Usage

Steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Social Networks

Access to any type of Social Networking (i.e. chat rooms, internet forums, or sites such as Facebook or Twitter) will be restricted. Any use of this technology by minors will be prevented unless deemed absolutely necessary by the classroom teacher and approved by the building Administrator and the Technology staff.

Rules for acceptable computer and on-line behavior:

- a. Students are responsible for good behavior on the computer and internet just as they are in a school building. General school rules for behavior and communications apply.
- b. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
- c. The following are not permitted:
 - * Sending or displaying offensive messages or pictures.
 - * Using obscene language.
 - * Harassing, insulting, or attacking others.
 - * Damaging computers, computer systems, or computer networks.
 - * Violating copyright laws.
 - * Using another's password.
 - * Trespassing in another's folders, work, or files.
 - * Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals.
 - * Employing the network for commercial purposes.
 - * Revealing the personal password, address or phone number of yourself or any other person without permission from your teacher.
 - * Playing computer games or playing music videos without teacher permission.
- d. Violations may result in a loss of access as well as other disciplinary or legal action.
- e. Any damage to equipment beyond normal wear may result in a monetary fine to recover the district's expenses.

17. Electronic Communication Devices-ECD (Cell phones, Smart Watches, Etc)

When Electronic Communication Device- (ECD) are in the building during the school day they must remain in the student's locker and be silent. ECDs in the possession of students during the school day will be confiscated and taken to the office. For the first offense, the student may pick up their ECD in the office at the end of the school day. On the second offense, the student's parent may pick the ECD up in the office at the end of the school day. For subsequent offenses, the student will be assigned a corrective measure such as detention, withdrawal of privileges, etc.

ECD use is acceptable after school. WCES recognizes the academic benefits ECDs may offer. Teachers may allow the academic use of ECDs during their class with the prior approval of the building administrator. Also, teachers may allow use of ECDs for rewards with building administrator approval..

Students may not take pictures of others, unless for a school project, with their ECD. Student use of an ECD which results in bullying or exclusion of other students will result in additional consequences on the student behavior and discipline matrix.

Section D - Programs and Special Days

1. Classroom Parties

WCES holds three opportunities for classroom parties: Halloween, Valentine's Day, and Easter. The Halloween parade starts at 2:15 p.m. and is followed by the classroom party. The Valentine's Day and Easter parties start at 2:40 p.m. Each family has the opportunity to help with a classroom party by signing up at enrollment. Because of the number of food allergies and medical conditions, please contact the teacher to ask about an appropriate snack for the party.

On Valentine’s Day and other holidays Washington County Elementary School will not accept any deliveries of balloons, flowers, candy, etc. for students. These items may be purchased from high school fundraisers but must be taken home to be given to your student.

2. Birthdays

Some parents bring treats to school in celebration of their child’s birthday. The school does not require this but does allow it. If treats are being planned for a student’s birthday, the teacher must be contacted in advance and given the opportunity to choose the time when the distribution of treats best fits into the day’s activities. Summer birthdays may also be celebrated during the school year. Most students like to celebrate on their half birthday. Contact the teacher for a date that could be used to celebrate your child’s birthday.

Invitations to private parties will not be distributed at school unless the whole class is invited. Gifts, balloons, flowers, and candy for birthdays will be distributed during the last hour of the day.

3. Special Dress Days

On special days throughout the year our students and staff are allowed to dress according to a theme for that day. These days could include, but are not limited to, Stand Up to Bullying Week, Dr. Seuss Week, and Halloween. When dressing for these days, the school will not allow any toy weapons to be brought to school.

Section E - Student Behavior and Discipline

1. WCES Student Code of Conduct

Students may be assigned to after school detention for academic or disciplinary reasons. Students riding buses must be given a one day notice for parents to make arrangements in picking up the students.

Category 1	Violation Consequence Range of Action
Academic Dishonesty Plagiarism Cheating Forgery Bus/Transportation Misconduct (Includes All Pick-Up/Drop-Off Areas) Disrespectful Conduct/Speech Disruptive Conduct/Speech Dress Code Electronic Devices (All) Excessive Tardies Gambling Lack of Academic Effort	1st Violation Principal-Student Conference; Student-Administrator Conference with Parent Contact; Before or After School Detentions; 1-3 Days of In-School Suspension (ISS); Electronic Device Confiscation – Device is returned to student/parent at end of day; 2nd Violation Student-Administrator Conference with Parent Contact; 1-3 Days of In-School Suspension (ISS) or 1-3 Days Out-Of-School Suspension (OSS); Electronic Device Confiscation and returned to parent at end of day; 3rd Violation Student-Administrator-Parent Conference; 3-5 Days of In-School Suspension (ISS) or 3-5 Days of Out-Of-School Suspension (OSS); Electronic Device Confiscation – Device is returned to student/parent at end of day;

<p>Out of Assigned Area</p> <p>Physical Aggression /Horseplay</p> <p>Selling Items for Personal Profit</p>	<p>4th Violation</p> <p>Student-Administrator-parent Conference; 5-10 Days of In-School Suspension (ISS) of Out-Of-School Suspension (OSS); Electronic Device Confiscation – Device is returned to student/parent at end of day.</p>
--	--

Category II Offenses	Violation Consequence Range of Action
<p>Insubordination</p> <p>Profanity/Obscene Behavior Toward Peers</p> <p>Profanity /Obscene Behavior Toward Faculty/Staff</p> <p>Theft</p> <p>Tobacco Products / Use or Possession</p> <p>Trespassing / Unauthorized Entrance</p> <p>Vandalism</p>	<p>1st Violation</p> <p>Student-Administrator Conference with Parent Contact; Before or After School Detentions; 1-3 Days of In-School Suspension (ISS); 1-3 Days of Out-Of-School Suspension (OSS); Return and/or restitution for property; Possible Law Enforcement Contact</p> <p>2nd Violation</p> <p>Student-Administrator Conference with Parent Contact; Before or After School Detentions;3-5 Days of In-School Suspension (ISS); 3-5 Days of Out-Of-School Suspension (OSS); Return and/or restitution for property; Possible Law Enforcement Contact</p> <p>3rd Violation</p> <p>Student-Administrator Conference with Parent Contact; Before or After School Detentions;5-10 Days of In-School Suspension (ISS); 5-10 Days of Out-Of-School Suspension (OSS); Return and/or restitution for property; Law Enforcement Contacted</p> <p><i>Serious or repeated violations of Category II offenses may become grounds for administrative recommendation for Long-Term Expulsion.</i></p> <p><i>Truancy Violations that exceed the USD 108 Policy will be handled as both a Category II Offense and submitted to the appropriate legal authorities when necessary.</i></p>

Category III Offenses	Violation Consequence Range of Action
<p>Extortion</p> <p>False Alarms</p> <p>Fighting</p> <p>Incendiary Devices/Fireworks</p> <p>Threats or Verbal Assaults</p>	<p>1st Violation</p> <p>Student-Administrator Conference with Parent Contact; 3-5 Days of In-School Suspension (ISS); 3-5 Days of Out-Of-School Suspension (OSS); Possible Law Enforcement Contact</p> <p>2nd Violation</p> <p>Student-Administrator Conference with Parent Contact; 5-10 Days of In-School Suspension (ISS); 5-10 Days of Out-Of-School Suspension (OSS);</p>

	<p>Possible Law Enforcement Contact</p> <p>3rd Violation Student-Administrator Conference with Parent Contact; 10 Days of Out-Of-School Suspension (OSS); Possible Recommendation for 180 Day Expulsion; Law Enforcement Contacted</p> <p><i>Serious or repeated violations of Category III offenses may become grounds for administrative recommendation for Long-Term Expulsion.</i></p>
--	--

Category IV Offenses	Violation Consequence Range of Action
Assault Arson Bomb Threat Bullying Cyberbullying Exclusion Harassment Hazing Possession/Use of Alcohol Possession/Use of Controlled Drugs Possession of Paraphernalia Sexual Harassment Sexting/Possession of Sexually Explicit, Vulgar or Violent Material Sexual Activity – Inappropriately Associated with School	<p>1st Violation Student-Administrator-Parent Conferences; 1-10 Days of Out-Of-School Suspensions (OSS); Possible Recommendation for 180 Day Expulsion; Law Enforcement Contacted</p> <p>2nd Violation Student-Administrator-Parent Conferences; 10 Days of Out-Of-School Suspensions (OSS); Recommendation for 180 Day Expulsion; Law Enforcement Contacted</p> <p>3rd Violation Initiation of recommendation of legal action and immediate long term expulsion.</p> <p><i>Serious or repeated violations of Category IV offenses may become grounds for administrative recommendation for Long-Term Expulsion.</i></p>

Category V Offenses	Violation Consequence Range of Action
Distribution or Intent to Distribute Alcohol or Controlled Drugs Possession or Use of Ammunition or a Component of a Weapon Possession/Brandishing/Use of a Firearm, or Weapon Possession	<p><i>The USD 108 School District Shall cooperate fully and share all information with legal authorities if a student commits an act that would be a felony if committed by an adult, or any act of violence.</i></p> <p><i>All Violations: Expulsion for not less than one (1) year expulsion. The superintendent may modify the suspension on a case-by-case basis.</i></p>

--	--

2. *Bullying Policy*

I. Purpose

Washington County Elementary School is committed to providing a school climate with optimal learning conditions where all students and school personnel are safe and treated with respect. To meet these standards, bullying, harassment and intimidation of any kind are prohibited and violate this school bullying policy.

II. Definition of Bullying & Harassment

A. Definitions

Bullying is unwanted, aggressive behavior that may occur in person or electronically and involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. Individuals who engage in bullying others intend to cause harm or distress on the targeted person(s). Individuals who are targeted by bullying may experience harm and distress, including impact on physical, psychological, social or educational harm.

To be considered bullying, the behavior must be aggressive and include:

- **An imbalance of power:** Individuals who bully use their power—such as physical strength, access to embarrassing information, age, position within the school or popularity—to control or harm others. Power imbalances can change over time and can vary depending on the situation, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

The difference between bullying and harassment:

Although bullying and harassment overlap at times, not all bullying is harassment and not all harassment is bullying. Harassment is also prohibited under this policy.

- **Harassment** is unwelcome conduct based on a protected class (i.e. race, color, national origin, gender, age, disability, religion, sexual identification) that creates a hostile environment. It does not need to include intent to harm, be directed at a specific target or involve repeated incidents.
- **Sexual harassment** is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature.

A bullying or harassment incident can involve multiple individuals who are bullied and multiple individuals who bully.

The difference between bullying and peer conflict:

Bullying is not the same as peer conflict. Conflict resolution and peer mediation may be appropriate for responding to peer conflict, but not to bullying. This school/district bullying policy does not cover peer conflict.

- **Peer conflict** is an incident in which individuals with no perceived power imbalance fight, argue or disagree.

B. Statement of Scope

This prohibition of bullying and harassment applies to behavior that occurs:

- ***On school grounds:*** Immediately before or after school hours, during school hours or at any other time
- ***At a school-sponsored activity, function or event:*** On or off school grounds
- ***At school-related locations and events:*** This includes but is not limited to bus stops and property adjacent to school grounds
- ***On school-associated transportation and when traveling:*** To or from school or a school activity, function or event
- ***Through school-owned technology or equipment:*** During use on or off school grounds
- ***On or off school grounds:*** When the behavior has caused significant disruption to the learning environment or interfered with a student's ability to learn

C. Prohibited Behavior

Any form of bullying and harassment, regardless of severity, is unacceptable and will be taken seriously by school personnel, students, and families. Types of bullying may overlap and bullying behaviors may fall into one or more categories. The following behaviors are strictly prohibited under this policy:

- **Physical bullying:** Involves hurting a person's body or possessions and may include hitting, kicking, pinching, tripping, pushing, spitting, taking or breaking someone's things, or making mean or rude hand gestures.
- **Verbal bullying:** Involves saying or writing mean things that may cause emotional harm and may include teasing, name-calling, making inappropriate comments about someone, taunting, mocking someone, using put-downs or threatening to cause harm.
- **Relational (social) bullying:** This is sometimes referred to as social bullying and involves hurting someone's reputation or relationships and may include leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone on purpose, making others feel "invisible."
- **Cyberbullying:** Involves aggressive behavior using electronic devices and may include circulating electronic images or videos, insulting text messages, bullying through online games, or bullying through social media.
- **Harassment:** Includes any of the above behaviors based on race, color, national origin, gender, age, disability, religion or sexual identification.
- **Sexual Harassment:** Includes unwelcome sexual advances or comments, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature.

Any type of retaliation, including against individuals who report bullying, is also prohibited.

D. Examples of Protected Groups

Prohibition of behavior under this policy includes but is not limited to bullying behavior by any student, staff member or parent to any student, staff member, or parent. Bullying and harassment motivated by race, gender, social status, religious beliefs, mental/physical ability, sexual or gender identity and/or other relevant characteristics is strictly prohibited. All students, staff, and parents are protected under this policy, regardless of whether they are represented in the protected groups, as not all acts of bullying are based on specific characteristics.

III. Reporting

Washington County Elementary School and USD 108 expect that any individual who believes he/she has been the target of bullying or harassment submit a report of the bullying incident. This is also expected of any person in the school community who sees or receives notice that an individual has been or may be targeted by bullying or harassment. All staff members are expected to intervene when witnessing or receiving reports of bullying and harassment.

Reports may be made by contacting with the school principal. Students, parents, close adult relatives or staff members may submit a bullying and/or harassment reporting form. Students may ask for help from a staff member to complete the form if the student wishes. Forms may be filed anonymously, confidentially or the individual may choose to be identified.

The school will provide protection from retaliation for all individuals who submit reports of bullying or harassment behavior, whether or not they are the target of the behavior.

The principal is responsible for receiving reports of bullying and harassment submitted to the school and filing a written report. If the reported incident is in violation of civil law (i.e. sexual battery or a hate crime), The principal is responsible for reporting the incident to law enforcement.

IV. Written Records

All reports of bullying and harassment will be documented on a bullying and harassment incident reporting form and submitted to the principal and recorded in a database for data collection and storage. Documentation will be maintained for reports, investigations, follow-up, resolution and communication between the school/district and involved parties. This data will be used to identify patterns of bullying behavior, to evaluate effectiveness of prevention programming and the response procedure, and for behavior reports to the school district. The principal is responsible for coordinating written records of bullying and harassment.

V. Investigating

The principal will conduct a prompt, thorough and impartial investigation of all reports of bullying and harassment using the bullying and harassment incident investigation form within three school days after the report to ensure the safety of all students involved. Any individuals who were bullied, individuals who bullied and bystanders will be separated and asked to provide information about the incident. The investigation will also include a review of any previous complaints involving either the individual(s) who was (were) bullied or the individual(s) who bullied. The investigation procedure will vary depending on the nature of the reported incidence. The findings from the investigation will be used by school administrators to determine the appropriate response procedure.

During the investigation process, Washington County Elementary School will take measures to ensure that no further bullying or harassment occurs between the individual(s) who was (were) bullied and the individual(s) who bullied. If necessary, the school will put in place a student safety plan for the involved individuals. The plan may include changing the seating of the individual(s) who bullied in class, at lunch or on the bus, identifying a staff member who will act as a safe person for the individual(s) who was (were) bullied, and/or altering the schedule of the individual(s) who bullied and access to the individual(s) who was (were) bullied. Any changes should not inconvenience the individual(s) who was (were) bullied.

VI. Responding

Schools will take prompt and effective steps to end bullying and harassment, eliminate any hostile environment, and prevent the bullying and harassment from happening again. After the school receives a report of bullying or harassment, and it is confirmed, the principal will contact the parent/guardian(s) of all students involved. Support services will be provided to address the psycho-social needs of both the individual(s) who was (were) bullied and the individual(s) who bullied.

Possible support services for the individual(s) who was (were) bullied and the individual(s) who bullied may include counseling and a student safety plan. Possible non-punitive support strategies for the individual(s) who bullied include but are not limited to a parent/student conference, education about the effects of bullying and harassment, a behavior contract, anger management training, and/or positive behavioral supports

VII. Sanctions

There will be appropriate sanctions for those participating in bullying. The developmental maturity levels of the parties, the levels of harm, the reasons surrounding the incident, the nature of the bullying, the context in which the alleged incidents occurred, and the past history of the parties involved will be considered when determining consequences. Washington County Elementary School will follow a hierarchy of consequences as outlined in the Code of Conduct.

VIII. Communications

For reference by families and the wider community, Washington County Elementary School and the USD 108 website will publicly and prominently feature this bullying policy, information about reporting bullying and harassment, and the name and contact information for the school administrator responsible for receiving incident reports. The principal will also ensure that this policy is posted in the main office and that the full bullying policy, including all key components, is in the student handbooks.

USD 108 will also be responsible for posting the contact information for the school district's coordinators of Title VI for reporting of harassment based on race, color or national origin, Title IX for reporting of sexual and gender-based harassment, and Section 504/Title II for reporting of disability harassment.

IX. Evaluation

This school/district bullying policy and its implementation will be evaluated using the data stored in the bullying/harassment incident database (see IV. Written Records). Data will be used to identify patterns of bullying behavior, and to evaluate effectiveness of prevention programming and the response procedure. Implementation and compliance with this school bullying policy will be evaluated using a student and staff bullying policy implementation survey.

X. Training

All Washington County Elementary administrators and staff will receive, at minimum, a bullying prevention training (e.g. Second Step Bullying Prevention Unit training) on recognizing and responding to bullying and an annual training on the school/district bullying policy including staff roles and responsibilities, investigation protocols, creating student safety plans, monitoring of hot spot areas of the school where bullying repeatedly occurs, and use of the incident reporting form. Staff members will also be given resources to help create a positive classroom climate to minimize the likelihood that bullying will occur. Students will receive information on the recognition and prevention of bullying and harassment during educational lessons.

XI. Prevention

Washington County Elementary School will implement an evidence-based bullying prevention program at all grade levels to provide students with strategies aimed at preventing bullying and harassment and increasing socioemotional skills of students. The bullying prevention program will also include tools to improve school climate by identifying “hot spots” in the school where students feel the most unsafe and promoting student involvement in anti-bullying efforts, peer support and mutual respect, and supporting a culture that encourages students to report incidents of bullying and harassment to school personnel. Prevention will include an assessment of bullying perpetration and victimization in the school/district and an evaluation of the prevention plan and program.

Definitions:

Teasing – Name calling, insulting, or other behavior that would hurt others’ feelings or make them feel bad about themselves.

Exclusion – Starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.

Hitting – Pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space.

Severe Hitting – Punching, kicking, and similar behavior that could result in injury to others.

Threats of Serious Violence or Harassment – Racial, ethnic, or sexual name-calling or other severe harassment.

Section F - Health

1. Wellness Policy

USD 108 is committed to the optimal development of every student and has developed a wellness plan. The full policy may be viewed on the USD 108 website. Interested persons are encouraged to contact the school nurse with questions about the content or implementation of the plan, or about participating in developing the plan.

Students will receive quality nutrition education to help them develop lifelong healthy eating behaviors. They will also have opportunities, support and encouragement to be physically active on a regular basis. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious foods which meet the health and nutrition needs of students.

Foods and beverages sold or served at school will meet the state and federal nutrition regulations.

Water is allowed during the school day in clear containers.

2. Illness

- Students with the following health condition(s) shall be excluded from school:
 - Oral temperature of 100 degrees F or higher
 - Elevated (or possibly a normal) temperature combined with any of the following: a severe cold with yellow-green nasal discharge, excessive coughing, swollen glands, or skin rash
 - Eyes inflamed with purulent discharge
 - Drainage from ear(s)
 - Skin lesions (i.e. impetigo, ringworm and scabies) until under treatment
 - Vomiting
 - Diarrhea (i.e. two or more loose stools)
 - Fainting, seizure, or general signs of listlessness
 - Questions about other communicable diseases such as fifth's disease, chickenpox, hand / foot / mouth syndrome, etc. should be directed to your child's school nurse.

Students will be re-admitted after being fever-free (without the use of fever-reducing medication) or symptom-free for 24 hours. Students with some conditions may return to school after being treated for 24 hours with an antibiotic. Call the school nurse for specific readmission guidelines.

Chronic Health Conditions

- Please inform the school nurse of a chronic health condition and all emergency medications prescribed for your child.
- In accordance with HB2008, injectable epinephrine (Epi-Pen) will be stored and available for use in the presence of potential anaphylaxis (life-threatening allergic reaction). Use of an Epi-Pen requires an immediate call to 911 and lawful custodians. Parents of students with a known history of potential for a serious allergic reaction are advised to visit with their physician regarding the need for student-specific medication. Refer to the Medication Policies section for procedures to follow in order to allow a student to self-carry emergency allergy or asthma medication.
- If your child has any food allergies or intolerances, including dye colors (ie.Red Dye 40, Yellow 5 or 6, Blue 1 or 2) please contact the nurse prior to the 1st day of school. There is a form that the USDA requires for us to have on hand. Without this form, there will be no substitutions provided.
- If your child vomits easily, has reflux, or has digestive or bowel issues, please call the nurse prior to the first day of school.

3. Immunizations

Section 1. K.S.A. 1993 Supp. 72-5209 is hereby amended to read as follows:

In each school year, every student enrolling or enrolled in any school for the first time in Kansas shall present prior to admission to and attendance at school certification from a physician or local health department that the student has received inoculations as are deemed necessary by the Secretary of Health and Environment.

Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the student has received the most recent appropriate inoculations in all required series.

Failure to timely complete all required series should be deemed noncompliance.

As an alternative to the above required certification a student shall present:

An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the inoculations would seriously endanger the life or health of the child.

A written statement by one parent or guardian that the child is adherent of a religious denomination whose religious teachings are opposed to such inoculations. If a student transfers from one school to another, immunization records must accompany the student's transcripts.

Immunization information can be found at the following website:

http://www.kdheks.gov/immunize/download/2019_2020_School_Requirement_K-12.pdf

4. Vision/Hearing/Dental Screens

- Vision screenings are utilized for early identification of students with potential vision problems. Students to be screened are preschoolers, Kindergarten, 1st, 2nd, 4th, 6th, 8th, 9th, and 11th graders.
- Hearing screenings are used to identify hearing loss and to make appropriate audiological, medical, and/or educational referral to maximize hearing and learning potential. Students to be screened annually are preschoolers, kindergarten, 2nd, 5th, 8th, and 11th graders.
- Hearing Screenings can also be requested by a parent or teacher.
- Dental screenings are used for early identification and monitoring of dental issues. Sealants and fluoride varnish applications are also offered. Prophylactic cleanings are available for students with no dental home. Services are provided by Konza Prairie Dental Center free of charge. Sign-up is available at enrollment. Dental services are provided annually for Kindergarten through 12th grade.

5. Medication

Medication Policy for Elementary Students:

- All medications (prescription and over-the-counter) require an annual doctor's note and parent's authorization. (download or request Medication Authorization Form)
 - Bring the physician/dentist-signed order to the school or fax it to the school.
 - A new physician note is required each year (not dated prior to May 1).
 - Send medications in the original container labeled with the student's name.

- Medications are kept in the health room and given by the school nurse or a trained staff member.
- Two exceptions exist to the above policy (see school nurse for applicable forms):
 - Parents provide permission during enrollment (as desired) for health room stock of acetaminophen, ibuprofen, Tums, antihistamine(diphenhydramine or cetirizine), antibiotic ointment, hydrocortisone cream, and sunscreen to be given by the school nurse or delegated staff.. The nurse will attempt to contact the parent whenever the health room stock is administered.
 - No physician/dentist order is needed for the health room stock.
 - And, students in kindergarten through sixth grade with asthma or allergies may carry and self-administer emergency medication. The self-administration policy requires
 - written parent and physician signature specifying name and purpose of medication,
 - prescribed dosage,
 - conditions under which the medication is to be self-administered,
 - and verification that the student has been instructed in self-administration. (download or request the Authorization Form for Self – Administration)

6. Head Lice

Centers for Disease Control guidelines are followed in the event live lice are found on a student. The student will be sent home at the end of the school day. The student may return once treatment is completed. The student must be checked by a school nurse or designee upon return. Classroom screenings are no longer considered beneficial. For further information, the CDC guidelines can be found here: <https://www.cdc.gov/parasites/lice/head/schools.html>

Section G - Board Policy

1. Additional Information

You can find more information in USD 108 board policy on the following topics:

*DRUG FREE SCHOOLS

*WEAPONS

*STUDENT DUE PROCESS PROCEDURE

*USD 108 BOARD OF EDUCATION POLICY OF EMERGENCY SAFETY INTERVENTIONS (GAAF)