



***ELEMENTARY
STUDENT
HANDBOOK***

2019-2020

USD #252

SOUTHERN LYON COUNTY

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ELEMENTARY SCHOOLS
SOUTHERN LYON COUNTY - USD #252
2019-2020 SCHOOL CALENDAR
(Subject to Change)

JULY 2019

31 Enrollment 12:00-8:00 PM

AUGUST 2019

Lyon County Fair

14 Teacher In-Service Day

15 Teacher In-Service Day

16 Teacher In-Service Day

19 Sports Practice Begins

Teacher In-Service Day

All Staff (Breakfast/Lunch) at Olpe

20 Teacher Work Day

Open House 6-7 PM

21 First Day of School

SEPTEMBER 2019

2 Labor Day – No School

30 Teacher In-Service – No School

OCTOBER 2019

16 Parent/Teacher Conferences 4:00-6:30 PM

17 Parent/Teacher Conferences 4:00-8:00 PM

End of 1st Quarter

18 No School

NOVEMBER 2019

11 Teacher In-Service – No School

27-29 Thanksgiving Break – No School

DECEMBER 2019

20 End of 1st Semester

23-31 Winter Break – No School

JANUARY 2020

1-2 Winter Break – No School

3 Teacher In-Service

6 Class Resumes

20 Teacher In-Service

FEBRUARY 2020

12 Parent/Teacher Conferences 4:00-6:30 PM

13 Parent/Teacher Conferences 4:00-8:00 PM

14 No School

17 Teacher In-Service

MARCH 2020

6 End of 3rd Quarter

9-13 Spring Break

11-14 State Basketball

APRIL 2020

10 No School-Inclement Weather Make-up Day

13 No School-Inclement Weather Make-up Day

27 Potential In-Service Day

MAY 2020

16 High School Graduation
1:00 PM & 3:00 PM

21 End of 2nd Semester

22 Teacher Workday

25 Memorial Day

26 Teacher In-Service

29-30 State Track

WELCOME

The teachers, staff, and administrators are committed to providing students with the best possible educational experience in USD #252. It is our goal to provide a safe and orderly learning environment for all. Student actions which disrupt that safe and orderly environment will be subject to disciplinary action.

The student handbook has been prepared as a guide and is not meant to be all inclusive of all "school policy." Interpretation of items in the handbook and those things that are not in the handbook shall be the responsibility of the building principal.

We encourage students and their parents to read this handbook. It should provide you with a good foundation for what student's responsibilities are while you are at USD #252.

Excellence in learning has never been more important than it is today in our high-tech society. Success in school, as well as in life, is directly proportional to the effort put forth.

We encourage students to be involved in the many facets of student life at USD #252. We have a proud tradition of a strong academic program coupled with a variety of extracurricular activities.

Working together we can reach our ultimate goal of each student developing to his/her fullest potential.

MISSION STATEMENT

PURPOSE OF SCHOOLS

The Southern Lyon County USD #252 schools' purpose is to assure that students have a solid foundation in the core academic areas. These schools will also assure that students maintain personal wellness, develop citizenship skills and explore career and technical education opportunities. Students will develop 21st century skills and an appreciation for the fine arts.

ESSENTIAL GOALS FOR STUDENT LEARNING

To achieve the purpose of the schools the following learning goals are established; that students will:

- A. Demonstrate competency in (1) reading, (2) mathematics, (3) science, (4) social science, and (5) oral, written and digital communication.
- B. Demonstrate practices to maintain personal wellness.
- C. Demonstrate good citizenship skills while interacting with the school community.
- D. Explore career opportunities and develop college/career readiness skills.
- E. Demonstrate an appreciation of fine arts.
- F. Utilize technology to 21st century learning skills.
- G. Demonstrate financial literacy.

RECOMMENDED INSTRUCTIONAL TECHNIQUES

To accomplish the above purpose and essential goals for student learning, teachers will:

- A. Implement Board approved curriculum, and ensure students are mastering learning targets.
- B. Provide motivational instruction, to ensure students are engaged in the learning process.
- C. Utilize higher order questioning to develop critical thinking skills.
- D. Implement instructional opportunities through field trips and use of community resources.
- E. Communicate the progress of student learning with parents and students.

ACCEPTANCE OF ACCOUNTABILITY

To achieve the purpose and goals of this district, the teachers and administrators of Southern Lyon County will accept responsibility for the education and development of the students, with the aid and support of the superintendent and the Board of Education. The student, with the aid of their parents or guardians will be accountable for taking advantage of opportunities and experiences in education provided by the Southern Lyon County School District.

NOTICE OF NON-DISCRIMINATION

USD #252 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, 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 the Age Discrimination Act may contact the School District's Compliance Coordinator, Dr. Michael Argabright, 100 Commercial – Suite A, Hartford, KS 66854 (620) 392-5519. Approved by Board of Education July 9, 2013

EARLY CHILDHOOD CENTER GOALS

- A. Provide comprehensive, high-quality education, care, and social emotional experiences to ensure children are school ready.
 - 1. Establish protocols and systems to measure progress in ensuring children are school ready.
 - a. Develop consensus on the definition of "school ready" and identify tools to measure progress.
 - 2. Maintain a comprehensive and high-quality education and care program for children.
 - 3. Utilize the Head Start Performance Standards, Kansas Early Learning Standards, special education requirements, child care licensing requirements and other requirements to maintain a high-quality program.
 - 4. Build the capacity to measure the academic, social emotional, speech, language and other individualized specialized services provided the children.
 - 5. Establish a high-quality work force of early childhood certified teachers, including special education, and licensed child care providers who provide developmentally appropriate practices, by:
 - a. Staff will be early childhood certified or working toward certification. Also years of experience will be valued.
 - b. Preference will be given for special education early childhood certification. Special education background is important.
 - c. Paras will be nurturing and aware of developmentally appropriate growth.
 - d. Consider the option for full-day, full-year services
- B. Implement an annual professional development plan to meet the needs of the staff.
 - 1. Utilize the CLASS Pre-K in determining areas identified for improvement.
 - 2. Be proactive with programming in the classroom and staff professional development.
 - 3. A self-assessment will identify areas for program improvements and professional development needs.
- C. Maximize family engagement opportunities to strengthen the family's ability to educate and advocate for their child's learning.
 - 1. Strategies might include family events, site councils, adult learning opportunities, etc.
 - a. Determine parent satisfaction
 - b. Family partnership agreements may be applicable with some families.

- D. Engage in strategic collaborative partnerships to assist in achieving the mission of the preschool and child care program.
 - 1. Strategies might involve methods for engagement, involvement, as well as the ability to demonstrate effectiveness with the collaborative structure.
- E. Ensure organizational and financial resources are sufficient to sustain a comprehensive program for all area preschool children and their families.
 - 1. Strategies may include communicating the value of early care and learning to gain community awareness, support and ownership.
 - 2. Additional strategies may include seeking resources through a bond issue, grants, sponsorships, fees, and other opportunities.

ACADEMICS

CURRICULUM

The Elementary School Curriculum is based on academic standards developed by the State of Kansas.

GRADING SCALE

Grades K-2 will be evaluated on students' mastery of State Standards. Letter grades will not be given.

Grade 3-6	A	90 - 100%	D	60 - 69.99%
	B	80 - 89.99%	F	59.99% and below
	C	70 - 79.99%		

Teachers may use pluses and minuses on letter graded materials where appropriate.

HOMEWORK

Homework in the primary grades will be either of a supplementary nature, where a child needs extra help in some area; or of a demonstration nature, where children can demonstrate for parents the things they have learned at school. Homework is assigned in the intermediate grades for supplementary work, practice on regular class work, or enrichment lessons. When homework is assigned for the intermediate grades, and effort is made by the teacher to limit the assignment to one hour or less.

INCOMPLETE

An incomplete will be carried over into the next grading period for 10 total school days or the number that is allowed on **make-up assignments**, (which is one day given for each day missed). Students who fail to complete the make-up assignment during the specified time will receive no credit for those assignments.

INSTRUMENTAL MUSIC PROGRAMS GRADES 5-12

Instrumental lessons will be given as they can be scheduled. Parents will have an opportunity to view new instruments shortly after school begins. Instruments should be purchased early in the school year so all children can start their lessons at approximately the same time. A few large instruments are owned by the District, but all solo instruments must be purchased by parents.

LIBRARY USE

The library is for the use of every student and teacher. By following these rules, library books will be available for everyone to share.

- 1. Books, magazines and eBooks may be checked out for a two-week period. Students must have all books returned one week before the last day of school.

2. The student checking out a book will be responsible for returning the book in good condition. Students will be charged for the price to replace lost or damaged books. If a student fails to pay for lost or damaged books, library privileges may be restricted or revoked.
3. Reference books may be checked out to classroom teachers for one day. They may not be taken home by students.

PEER GRADING OF ASSIGNMENTS (BOARD POLICY)

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

PROMOTION TO JUNIOR/SENIOR HIGH SCHOOL

Students will be admitted as seventh grade students upon successful completion of the prescribed course of study in Kindergarten through Sixth Grade, or Certificate of Promotion, or the equivalent number of credits indicating the completion of the Sixth Grade.

PUPIL PROGRESSING REPORT

Parent-Teacher conferences will be held twice a year. In addition, parents will receive midterm reports each quarter regarding their child's progress.

READING PROGRAM

Every parent can and should assist their child(ren) in reading. This can be accomplished by providing reading material for the child, reading to the child and listening to the child read. A child who cannot read well, faces difficulty in all other subject areas.

Our school district has a special reading program under Chapter I, ESEA, which is designed to assist those students encountering reading problems. This program cannot take the place of parents encouraging their own children to become proficient readers.

SPECIAL EDUCATION PROGRAM

The Kansas State Legislature has mandated that all schools plan for a comprehensive special education program. Many of the school districts in Kansas are small with low enrollments. Very few small schools, if any, were able to carry on a comprehensive special education program. The Kansas Legislature realized the problem and passed legislation that made it possible for school districts to form cooperatives to meet the mandate.

Our school is a member of the Flint Hills Special Education Cooperative with Hamilton, Madison, Council Grove, Cottonwood Falls, Admire and Emporia. The Cooperative is meeting the mandate of the Kansas Legislature.

All schools in USD #252 are participating in inclusion and will educate each student at the respective school. If a student's special needs cannot be served at a school within the district, arrangements will be made to meet those needs.

Our district will have the services of other teachers in special education, such as speech therapy, learning disabilities, and a psychologist. Our special education program will be comprehensive.

TESTING PROGRAM

Kansas State Assessments will be given as directed by the State. Students in grades 2-6 will take the Measures of Academic Progress Assessment.

ACTIVITIES/ATHLETICS

FIELD TRIPS

Instructional programs are occasionally enriched by providing firsthand experiences for students. Some classes will visit farms, businesses and industries in the area. Such visits are considered to be an integral part of the instructional program.

6th GRADE ATHLETICS

Procedures and Guidelines for allowing 6th Grade students to participate in Junior High Sports:

Sports involved: Volleyball, Basketball, Cross Country and Track & Field

Procedures: 6th Graders will be allowed to participate when numbers indicate there are not enough participants to have a JV and Varsity squad in Junior High competition. The intent of this policy is to ensure a JV and Varsity team can be fielded for competition. The athletic director, principal, and the superintendent will make final determination.

6th Graders must follow all KSHSAA policies including the outside competition rules during the season of play. Students are required to have a complete physical before participating in a scheduled practice.

ATTENDANCE

ATTENDANCE POLICY

Tardies - At the start of the school day, the first five minutes late is considered tardy. After the first five minutes, it is considered an absence.

Absences - Teachers will take attendance when school starts each day. Absences will be recorded by the hour. Students leaving during the school day must sign out with a parent/guardian in the office.

Any absence from school, other than for illness or death in the family, is discouraged by the board. Students are expected to be in school each day just as an employee is expected to be at work each day. Good attendance habits at school should begin at an early age. When good habits are developed and encouraged in the early years, children are more likely to continue those habits as they grow and mature.

When a student is absent from school, if a parent/guardian has not contacted the building office regarding the absence, the school will call the parent/guardian to determine the reason for the absence.

Absences may be excused or unexcused as follows:

Excused - Those absences necessary are due to illness, doctor and dentist appointments when they cannot be made outside of school hours, attendance at funerals, weddings, special church services, serious illness in the family, death in the family, and attendance at special events.

Unexcused - Those absences for which no valid excuse can be given. A student shall be permitted to return to school following an absence by providing the school a written excuse or telephone call. Unexcused absences will result in loss of credit for those hours or days missed.

The administration reserves the final decision as to whether an absence is excused or unexcused.

It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up the school work lost during the absence.

The days a student is suspended or expelled shall not be counted as unexcused in allowing make up work, since the loss of those days has already served as the basis for a penalty for the behavior causing the suspension or expulsion.

MEDICAL AND DENTAL APPOINTMENTS

Parents are encouraged to make appointments for medical and dental services for school children after school hours or on Saturdays, to avoid absence from school.

CONDUCT/DISCIPLINE

RESPECTFUL BEHAVIOR

A safe and respectful environment is necessary for students to learn and achieve academically. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that interferes with both a student's ability to learn and a school's ability to educate students in a safe and positive environment. Since students learn by example, school administrators, faculty, staff, parents and volunteers should model and be commended for demonstrating appropriate behavior, treating others with respect and refusing to allow harassment, intimidation and bullying.

DISCIPLINE INTERVENTION PLAN

When working through student behavior issues, two factors will be considered when determining if an office referral is appropriate or if the matter needs to be corrected/managed at the classroom level:

1. Has the behavior become chronic* (as indicated in the Minor Offenses Log)?
2. Does the behavior rise to a Level 3 (Major) as outlined in the following discipline matrix?

**definition of chronic is 3 or more for the same offense within the eligibility schedule (i.e. 3 weeks) unless otherwise noted in the matrix*

Teachers will manage Level 1 & Level 2 Behaviors.

Administration will manage Level 3 Behaviors.

Teacher Intervention Process

1. Teacher engages in the Give 'Em Five conversation.
2. Teacher applies classroom/responsibility based consequences.
3. Teacher enters incident into the Minor Offenses Log.
4. Teacher will contact parent/guardian with Level 2 Behavior Incident.

If the student and teacher cannot resolve the behavior through the Give 'Em Five process, teachers will submit an office referral and student will be removed to the office.

Administrative Intervention Process

1. Administrator uses the Give 'Em Five process with the student.
2. Administrator determines consequences.

3. Student develops a plan to return to the classroom (owns the behavior and develops a plan to avoid the referred behavior in the future).
4. Student fulfills consequences.

Discipline Matrix

Level 1 - Behavior	Level 2 - Behavior	Level 3 - Behavior
Inappropriate language -profanity/cursing/ gestures not directed at others (Respect)	Inappropriate Language (profanity/cursing/ gestures directed towards others) *if student cannot resolve the behavior, move to level 3	*Chronic Abusive Language (Threat of physical harm, offensive racial/sexual comments, or excessive profanity/cursing/ gestures towards others)
Not Prepared for Class/Off Task Behavior (Responsibility)	Same as Level 1 *if student cannot resolve the behavior, move to level 3	*Chronic Lack of Preparation for Class
Cheating (Responsibility)	Academic Dishonesty/Plagiarism (Responsibility) *see handbook for definition	*Chronic Academic Dishonesty/Cheating/ Plagiarism (Responsibility)
Lying/Dishonesty (Responsibility/Respect)	Same as Level 1 *if student cannot resolve the behavior, move to level 3	*Chronic Lying/Dishonesty (Responsibility/ Respect)
Disruptive/ Uncooperative Behavior /Insubordination (Respect) Student behavior that deprives the instructor of the right to teach or deprives another student of the right to learn	Same as Level 1 *if student cannot resolve the behavior, move to level 3	*Chronic Disruptive/ Uncooperative Behavior/ Insubordination - (Respect)
Tardy - Late to school (Responsibility)	Not applicable	*Chronically Tardy (4 or more tardies in a semester)
Tardy - School Day - late for class without a pass - unexcused tardy (Responsibility)	Not applicable	*Chronically Tardy (4 or more tardies within an eligibility period)
Disrespect to Peers (Respect) Exhibiting a lack of respect, regard, respect of personal space, and rude behavior toward another student	Repeated Disrespect towards Peers (Respect) Exhibiting a lack of respect, regard, respect of personal space, and rude behavior toward another student *if student cannot resolve the behavior, move to level 3	*Chronic Disrespect to Peers (Respect) Could be considered bullying *see handbook for definition
Dress Code (Responsibility/Respect)	Same as Level 1 *if student cannot resolve the behavior,	Chronic Dress Code Violations *see handbook for dress code policy

*see handbook for dress code policy	move to level 3	
Misuse of Technology - unauthorized use of cell phones/computers or other electronic devices in class (Responsibility)	Repeated Misuse of Technology (unauthorized use of cell phones/computers or other electronic devices in class and/or a single AUP violation that does not damage or compromise the safety and security of the district's property or network. *if student cannot resolve the behavior, move to level 3	Chronic Misuse of Technology (unauthorized use of cell phones/computers or other electronic devices in class and/or repeated AUP violations or a violation that damages or compromise the safety and security of the district's property or network.)
Unexcused Attendance (wanders or spends excessive time in halls during class) (Responsibility)	Habitual Unexcused Attendance (wanders or spends excessive time in halls during class) *if student cannot resolve the behavior, move to level 3	Chronic Unexcused Attendance (skipping an entire class)
Physical Aggression (Safety/Respect) Pushing, shoving, etc.	Same as Level 1 *if student cannot resolve the behavior, move to level 3	Excessive Physical Aggression/Fighting/Malicious Injury (Safety/Respect) Punches thrown, kicking, etc. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.
Misbehavior on Bus - Disruptive/ Uncooperative Behavior /Insubordination (Respect/Safety)	Same as Level 1 *if student cannot resolve the behavior, move to level 3	Misbehavior that compromises the safety of drivers and/or riders
		Refusal to Serve Detention/ Consequences
		Possession or Use of Weapons (Safety)
		Possession/Distribution or Use Drug/Alcohol/Tobacco (Safety)
		Sexual Harassment/Bullying (Safety/Respect) *see handbook for definition Any act of retaliation is strictly prohibited. It shall be a violation for any employee to discourage a student or other employees from filing a complaint as well as failing to

		investigate any complaint made under the provision of this policy.
		Vandalism (Respect)
		Threats (Safety)
		Stealing/Theft of Property (Responsibility/ Respect)
		Any behavior that constitutes a misdemeanor (Responsibility/ Respect)
		Any behavior that constitutes a felony (Responsibility/ Respect)

**Level 3 Office Consequences
Managed by Office
Assigned by Administrator**

Level 3 Offense	Minor Consequence/Intervention	Major and/or Repeated Consequence/Intervention
Chronic Abusive Language (Threat of physical harm, offensive racial/sexual comments, or excessive profanity/cursing/gestures towards others) Offenses do not reset with eligibility schedule	Student Conference w/Administrator ½ Day In School Suspension (Primary Grades) One Day In School Suspension (Intermediate Grades) *Level 2 Escalated Offense	Student Conference w/Administrator and SIT Team Intervention Plan Developed by student and SIT Team ½ Day In School Suspension (Primary Grades - Each Offense) Three Days In School Suspension- 1st Offense Three Days Out of School Suspension- 2nd Offense Long Term Suspension/Expulsion- 3rd Offense
Chronic Lack of Preparation for Class Resets with eligibility schedule	Student Conference w/Administrator Reduced participation in “specials” (Primary Grades) One 1 Hour Detention	Student Conference w/Administrator and SIT Team Intervention Plan Developed by student and SIT Team ½ Day In School Suspension (Primary Grades) One Day In School Suspension (Intermediate

	(Intermediate Grades) *Level 2 Escalated Offense	Grades)
Chronic Academic Dishonesty/Cheating/ Plagiarism (Responsibility) Offenses do not reset with eligibility schedule	Student Conference w/Administrator *Level 2 Escalated Offense	Student Conference w/Administrator and SIT Team Intervention Plan Developed by student and SIT Team ½ Day In School Suspension (Primary Grades - all offenses) One Day In School Suspension - 1st Offense Three Days In School Suspension- 2nd Offense Three Days Out of School Suspension- 3rd Offense
Chronic Lying/Dishonesty (Responsibility/ Respect) Resets with eligibility schedule	Student Conference w/Administrator Reduced participation in “specials” (Primary Grades) 1 Hour Detention (Intermediate Grades) *Level 2 Escalated Offense	Student Conference w/Administrator and SIT Team Intervention Plan Developed by student and SIT Team ½ Day In School Suspension (Primary Grades - Each Offense) One In School Suspension- Each Offense (Intermediate Grades)
Chronic Disruptive/ Uncooperative Behavior/ Insubordination (Respect)	Student Conference w/Administrator Reduced participation in “specials” (Primary Grades) One Day In School Suspension Intermediate Grades) *Level 2 Escalated Offense Only	Student Conference w/Administrator and SIT Team Intervention Plan Developed by student and SIT Team ½ Day In School Suspension (Primary Grades - Each Offense) One Day In School Suspension- 1st Offense (Intermediate Grades) Three Days In School Suspension- 2nd Offense (Intermediate Grades) Three Days Out of School Suspension- 3rd Offense (Intermediate Grades) Long Term Suspension/Expulsion- 4th Offense (Intermediate Grades)
Chronically Tardy - Late to school (4 or more tardies in a semester)	Student Conference w/Administrator and SIT Team Intervention Plan Developed by student and SIT Team	Student Conference w/Administrator and SIT Team Intervention Plan Developed by student and SIT Team

	Tardies 4-7 - Contact parents	Required parent meeting for each tardy beyond 7. Contact made to DCF if deemed child is in need of care.
Chronic Disrespect to Peers Exhibiting a lack of respect, regard, respect of personal space, and rude behavior toward others (Respect) *If behavior is determined to be bullying, see consequences for bullying	Student Conference w/Administrator *Level 2 Escalated Offense Only	Student Conference w/Administrator and SIT Team ½ Day In School Suspension (Primary Grades - Each Offense) One Day In School Suspension- 1st Offense (Intermediate Grades) Three Days In School Suspension- 2nd Offense (Intermediate Grades) Three Days Out of School Suspension- 3rd Offense (Intermediate Grades) Long Term Suspension/Expulsion- 4th Offense (Intermediate Grades)
Chronic Dress Code Violations *see handbook for dress code policy Resets with eligibility schedule	Student Conference w/Administrator *Level 2 Escalated Offense Only	Student Conference w/Administrator and SIT Team ½ Day In School Suspension (Primary Grades - Each Level 3 Offense) One Day In School Suspension for Each Level 3 referral (Intermediate Grades)
Chronic Misuse of Technology (unauthorized use of cell phones/computers or other electronic devices in class and/or repeated AUP violations) *See handbook for definition Offenses do not reset with eligibility schedule	Student Conference w/Administrator *Level 2 Escalated Offense Only If personal device (cell phone, etc.) is involved, it will be turned into the office and will be available for pick up after school.	Student Conference w/Administrator and SIT Team Student suspended from using technology for one week for each Level 3 Referral (All grades) One Day In School Suspension for each Level 3 Referral - second offense (Intermediate Grades) If personal device (cell phone, etc.) is involved, it will be turned into the office before school starts and will be available for pick up after school.
Refusal to Serve Detention/Consequences Offenses do not reset with eligibility schedule	Not applicable	Student Conference w/Administrator Time of original detention doubles

<p>Physical Aggression/Fighting/ Malicious Injury (Safety/Respect)</p> <p>Offenses do not reset with eligibility schedule</p>	<p>Student Conference w/Administrator</p> <p>Physical Aggression - Reduced participation in "specials" (Primary Grades)</p> <p>Reduced participation in "specials" - one week (Intermediate Grades)</p> <p>*The administrator may move this to a Level Three based on severity of the physical aggression.</p>	<p>Student Conference w/Administrator and SIT Team</p> <p>One Day In School Suspension for each offense (Primary Grades)</p> <p>Three Days In School Suspension- 1st Offense (Intermediate Grades)</p> <p>Three Days Out of School Suspension- 2nd Offense (Intermediate Grades)</p> <p>Long Term Suspension/Expulsion- 3rd Offense (Intermediate Grades)</p>
<p>Misbehavior on Bus - Disruptive/ Uncooperative Behavior /Insubordination (Respect)</p> <p>Offenses do not reset with eligibility schedule</p>	<p>Student Conference w/Administrator - 1st offense</p> <p>1 Day Suspension from Bus Riding Services - 2nd offense</p> <p>5 Day Suspension from Bus Riding Services - 3rd offense</p> <p>Recommendation for Long-Term Suspension from Bus Riding Services - 3rd offense</p>	<p>Misbehavior that substantially compromises the safety of drivers and/or riders</p> <p>Student Conference w/Administrator</p> <p>Recommendation for Long-Term Suspension from Bus Riding Services</p>
<p>Possession or Use of Weapons (Safety) *see handbook for definition</p> <p>Offenses do not reset with eligibility schedule</p>	<p>Toy guns, facsimiles, or other items perceived as weapons that do not meet the state law's definition of a weapon</p> <p>Student Conference w/Administrator -</p> <p>Parent conference (All Grades)</p> <p>One 1 Hour Detention- Each offense (Intermediate Grades)</p>	<p>Student Conference w/Administrator</p> <p>Immediate Out of School Suspension.</p> <p>Recommendation for Long Term Suspension</p> <p>Number of Days Suspended Determined by District's Hearing Officer</p>
<p>Possession/Distribution or Use Drug/Alcohol/Tobacco (Safety)</p> <p>Offenses do not reset with eligibility schedule</p>	<p>Not applicable</p>	<p>*See handbook for specific sequence of consequences</p>
<p>Possession/Distribution or Use Narcotics, Illegal Drugs and Controlled Substances (Safety)</p> <p>Offenses do not reset with</p>	<p>Not applicable</p>	<p>*See handbook for specific sequence of consequences</p>

eligibility schedule		
<p>Sexual Harassment/Bullying (Safety/Respect) *see handbook for definition</p> <p>Offenses do not reset with eligibility schedule</p>	<p>Not applicable</p>	<p>Student Conference w/Administrator and SIT Team</p> <p>Three Days In School Suspension- 1st Offense</p> <p>Three Days Out of School Suspension- 2nd Offense</p> <p>Long Term Suspension/Expulsion- 4th Offense</p> <p>*Students with repeated violations will be required to meet with the school counselor, complete re-education activities, and/or complete a behavior contract. If the behavior is directed at a specific student a Stay-Away-Order will be completed. Law enforcement will be contacted when necessary.</p>
<p>Vandalism (Respect)</p> <p>Offenses do not reset with eligibility schedule</p>	<p>Student Conference w/Administrator</p> <p>Student will clean/repair damage if applicable during non-school hours.</p> <p>No damage costs</p>	<p>Student Conference w/Administrator and SIT Team</p> <p>Student will clean/repair damage if applicable during non-school hours</p> <p>Student will pay for costs to repair or replace that which has been vandalized.</p>
<p>Threats (Safety)</p> <p>Offenses do not reset with eligibility schedule</p>	<p>Student Conference w/Administrator</p> <p>Reduced participation in "specials" - one week (Intermediate Grades)</p> <p>1 Hour Detention (Intermediate Grades)</p> <p>*threats to individuals (no intention to harm, but rather to intimidate)</p>	<p>Student Conference w/Administrator and SIT Team</p> <p><u>Threats to individual (intention to harm)</u></p> <p><u>One Day In School Suspension -Each Offense (Primary Grades)</u></p> <p>Three Days In School Suspension- 1st Offense (Intermediate Grades)</p> <p>Three Days Out of School Suspension- 2nd Offense (Intermediate Grades)</p> <p>Long Term Suspension/Expulsion- 3rd Offense (Intermediate Grades)</p> <p><u>Threats to school, etc. - escalates to a misdemeanor or felony (All Grades)</u></p> <p>Immediate Out of School Suspension</p> <p>Law enforcement contacted</p>

		<p>Recommendation for Long Term Suspension</p> <p>Number of Days Suspended Determined by District's Hearing Officer</p>
<p>Stealing/Theft of Property (Responsibility/Respect)</p> <p>Offenses do not reset with eligibility schedule</p>	<p>Student Conference w/Administrator</p> <p>Parent conference (All Grades)</p> <p>1 Hour Detention (Intermediate Grades)</p> <p>Student must return stolen item(s) OR pay for replacement items(s). <u>(All Grades)</u></p> <p>*item(s) stolen valued under \$50</p>	<p>Student Conference w/Administrator</p> <p>3 Day In School Suspension for each incident</p> <p>Student must return stolen item(s) OR pay for replacement items(s).</p> <p>*item(s) stolen exceeds \$50 value. Law enforcement contacted if item(s) stolen from USD 252.</p>
<p>Any behavior that constitutes a misdemeanor (not listed above) (Responsibility/Respect/Safety)</p> <p>Offenses do not reset with eligibility schedule</p>		<p>Student Conference w/Administrator</p> <p>Law enforcement contacted</p> <p>Additional consequences may be imposed as deemed necessary. Consequences will mirror the severity of the infraction.</p>
<p>Any behavior that constitutes a felony (not listed above) (Responsibility/Respect/Safety)</p> <p>Offenses do not reset with eligibility schedule</p>		<p>Law enforcement contacted</p> <p>Additional consequences may be imposed as deemed necessary. Consequences will mirror the severity of the infraction.</p>

*Primary Grades = K-3

**Secondary Grades = 4-5 (NRES); 4-6 (OES)

***Specials = PE, Music, etc.

The consequences outlined in the above matrix may be modified upon the judgment of the building principal. This will allow for some flexibility in those situations where consequences may not align with the behavior or provide the motivation to change behavior long term.

A student shall not fail to comply with a reasonable request of school personnel during any period when he/she is under the authority of school personnel.

For in-school and out-of-school suspension, credit should be given for a student's work if the quality of the work meets approval of the teacher. The above step or steps may be waived upon the judgment of the building principal.

SUSPENSION AND EXPULSION PROCEDURES

- If the expulsion is related to a weapons violation only the superintendent may modify the mandatory expulsion.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

REASON FOR SUSPENSION OR EXPULSION

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation.
- Conduct which substantially disrupts impedes or interferes with school operation.
- Conduct which endangers the safety of substantially impinges on or invades the rights of others.
- Conduct which constitutes the commission of a felony.
- Conduct which constitutes the commission of a misdemeanor.
- Disobedience of an order of a teacher, peace officer, security office or other school authority if the disobedience results in disorder, disruption or interference with school operation.

DEFINITION OF BULLYING

Bullying is defined as a specific type of aggression or behavior in which (1) the intention is to harm or disturb, (2) an imbalance of power or perceived imbalance of power exists **AND** (3) the behavior occurs repeatedly over time.

It takes all of us working together to respond to bullying.

Here's what parents can do:

1. If you suspect your child is bullying, appropriate consequences are important. Monitor their behavior and seek additional services to help your child build appropriate self-awareness and social skills. We can help.
2. If your child is being bullied, prompt reporting is critical (preferably by the student). You also can consider seeking additional services to help your child build useful skills and feel empowered. We can help.
3. If your child witnesses bullying, talk about the power of standing up for others by being an up-stander, rather than just a bystander. Stress the importance of reporting bullying to a trusted adult.

Here's what students can do:

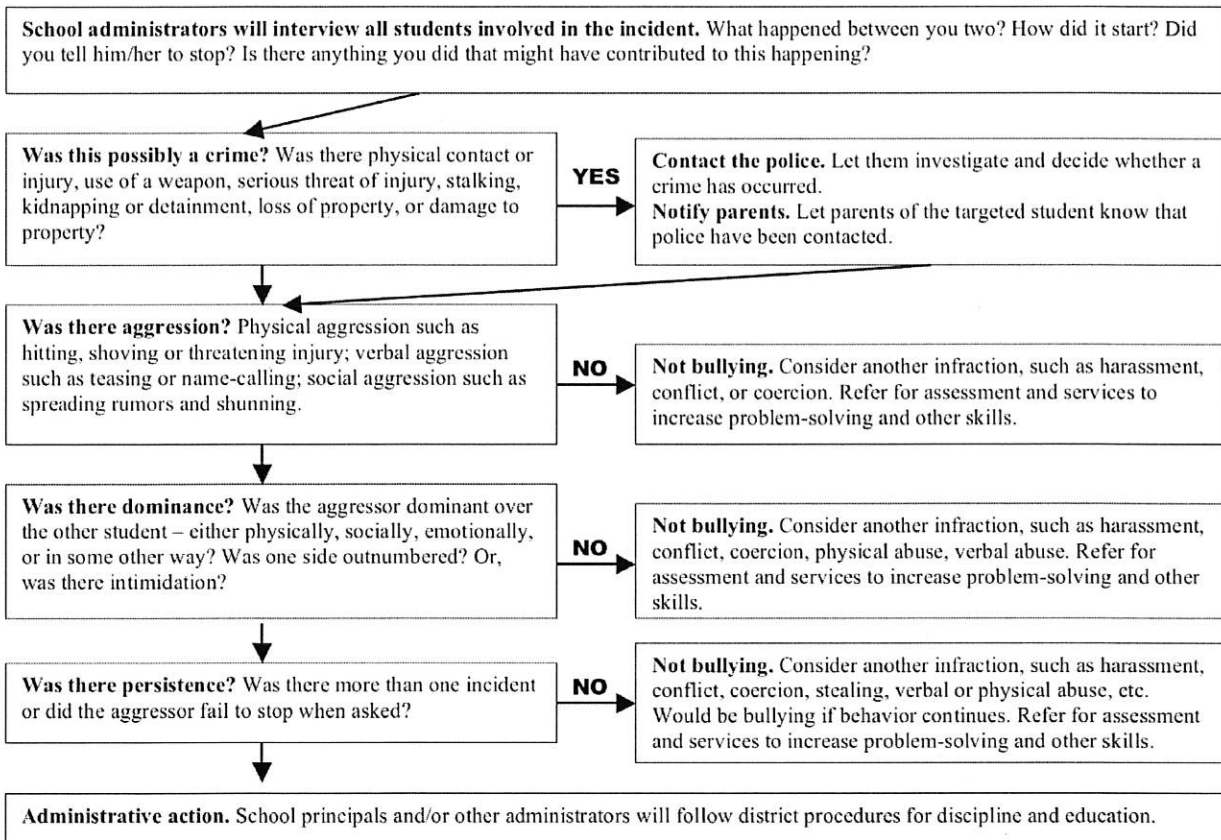
1. If you are bullying, that's not okay. If you engage in bullying behavior and it is reported, consequences will follow as outlined in the handbook and your behavior will be monitored. You can learn better skills so that your needs are met and you can be a true leader.
2. If you feel you're being bullied, tell the bully to stop and then walk away from the situation. Let an adult know right away – it's not okay to stay silent. We want to listen and help you build confidence and learn skills that can make you feel more in control at school.
3. If you witness bullying, tell the bully that what they're doing is not cool. Stand up for others – be an up-stander, not a bystander. Report what you see to an adult. We'll all work together to make a difference.

Here's what we'll do at school:

1. School staff members will respond immediately when witnessing aggression or inappropriate behavior. They'll let the aggressor know it's unacceptable and refer the student to the administration when deemed appropriate.
2. A staff member may refer that student for services to help build skills and reduce feelings of isolation.
3. As part of the monitoring and follow-up process, a staff member will ask witnesses to report if bullying occurs again.
4. If it is determined that the behavior is bullying, the principal will determine consequences according to the USD #252 discipline matrix. Students with repeated violations will be required to meet with the school counselor, complete re-education activities, and/or complete a behavior contract. If the behavior is

directed at a specific student a Stay-Away-Order will be completed. Law enforcement will be contacted when necessary.

Below is a copy of the flow chart that school administrators follow when a bullying incident is reported.



Southern Lyon County Schools takes bullying seriously. Our goal is to create an environment where bullying is discouraged and treated as inappropriate and wrong.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

- On school grounds during, before or after school hours.
- On school grounds at any other time when the school is being used by school personnel or school group.
- Off school grounds at a school activity, function or event.

This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. This rule does not apply to normal school supplies like pencils or compasses but does apply to any firearms, any explosive including firecrackers, knives, stun guns or other dangerous objects of no reasonable use to the pupil at school. **NO TOY GUNS WILL BE ALLOWED ON THE SCHOOL PREMISES.**

WEAPONS AND DESTRUCTIVE DEVICES (K.S.A 72-6131)

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than ¼ ounce, mine or similar devices;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosion or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed for or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

PENALTIES FOR POSSESSION

Possession of a firearm or other weapons as defined above shall result in expulsion from school for a period of one calendar year. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of the following may result in suspension or expulsion:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any knife that does not meet the aforementioned definitions;
- an antique firearm;
- any device which is either designed or redesigned as a weapon;
- any device, although originally designed for use as a weapon, which is redesigned as a signaling, pyrotechnic line throwing, safety or similar device;
- Class C common fireworks;
- Toy guns.

The superintendent or the superintendent's designee shall conduct expulsion hearings for possession of a weapon. Students violating this policy shall be reported as having committed a felony and misdemeanor, and also referred to the appropriate law enforcement agency(ies) for investigation and potential criminal charges. If the student in violation is a juvenile, a report will be made to DCF or the Commissioner of Juvenile Justice.

NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS AND CONTROLLED SUBSTANCES INCLUDING TOBACCO

Maintaining drug, alcohol and tobacco free schools is important in establishing an appropriate learning environment for the District's students. The unlawful possession, use, sale or distribution of illicit drugs, alcohol, or tobacco by students on school premises or as a part of any school activity is prohibited.

ALCOHOLIC BEVERAGES AND TOBACCO

Students shall not unlawfully distribute, dispense, possess or use alcoholic beverages/items, tobacco or nicotine products, or nicotine delivery devices (e-cigarettes/vaping) on school district property, or at any school activity. Based upon the judgment of the administrator in charge, a breathalyzer may be administered to the student during the school day or any school activity when the student is suspected of alcohol use. Breathalyzer tests do not exclude administrative judgment with regards to suspicious actions or behaviors. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. **First Offense** – A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short-term in school suspension (5-10 days);
 - b. Suspension from all student activities for a period of not less than 20 consecutive days. Students involved in activities may have more severe penalties affecting their activities.
2. **Second Offense** – within two calendar years of first offense. A second-time violator will be subject to the following sanctions:
 - a. A punishment up to and including long term suspension (10-90 days);
 - b. Suspension from all student activities for a period of not less than 40 consecutive days. Students involved in activities may have more severe penalties affecting their activities.
 - c. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol intervention programs or a tobacco cessation class approved by the school. The school in cooperation with the program directors will determine the length of the intervention program or cessation class.
3. **Third and Subsequent Offenses** – within three calendar years of the first offense. A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year (or up to 186 days).
 - b. Suspension from participation and attendance at all school activities for one calendar year.
 - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion if the student completes a drug and alcohol intervention program or cessation class approved by the school.

Tobacco: Will follow State Law and Board Policy with violations and consequences listed below.

NARCOTICS, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES

Students shall not unlawfully distribute, dispense, possess or use narcotics, illegal drugs or controlled substances on school district property, or at any school activity. Based upon the judgment of the administrator in charge, a breathalyzer may be administered to the student during the school day or any school activity when the student is suspected of alcohol use. Breathalyzer tests do not exclude administrative judgment with regards to suspicious student actions or behaviors. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. **First Offense** – A first time violator shall be subject to the following sanctions:
 - a. Punishment up to and including long-term suspension (5-90 days);

- b. Suspension from all student activities for a period of not less than 20 consecutive days or as determined by the hearing officer. Students involved in activities may have more severe penalties affecting their activities.
2. **Second Offense** – within two calendar years of first offense. A second time violator will be subject to the following sanctions:
 - a. A punishment up to and including long term suspension (90-186 days or expulsion from school);
 - b. Suspension from all student activities for a period of not less than 40 consecutive days or as determined by the hearing officer. Students involved in activities may have more severe penalties affecting their activities.
 - c. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol intervention programs or a tobacco cessation class approved by the school. The school in cooperation with the program directors will determine the length of the intervention program or cessation class.
3. **Third and Subsequent Offenses** – within three calendar years of the first offense. A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school (186 days).
 - b. Suspension from participation and attendance at all school activities for one calendar year.
 - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion if the student completes a drug and alcohol intervention program or cessation class approved by the school.

SEVERITY CLAUSE: In situations deemed severe enough by the administration, penalties can be recommended for immediate long-term suspension or expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board Policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the District to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug or alcohol counseling and rehabilitation programs and cessation classes are available for District students. If a student agrees to enter and complete a drug or alcohol education or rehabilitation program or cessation class, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program may be obtained from the school. Parents or students should contact the directors of the programs to determine the cost and length of the program.

STUDENT BEHAVIOR AT EXTRACURRICULAR EVENTS

Elementary students are welcome to attend extracurricular events at the junior/senior high level; however, they are to be accompanied to the event and supervised by their parents/guardians. In addition, they are to refrain from causing disruption to other spectators by being out of their seats, running around, and not paying attention to the activity. Student found in violation will be required to sit with their parents.

USD #252 TECHNOLOGY ACCEPTABLE USE POLICY: GRADES K-2

1. I promise to follow school rules while I am using technology.

- b. I will not touch any part of the computer or headphone cord with my mouth.
 - c. When using a computer, I will keep my hands off the screen.
 - d. I will leave the computer icons where my teacher has put them on the screen.
 - e. I will only print when my teacher says I may.
4. I promise to only work on the programs and web pages that my teacher tells me to use.
 5. I promise to use only my password.
 6. I promise to only share my password with my teacher or parents.
 7. I promise to tell an adult if I read or see something on the computer that is not appropriate.
 8. I promise to ask for help if I don't know what to do.

I understand that if I break any of my promises, I might not be able to use the computers.

USD #252 provides communication technologies to its students for educational purposes only. Some material accessible via the Internet may contain items that are illegal, defamatory, offensive, or of no educational value in a school setting. As per federal requirements with respect to filtering of Internet and network usage, USD #252 has contracted with TwoTrees Technology, L.L.C. for these services.

If the guidelines set forth in the acceptable use policy are violated, the student may lose access to communication technologies for a period up to 186 school days. We require students and parents/guardians to read, accept and sign these rules for acceptable behavior with respect to communication technologies.

As the parent or legal guardian of the minor student signing above, I grant permission for the above student to access communication technologies such as computers and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet usage both inside and outside of the school setting and conveying standards for the above student to follow when selecting, sharing or exploring information and media. The school district will not be responsible for any student's mistakes or negligence, costs incurred by the student, or the accuracy or quality of information received.

Access to communication technologies is given as a privilege, not a right. Students must act in a considerate and responsible manner to keep this privilege.

USD #252 TECHNOLOGY ACCEPTABLE USE POLICY: GRADES 3-5

1. I promise to follow school rules while I am using technology.
2. I promise never to use any electronic device to harass, frighten or bully others. Electronic devices include, but are not limited to: telephones, cell phones, computers, iPods, mp3 players, cameras, video cameras, handheld game systems.
3. I will not view, send or display inappropriate messages or pictures. I promise to tell an adult if I read or see something on the computer that is not appropriate.
4. I promise to use all technology carefully and not damage, change or tamper with the hardware, software, settings, or the network. I will not download programs, music, games, etc. from the Internet, flash drive or CD.
5. I will only print when my teacher says I may.
6. I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.
7. I promise to use only my passwords, and to share them only with my teacher or parents.

6. I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.
7. I promise to use only my passwords, and to share them only with my teacher or parents.
8. I promise to follow Internet safety rules. I will not use chat rooms or give personal information to anyone on the Internet. If I receive an inappropriate message I will notify an adult immediately.
9. I promise to respect copyright laws and cite my sources.
10. I promise to use only my own files and folders on the server. I understand my files and electronic devices are not private. My teacher or principal may see them at any time.

I understand that if I break any of my promises, I might not be able to use the computers.

USD #252 provides communication technologies to its students for educational purposes only. Some material accessible via the Internet may contain items that are illegal, defamatory, offensive, or of no educational value in a school setting. As per federal requirements with respect to filtering of Internet and network usage, USD #252 has contracted with TwoTrees Technology, L.L.C. for these services.

If the guidelines set forth in the acceptable use policy are violated, the student may lose access to communication technologies for a period up to 186 school days. We require students and parents or guardians to read, accept and sign these rules for acceptable behavior with respect to communication technologies.

As the parent or legal guardian of the minor student signing above, I grant permission for the above student to access communication technologies such as computers and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet usage both inside and outside of the school-setting and conveying standards for the above student to follow when selecting, sharing or exploring information and media. The school district will not be responsible for any student's mistakes or negligence, costs incurred by the student, or the accuracy or quality of information received.

Access to communication technologies is given as a privilege, not a right. Students must act in a considerate and responsible manner to keep this privilege.

ACADEMIC DISHONESTY (Plagiarism)

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

DISPLAY OF AFFECTION

Excessive public display of affection by students on school grounds is not acceptable and will not be tolerated.

DRESS CODE

Clothing or other attire that is clearly dangerous or constitutes a health or safety hazard in any way, or any such clothing or lack thereof, that causes a disruption of the learning process will not be permitted. The Principal's decision will be final in the event attire is questionable.

Some examples are:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. Students must wear footwear. (Socks, house shoes, or slippers do not constitute footwear).
3. Any wearing of apparel advertising tobacco, liquor, or illegal drugs is not acceptable dress.
4. Any wearing of apparel with derogatory messages, profanity, sexual innuendoes, or gang-related significance is not acceptable school dress.
5. Any jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in a gang or advocating drug use, violence, or disruptive behavior is prohibited.
6. Bare midriffs, revealing clothing of any type, inappropriately short skirts or shorts are not permitted. Hats and/or headgear (hair rollers, hair nets, bandanas, picks, combs, head covering, headband worn on the forehead, hoodies with the hood up) are not to be worn in the school building.
7. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.

DRUG FREE SCHOOLS

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity is prohibited. This policy is required by 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. (Cf. LDD)

ELECTRONIC DEVICES

No student may possess an electronic device that causes a disruption to the educational process.

Students may have cell phones at school; however, they are to be kept in the student's book bag and/or backpack. If the student needs to use the phone, they must do so in the school office with the permission of their teacher.

Electronic devices may be used for instructional purposes with the approval of the school personnel.

GANG ACTIVITY

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

Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The superintendent shall establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance or another student will be subject to disciplinary action.

District staff shall be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

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

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

Individuals may also be referred to law enforcement officials.

STUDENT SUPERVISION

All teachers are responsible for student conduct. Improper conduct must be handled on the spot; any teacher or staff member has the authority to correct any student at any time. If the improper conduct is not a pressing matter, any teacher aware of the improper conduct should notify the principal who will in turn notify the teacher in charge. The custodian, cook or bus driver should notify the principal of any improper conduct on the part of the students.

EMERGENCY SAFETY INTERVENTIONS

The Board of Education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

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

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

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

PROHIBITED TYPES OF RESTRAINT

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

TRAINING

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

NOTIFICATION AND DOCUMENTATION

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

REPORTING DATA

District administration shall report ESI data to the state department of education as required.

LOCAL DISPUTE RESOLUTION PROCESS

The Board of Education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the Board of Education and provide a copy to the state department of education. If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the Board of Education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the Board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the Board in executive session.

The board clerk and superintendent must complete any such investigation within thirty (30) days of receipt of the formal written complaint. On or before the 30th day after receipt of the written complaint, the Board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the Board shall only be provided to the parents, the school, and the state department of education.

Approved: KASB Recommendation – 6/13; 12/13

BOE Approved: 7/9/2013; 4/9/2014; 2/12/2018

ENROLLMENT/WITHDRAWAL

ENROLLMENT

The enrollment dates and procedures were outlined in a letter sent to each patron earlier and published in the Emporia Gazette.

ENTRANCE AGE

The minimum age for enrollment in Early Childhood is three years of age, Kindergarten is five years of age, and First Grade is six years of age on or before the thirty-first day of August.

An official state birth certificate and social security number is required as evidence of legal minimum age. Parents who have not done so must secure a birth certificate for their child. To do so, parents can write to the Bureau of Vital Statistics, Department of Health, of the state in which the child was born. Proof of age is a requirement before a child is permitted to attend school.

HEALTH ASSESSMENT (BOARD POLICY)

The Board requires all students who have not previously enrolled in any school in this state to have a health assessment upon entering the District's schools for the first time. The health assessment may be received from a licensed physician, nurse or health care provider approved to perform health assessments.

If evidence of an official health assessment dated no more than six months previous to the student's first day of school in the district can be produced it will be acceptable. A state-issued birth certificate, a copy of the health assessment that has taken place within the preceding 6 months, and an updated copy of the student's Immunization record shall be presented to the principal or his/her designee upon the student's first day of attendance. Students will not be able to start class until items are turned in.

As an alternative to the health assessment required, a pupil shall present:

1. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments, or
2. A written statement signed by one parent or guardian that such assessments are in the process of being received and will be completed within 90 days after admission to school.

A pupil shall be subject to exclusion from school attendance until such time as the pupil shall have complied with the requirements. A written notice will be given to the parents or guardian of the involved pupil.

IMMUNIZATION RECORDS

Parents of children entering a Kansas school for the first time are required by Kansas law to submit an immunization record card signed by their doctor, showing that their child has been properly immunized. Neither the Board of Education nor any employee can waive this requirement. This includes 5 DTAP (diphtheria, pertussis (whooping cough), tetanus), 4 Poliomyelitis, 2 MMR (measles, mumps, rubella), 3 Hepatitis B, 2 Varicella (chickenpox). Early Start or Students who are under 5 years of age also require 3 HIB, 4 PCV7, and 2 Hepatitis A.

EXCLUSION FROM SCHOOL FOR NON-IMMUNIZED STUDENTS

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

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

OUT-OF-DISTRICT STUDENTS

Those students who do not reside within the boundaries of USD #252.

USD #252 welcomes any student who can be a productive member of our student bodies. Out of district students are required to apply each year. The application will be reviewed by the building principal at each attendance center according to the following criteria:

- Student must maintain a C average or be making adequate progress while attending a USD #252 attendance center.
- Student must attend school on a regular basis.
- Student must refrain from behavior that would violate the behavior code as defined in the student handbook.

Final approval of all out of district transfers is a School Board decision.

CREDIT CARD PAYMENT, SCHOOL FEES, AND LUNCH FEES

The school district offers the convenience of using a credit card to make payments for enrollment fees and/or lunches. A 4% processing fee will be assessed on each payment.

PROOF OF IDENTITY OF SCHOOL CHILDREN

S.B. 593 provides that whenever a child enrolls in a public or nonpublic school for the first time, the School Board is required to secure proof of identity of the child. Proof of identity is either:

- A. An official state birth certificate for a child enrolling in Early Start, Kindergarten or the First Grade, a copy of the court order placing the child in the custody of the Secretary of Social and Rehabilitation Services (DCF), or a certified transcript or other similar pupil record of a child enrolling in grades two through twelve, or
- B. Any satisfactory proof of identity. If proof of identity is not provided to the School Board within thirty days of enrollment, the School Board must notify the local law enforcement agency which then must promptly investigate the identity of the child. No person claiming custody of the child may be informed of the investigation while it is occurring.

SUPPLY LIST

A supply list will be available at enrollment. The teacher will send home a list of items needed throughout the year with the student.

TEXTBOOK RENTALS

The textbook rental fee plan is:

Grade K-5	\$ 60.00
Grade K-5 Technology non-refundable	\$ 15.00

Refunds to those students leaving school will be on the following basis:

All Grades	<u>1st 9 Weeks</u>	<u>2nd 9 Weeks</u>	<u>3rd 9 Weeks</u>	<u>4th 9 Weeks</u>
	3/4 rental price	1/2 rental price	1/4 rental price	No Refunds

The book rental program is optional. Parents who do not wish to take part will continue to buy all the pupil's books. We will not rent any book separately.

Students or their parents must make payment for lost, defaced or damaged textbooks. Damaged textbooks will be inventoried and assessed by the classroom teacher with consultation with the building Principal following the listed parameters:

- \$20 – Minimal damages: to include writing on pages.
- \$40 – Damage to half of the textbook but remains useable; to include damaged cover and/or pages missing.
- \$70 – Defaced cover, missing pages, water damage, and non-useable.

FOOD SERVICE

BREAKFAST PROGRAM

Breakfast will be served at all USD #252 attendance centers.

Prices will be: PreK-12 - \$1.70 Adult - \$2.20

COMPETITIVE FOOD REGULATIONS

The U.S. Department of Agriculture regulates foods sold in competition with the National School Lunch and School Breakfast Programs. These regulations restrict the sale of certain foods, determined to be of

minimal nutritional value, to children in the food service areas during the breakfast or lunch period.

The foods restricted from sale to students are classified in the following categories: soda water, water ices, chewing gum and certain candies. The definitions of the four categories of restricted foods are:

1. Soda Water - Any carbonated beverage.
2. Water Ices - Frozen sweetened water or flavored ice.
3. Chewing Gum - Any flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.
4. Certain Candies - Hard candies such as sour balls, lollipops, fruit balls, candy sticks, starlight mints after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops; jellies and gums such as gum drops, jelly beans, jellied and fruit flavored slices, and marshmallow candies; fondants such as candy corn or soft mints; other restricted candies such as licorice, spun candy and candy-coated popcorn.

Ice cream, ice milk and water ices which include fruit or fruit juice are not restricted.

“Chips” are not restricted.

Flavored (chocolate, strawberry, vanilla, etc.) candies which may contain any one of the following: nuts, peanut butter, caramel, coconut, nougat centers, milk based fillings or other similar ingredients are not restricted.

No foods are restricted unless they fall in one of the four categories indicated above.

Cash will be accepted, but there are advantages to paying by check.

LUNCH PROGRAM

Charges for students in grades PreK through Sixth will be \$2.80 and \$3.75 for adults. Visiting parents will pay \$3.75 to the Secretary. An invitation is extended to each parent to have lunch in the school lunch program at least once during the year. If you intend to eat at school, please send word with your child in the morning so you can be included in our lunch preparation count.

MILK PROGRAM

Milk will be available to children in grades PreK through Sixth. The milk will cost each child \$.50 per ½-pint carton and is a voluntary program. The Secretary will collect money for the milk on enrollment day. If a child wishes to drink a second carton of milk with their lunch, they will be charged an additional \$.50. Fees need to be paid in advance to participate in the milk program. Daily purchases are discouraged because of the time involved by school personnel in making and recording all the transactions.

SCHOOL LUNCH INFORMATION

The success of the school lunch program depends upon the cooperation between parents and the school. A more cooperative spirit will be possible if everyone concerned understands the aims and objectives of the school lunch program, such as those listed below:

- A. To provide a well-balanced meal at a minimum cost.
- B. To develop an appreciation of all food.
- C. To operate on a non-profit basis and offer the program to every child regardless of his/her ability to pay.
- D. To help develop good table manners.

Parental support and trust are needed for the school to offer:

- A. A meal most of the students will like each day.
- B. Provide a meal designed to satisfy the nutritional requirements of growing bodies.
- C. The above at an approximate cost of a hamburger and a bottle of pop.

All schools have a computerized school lunch program called Infinite Campus. **NO LUNCH MONEY REFUNDS WILL BE GIVEN AT THE END OF THE SCHOOL YEAR UNLESS REQUESTED.** The balance will be carried forward to the student's account for the next school year. If a refund of lunch money is desired, please contact the building secretary.

Applications for free and reduced meals may be obtained from and returned to the building secretary. Students who wish to do so, may bring their own lunches. However, if they wish to purchase milk to drink with their sack lunch, it will be charged to their account. The cost of one individual 1/2 pint of milk will be \$.50 each.

Our school has implemented "offer versus serve" in the school lunch program. A student will be offered five food items and they may choose to accept all five items or as few as three items. This change in the National School Lunch Program is designed to reduce food waste and give the student the opportunity to select the foods he/she wants to eat. Students are discouraged from exchanging or giving food away.

Please make checks payable to USD #252 and write on the bottom what it includes such as milk, meals, or snacks. Please write your account number on the check or envelope. It is not necessary to write more than one check covering several children in different classes in the same school building if their names are listed with the amount you wish to be credited to each child at the bottom of the check.

OBLIGATION/FEE COLLECTION PROCEDURES

Outstanding fees and obligations which exceed \$250.00 per student or \$500.00 per family, the following procedures will take place:

- a. Building principal will notify the District Office.
 - i. District Office will send a letter to the parents/guardians outlining the next steps in the process.
 - ii. District Office will notify the collection agency for collection and possible legal action for all outstanding obligations and/or fees.
 - iii. Collection Agency will be designated by USD #252 District Office.
- b. The student(s) may be turned in as a "child in need of care" by the building principal.
 - i. Repeat offenders will be turned in as a "child in need of care" to the appropriate agencies by the building principal.

Breakfast/Lunch Fees:

Parents are asked to prepay for their child's breakfast/lunch meals! When a balance of \$0.00 is reached, building secretaries will send a note home with the student. When a student reaches a negative balance of \$25.00, the following procedures will take place:

- 1) Student will receive an alternative meal (cheese sandwich and drink or other alternative meal as designated by the Food Service Director) starting with the day in which the negative \$25.00 balance occurs. The alternative meals (both breakfast and lunch) will have a cost assessed to the student. Students qualifying for reduced cost meals will have the same charge amount assessed as a regular meal (breakfast and lunch).

- a. Students with a negative balance of \$25.00 or more, the following procedures will be followed:
 - i. Grades PK-6: Breakfast and/or lunch, alternative meal continues to be provided.
 - a. Student(s) may be turned in as a “child in need of care” by the building principal to the appropriate agencies.
 - ii. Grades 7-12 will not receive breakfast and/or lunch services including alternative meals.

GENERAL INFORMATION

ANIMALS IN THE SCHOOL (POLICY)

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, as well as toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. However, they must be appropriately housed, humanely cared for, and properly handled. Guidelines published by the American Humane Association, “Care and Management of Animal Visitors at School,” will be obtained from the American Humane Association, P.O. Box 1266, Denver, Colorado 80201, at school district expense. Under no circumstances are animals to be transported on school buses. Skunks and bats are not to be permitted inside school facilities. Teachers are to check with the school nurse regarding any known allergies existing among students in the classroom, prior to granting permission. If allergies exist, parents must be contacted for further direction.

Teachers must be aware of federal and state laws regulating handling of animals (Cf. K.S.S. 21-43210). If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety. Teachers with questions regarding proper care, feeding and handling of animals should contact appropriate resources. If little assistance is available, one should contact the nearest accredited professionally run zoological park or garden or the nearest humane society.

All experiments using live animals must have prior approval of the Principal or his/her designated representative. Dissection of deceased animals should be limited to those preserved in formalin or alcohol.

BIRTHDAYS

Having birthday parties in the classroom is discouraged. All celebrations should be planned with the teacher. If more than one birthday comes up in a week, a combined birthday celebration is recommended. Birthday and/or party invitations should not be distributed at school unless all students from that class are invited.

CHRISTMAS GIFT EXCHANGE & PARTIES

There will be no student to student gift exchanges at Christmas. Each classroom will be permitted to have a party. Parents will be asked to assist the teacher with the party. Teachers will be responsible for contacting other parents to furnish small treats for various holidays throughout the year, namely Halloween and Valentine’s Day. There will be no giving of gifts by a class or organization to a staff member, unless approved by the Principal.

EARLY ARRIVAL

Early arrival is strongly discouraged as there is no official school supervision on the grounds prior to 7:30 a.m.

HOME ROOM PARENTS

Teachers will be responsible for contacting other parents to furnish small treats for various holidays throughout the year, namely, Halloween and Valentine's Day.

INFINITE CAMPUS PARENT PORTAL

The school district uses a program called Infinite Campus to maintain student and family demographic information as well as student grades and attendance. Parents can sign up for an account that will allow you to review your student's grades and attendance information 24 hours a day. To do this, parents need to fill out the appropriate paperwork in the school office. Once registered, the link to the service is available on the district web page, as well as individual school web pages.

LOST AND FOUND

Articles found on the playground or in the school building will be put in the lost and found box in the office. Children should come to the office to look for missing articles. Parents can help by clearly labeling all items of apparel that will remain at school. Items such as overshoes, tennis shoes, notebooks, caps, and coats should be marked.

PATRIOTIC EXERCISES

The Board believes that the children of Southern Lyon County USD #252 should learn the principles of liberty and democracy expressed in the Declaration of Independence and the Bill of Rights. The Board further believes that the Salute to the Flag and the Pledge of Allegiance help students learn these principles.

Therefore, the principal of each school for grades Kindergarten through Sixth Grade is directed to provide a daily or weekly program for the Salute to the Flag and Pledge of Allegiance.

The Board recognizes that the religious beliefs of some students prohibit their participation in these patriotic exercises. All children however, are expected to show respect to the flag during the Pledge of Allegiance. School principals are authorized to take appropriate disciplinary action; including suspension if necessary, against students who do not comply with this policy.

PETS

Unleashed dogs are a nuisance around school. Parents are asked to keep dogs and other pets from following their children to school. The sheriff's office will be asked to pick up those dogs that are a continual nuisance.

SCHOOL COLLECTION OF MONEY

The Board of Education requests that elementary students not participate in fundraising campaigns. Numerous organizations may ask the schools to sponsor contests and collect money. Participation is discouraged and will be considered only in the light of how the activity may be beneficial to the children and not the organization.

SHOUTPOINT

The school district uses a software program called ShoutPoint to notify parents of school closings, upcoming events, etc. You will be asked at enrollment to provide phone numbers and/or email addresses that can be used to notify you of events. Participation in the notification program is voluntary.

STUDENT DIRECTORY INFORMATION

Patrons have until September 1 of each school year to inform the school district, in writing, that any or all of the directory information about their students should not be released without the parent's prior consent. "Directory Information" is considered by the Board of Education and the district administration to include the student's name, address, telephone number and the date of birth; student's participation in officially recognized school activities and sports; the weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous school district attended by the student.

That information is considered public information which may be released by the school district without parent's prior consent, unless the parent notifies the school district otherwise before September 1.

SCHOOL PHONE

Students may use the school phone for business calls only.

Permission to use the phone must be secured from the office secretary or the principal.

School phones are for running the school and assisting the students when in need. They are NOT to be used for private business, casual conversation, calling boyfriend or girlfriend, etc.

In case a student becomes ill at school they are he or she is to come to the office and either the secretary or the principal will call the home for assistance. Student should not contact parents directly using a personal device before reporting to the office (e.g. texting, etc.)

VISITING SCHOOL

Parents and patrons are welcome and encouraged to visit school. However, all parents and patrons must check in at the principal's office prior to visiting. Children are not permitted to visit school unless accompanied by a parent.

HEALTH & SAFETY

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

Diagnosis and treatment of illness and the prescribing of drugs, medicines and nostrums are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized hereinafter. School personnel are advised that the Nurse Practice Act KSA 65-1113 et seq., as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis by a school nurse.

It is the opinion of the State Board of Health Advisory Council and the Board that the public school should never provide students with aspirin or any other medications. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Any school personnel including school nurses shall not practice unauthorized administration of aspirin or other un-prescribed medications.

In certain exceptional circumstances when medication is necessary for the student to remain in school, the school may cooperate with parents in the supervision of medication that the student will use, as outlined here. The medical person authorized to prescribe medication must send a written order to the

building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. Under the following rules, the supervision of medications by school personnel, including school nurses, is authorized:

- School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.
- The medication shall be examined by the school employee administering the medication to determine in his/her judgment that it appears to be in the original container, to properly labeled and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school should be requested from the pharmacist.
- Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.
- The building administrator may choose to discontinue the administration of medication if he/she has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore.
- The administration of any such authorized medication shall be logged by the building administrator or his/her designee in the school's medical diary which shall be maintained for these purposes and filed by the administrator for future reference.
- In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

ASBESTOS IN THE SCHOOLS

USD #252 has been in compliance with federal and state asbestos regulations for many years. Some of the building materials in our schools do contain asbestos. These materials are periodically inspected and maintained to ensure that they do not present a health hazard to students, employees and visitors. The asbestos management plan for USD #252 is available in the district administrative office and in the administrative office of each school. Interested persons may inspect the plan at any time. If you have specific questions, you may contact the superintendent at (888) 306-5615 or (620) 392-5519.

USD #252 is committed to protecting the health of all students, employees and visitors, and we will continue to ensure that asbestos-containing materials are maintained according to federal and state requirements.

EYE-EAR EXAMINATIONS

An effort is made each school year to use screening tests for checking the ears and eyes of each student. The purpose of the test is to identify children with severe problems. Please do not assume that further examinations are unnecessary. Any severe problem that is discovered will be made known to the child's parents with a request that the child should see the family doctor.

HEAD LICE GUIDELINES

1. Students found with live lice will be excluded from school immediately.
2. Students must be treated prior to being allowed to return to school.
3. Students may return to school only if they have been treated and there are no live lice present. They should be substantially nit-free. Parents are encouraged to utilize the services of the school nurse to check their children's hair for the presence of lice.
4. Students need to be rechecked at 7 and 14 days. It is recommended that these checks be done by the school nurse. If live lice area present, the child will be excluded from school again.
5. Students with nits only will not be excluded from school, but need to be rechecked at 7 and 14

days to check for the presence of live lice.

6. The school nurse will screen all students in a class if more than one student in the class is found to have live lice.

HEALTH REGULATIONS

School children should be in attendance every day possible. However, each child's health is important and children who are ill should not be in school. The State Board of Health has the following regulations:

- Parents shall not permit a child or children to attend school if afflicted with or exposed to infectious or communicable disease that requires exclusion.
- It is the parental responsibility to consult a physician concerning the child's illness and keep at home any child having sniffles, sore throat, fever, skin eruptions and any other signs of illness.

One student with a bad cold can infect the entire class causing multiple absences including the teacher. Your cooperation will be appreciated.

A student will be excused from physical education class and recess after extended illness or upon recommendation of the family physician.

HEALTH SERVICES

The attendance centers of USD #252 will have available the services of a school nurse available. Parents must come to the office to pick up sick children; this affords both the school and parent protection. If parents and/or guardians take their child out of school, they must sign them out at the office.

If your child has any special physical problems, we ask that you instruct your child's teacher in writing, and include all special instructions to use in handling the problem. After the teacher has recorded your note, he or she will file it in the office.

INSURANCE

The Student Accident Policy, which is provided by USD #252 to cover that which is not covered by the student's policy or if the student has no policy. Our district policy provides **LIMITED COVERAGE**. If your child is injured at school or during a school activity, contact the school's office to obtain insurance forms. The school does not fill out the forms for you. This is the parent's responsibility.

If the student is injured:

1. The instructor should inform the building principal.
2. The principal will notify the parent.
3. The parent notifies their insurance company (if they have one).
4. The parent would request a claim form, from the building principal to supplement that which their insurance would not cover.
5. It is the parent's responsibility to notify our insurance company that the injury occurred, by either phone or mail, within ninety days.

When covered:

While on the school premises:

1. During the hours and on the days when school is in session.
2. During the hours or on the days when school is not in session while the insured is participating in or attending any school sponsored activity and under the direct and immediate supervision of the school.

While away from school premises, other than traveling:

1. Participating in or attending any activity sponsored and under the direct and immediate supervision of the school.

While traveling directly to or from:

1. Residence and school in regular school sessions.
2. Residence and school during the time allowed for lunch.
3. Any activity sponsored and under the direct and immediate supervision of the school.

Parents may purchase insurance for their children at little or no cost depending on income by calling HealthWave at 1-800-792-4884.

SAFETY

Instruction in the various aspects of safety is emphasized in all the grades. Parents can be helpful in observing safety practices. Calling for children across the street in the middle of the block is a safety hazard that are frequently observed around schools.

Parents should teach their children the safest routes to walk to and from school. Children should be instructed to never ride with strangers, because of the danger involved. Parents wishing to pick up their children during the school day must come to the office of the attendance center to do so.

WAIVER OF SCREENING

According to Section 504 Vocational Rehabilitation Act, a parent or guardian has the right to refuse screening on children under his/her legal custody. A written, signed statement from parent/guardian so indicating refusal is recommended.

If a statement is not received by the school with the parent or guardian's signature by the Fifteenth (15) of September, stating the child should not be screened, the child will be automatically screened.

SCHOOL CLOSINGS

If weather conditions are bad in your area, school closures are reported by 7:30 a.m. on Radio and TV stations KVOE 101.7 & 1400 Radio; WIBW 94.5 Radio; WIBW Channel 13; and by ShoutPoint. You can assist your bus driver by giving him/her a telephone call to report any impassable roads in your area.

TRANSPORTATION

You should call the building principal, if the bus is fifteen minutes late or more. The bus driver may be encountering mechanical failure and need assistance. Your reporting will enable the principal to provide the necessary help the driver may need.

Students who board the bus first in the morning will be the first to depart in the evenings insofar as this is possible. If a bus driver lives near the end of the route, he/she will pick up and deliver as he runs his/her route in both the morning and evening, therefore, it will be impossible to use the first-on, first-off approach.

The policy of the Board of Education is using private roads or drives as follows:

- Bus drivers may enter a private drive to pick up students if the road is hard-surfaced with a turn around area, and if the house is located 1/4 mile or more from the main road. The driver will use his/her discretion in using any short driveway for turn around purposes to change directions. No

driveway will be used except for turn around purposes or if the house is 1/4 mile or more from the main road.

- There will be one safety drop off/pick up stop on the established bus route, inside each city limits if needed, and the transportation directors will determine the need and location of the stop.
- Transportation pickup and drop off times will be determined after enrollment. Bus drivers will notify parent(s)/guardian(s) of the pickup and drop off times. Each student will have at least 10 minutes of breakfast/lunch time.
- Dismissal of all non-bus riders will be at the same time as the riders, except that they will remain under the supervision of their last instructor until the buses depart on their regular routes. All buses are to depart at the same time.
- If a parent does not want his/her child to ride the bus he/she must contact the driver prior to the route running. A phone call to the school will not be sufficient notice. The parent must also furnish a written note to the bus driver if he/she wishes his/her child to be unloaded at another place along the route. The note is to be given to the driver in the morning. The driver will sign and keep the note.

The following instructions to students riding school buses are taken in part from the publication of the Department of Transportation, State of Kansas, "Laws and Regulations Governing School Pupil Transportation in Kansas."

1. Scope - The requirements of this regulation shall apply to all passengers when transported in a school bus or school activity bus.
2. The bus driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus.
3. The bus driver shall have the authority to assign a seat to each student passenger.
4. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
5. Students shall not extend any part of their body out of bus windows.
6. Students shall not get on or off the bus or move about while the bus is in motion.
7. Smoking inside the bus shall be prohibited.
8. Intoxicating liquor or alcohol, or illegal drugs shall not be consumed or carried on a bus.
9. Animals shall not be transported on a bus with the exception of service dogs.
10. No weapons of any type, except side arms carried by a law enforcement officer, shall be transported on the bus.
11. Unnecessary conversation with the bus driver is not permitted.
12. Classroom conduct is to be observed other than casual conversation.
13. Students are not to throw trash or rubbish on the floor of the bus or out the window.
14. Students must depart from the bus when it is being refueled.
15. Students shall cross the roadway, highway or street upon which the bus is stopped, in front of the bus at a distance that allows the school bus driver to see such students as they cross.
16. The emergency door is to be used only upon instructions from the driver.
17. When emergency assistance is required, the driver should remain with the bus and send the oldest and most responsible student for help, when all other means have been exhausted.

The following regulations apply to all activity trips:

1. All team members and managers must travel under the supervision of the coach, sponsor, principal or bus driver.
2. Students not participating in an activity will not be supervised by the school if they do not ride in a school vehicle. Regardless of how students travel to the various school functions their actions and conduct are the business of the school.

3. Students are expected to ride the bus unless a parent provides a written note requesting the student returns home **WITH THEM**.
4. The only designated drop off points will be the respective schools, unless otherwise approved by the transportation director.