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Welcome to the 2023-2024
School Year at EES

USD #327 MISSION:

To provide an exceptional education experience and encourage responsible citizenship.

USD #327 VISION:

Better together: Community, parents, faculty, staff and administrators helping to promote positive personal character and challenging every learner to strive for excellence.

OUR USD #327 MOTTO:

Better together: Striving for excellence!

Ellsworth Elementary Mission Statement
Our mission is to prepare Ellsworth Elementary School students for lifelong success through rigorous, quality academic instruction, career training, and character development according to each student’s talents. This will be accomplished with cooperation among students, parents, staff, and the communities.

Ellsworth Elementary Goals:

❖ Establish and maintain a quality, caring, professional staff
❖ Encourage and promote community involvement
❖ Provide both a physically and emotionally safe environment to foster student growth
❖ Foster academic success for every student
Theme for 2023-2024

Ellsworth Elementary School Staff

Chris Delay      Principal
TBD      Secretary
Amber Soukup      Social Worker
Bonnie Peterman      School Nurse
Sarah Freeman      Kindergarten Teacher
Gwen Laas      Kindergarten Teacher
Stacy Batchman      Kindergarten Teacher
Louise Blanding      First Grade Teacher
Susan Kurz-Sebesta      First Grade Teacher
Jill Worl      First Grade Teacher
Danielle Kasper      Second Grade Teacher
Janelle Robson      Second Grade Teacher
Caitlin Smith      Second Grade Teacher
Sarah Richard      Third Grade Teacher
TBD      Third Grade Teacher
Laura Vague      Third Grade Teacher
Traci Sallman      Technology Teacher
Nancy Bolton      Librarian
Kelly Clark      Music Teacher
Laura Kyler      Physical Education Teacher
Erica Howard Macek      School Psychologist
Emily Thomasson      Title 1 Teacher
Jenna Gourley      Special Education Teacher
Sabrina Bourbon      Reading Interventionist
Danielle Kasper      Gifted Teacher
Tonya Weinhold      Speech Therapist
Cindy Leal      Speech Paraprofessional
Christine Schultz      Custodian
Amy Turley      Custodian
John Bryant      Crossing Guard
Randa Weeks      CKCIE Paraprofessional
Lori Herlan      CKCIE Paraprofessional
Anita Rodriguez      CKCIE Paraprofessional
Tami Tully      Title 1 Aide
Maria Meier      Library/MTSS Aide
Kathleen Macek      Teacher/MTSS Aide
Connie Svaty      Teacher/MTSS Aide
Christy Romero      Office Aide
EES Student Expectations:

Every morning when we join together for morning announcements, we remind our students to give their Bearcub BEST as a student, a citizen and a friend. As an EES community we believe that each person should demonstrate the following character traits:

1. **Be a Trustworthy Person.** Being trustworthy means: being honest in words and actions, having integrity when making decisions and actions, doing what is right even when it is hard to do so, and being a good friend.

2. **Be a Respectful Person.** Being respectful means: treating both people and property with courtesy and honor, acting and speaking politely and considerately of other people and their feelings even if their beliefs are different, and working to solve disagreements peacefully.

3. **Be a Responsible Person:** Being responsible means being reliable, dependable and accountable for your own behavior. It means to think before you act and alway try your very best.

4. **Be a Fair Person:** Being fair means to have the courage to speak up when something isn’t fair. It means playing by the rules, taking turns, and sharing. A fair person acknowledges another person’s point of view in a disagreement.

5. **Be a Caring Person:** Being a caring person means to be kind in words and actions. A caring person helps others by considering their needs and feelings. Being a caring person also means to thank others when they are kind to you.

6. **Be a Good Citizen:** Being a good citizen means to cooperate with others, obey laws and rules, strive to make their school and neighborhood a better place, and protect the earth.

The Three Ellsworth Elementary Expectations Are:

- Be Responsible
- Be Respectful

Be Your Best Bearcub Self!
Parent / Guardian Expectations:

For the maximum amount of learning to occur, it is extremely important that parents, guardians, and teachers work together to create a positive and supportive environment. Parents and guardians can help their child (and the school) in the following ways:

1. **Make sure your child attends school on time every day.** *Please note that outside of these time periods, supervision is not provided.* Please discuss before and after school expectations with your student to avoid unwanted behaviors.
2. **Help your child to get plenty of sleep; a healthy diet (including a good breakfast); and clean, comfortable, weather-appropriate clothing.**
3. **Be sure your child’s emotional needs are met to the best of your ability (love, security, affection).**
4. **Keep the school office informed of any address/telephone changes at home or work.**
5. **Support school-sponsored activities like parent-teacher conferences, literacy and math night, and back to school night.**

Communication:

Most often, questions concerning the day-to-day operations of the schools are best answered by the teacher or principal. It is recommended that problems or concerns first be taken to the teacher. If, after discussing the issue with the teacher, the matter has still not been resolved, it should be taken to the principal. If after the issue has been discussed with the principal, the situation still has not been resolved, it should be taken to the superintendent, and finally, if not resolved, to the USD 327 Board of Education.

Modes of Communication:

Teachers of EES utilize the secure, online platform, SeeSaw, to communicate class announcements and specific student-related information with parents/guardians. Your child’s teacher will email a link to the classroom group.

Email is also an excellent way to communicate with your student’s teacher (especially during the school day). Teacher email addresses may be found on the EES website.

Additionally, the telephone number for Ellsworth Elementary School is (785) 472-5554.
Enrollment:

Enrollment procedures are handled at the USD 327 District Office. Whenever a child enrolls in school for the first time, or enters school from another state, proof of identity of the child must be provided (birth certificate or a certified transcript). The parent or guardian must present immunization records to the school nurse. Immunization records must be up-to-date or the student will not be allowed to enter school. A waiver for entrance may be obtained from the district superintendent. Typically, a new student may start school after the secretary completes and enters all the enrollment information.

Time Schedules:

- Doors to the school will open at 7:40 am for a standard school day.
  - *Students who plan to eat school breakfasts are encouraged to arrive soon after the doors open in order to have ample time to eat.
- School begins at 8:00 am.
- Classes are dismissed at 3:05 pm.

Late Start Schedules:

- Doors to the school will open at 9:00 am for a late start day.
- School begins at 9:15 am.
  - *School breakfast is not served on late start days.
- Classes are dismissed at 3:05 pm.

*Please note that outside of these time periods, supervision is not provided.* Please discuss before and after school expectations with your student to avoid unwanted behaviors.

Street Crossing, Parking, and Loading Zone Safety:

All students are required to cross the street at the intersection crosswalks. Parents should not beckon to their child to cross the street to a parked car. When available, crosswalk guards will be used to aid in these safety measures.

Street parking is made available for patrons needing to enter the school. Please enter the school from the 3rd street, front office entrance only.

Please help us to keep the loading zones safe and moving during peak drop-off and pick-up hours.
**EES Attendance Guidelines**

**WE CAN'T WAIT TO SEE YOUR SMILING FACES!**

**THE KANSAS COMPULSORY ATTENDANCE LAW KSA 72-1113** states that a child under the age of 18 is truant when one of the following applies:
Unexcused absences on three (3) consecutive school days, five (5) or more days in a semester, or seven (7) days in a school year, whichever occurs first. Attendance of the student is the responsibility of the Parents (Guardians).

**Absences:**

A parent or guardian must call the school EACH day his/her child will be absent prior to 8:30 am and provide a reason for the absence. If no permissible reason is given, the absence will be unexcused.

The school day begins in the gym at 8:00 am each day for morning announcements. A student arriving after 8:15 am will receive a Late To School attendance mark.

Students will be allowed 5 absences per semester with parent/guardian permission. Any student with 6 or more absences per semester will be required to have written/signed confirmation (Dr.’s note) of any illnesses and appointments to be considered excused. For other excusable reasons (such as funerals) parents should contact the building principal in advance. Students who leave after the start of school must have parent’s/guardian’s permission. Parents/guardians of students must sign students in or out of the office upon arrival or departure from school.

**Late to School (LTS):**

Most late arrivals are avoidable. If you know your child will be late, call the school to avoid an unexcused absence. All children who arrive late MUST report to the office. A child is considered late to school if their arrival is more than fifteen minutes after the start of the school day. LTS incidents accumulating seven hours will equal one unexcused absence (see the Kansas Law above).

**Truancy:**

Expect a call from the school to ask how the school staff may help attendance. Excessive absences will be reviewed by the truancy officer who may request a meeting with designated personnel. Parents or guardians will be required to attend all meetings to assist in developing a truancy prevention plan.
Grading Policy:

EES uses a standards-based grade card for K-3. Grades are assessed based on the student’s demonstration of knowledge of class objectives. The following rubric will be used to determine a student’s mastery of the objective.

1 = Beginning: not yet meeting grade-level expectations
2 = Progressing: showing improvement in meeting grade-level expectations
3 = Secures: meets grade-level expectations
4 = Exceeds: exceeds grade-level expectations

Room Parents / Class Celebrations:

Two parents / guardians will be selected to serve as room parents for each classroom. Class celebrations involving organized activities and refreshments shall be the responsibility of the room parents. Scheduling these celebrations must be in coordination with the teacher.

Field Trips:

Class field trips are an important part of a student’s full educational experience. Field trip forms will be issued by the classroom teacher containing specific details regarding a class field trip. These forms must be signed by a parent or guardian and returned to the teacher prior to the departure time/date in order for a student to participate. Please understand that some field trips will involve bus transportation; parents may be asked to assist with field trips by the classroom teacher.

School Transportation and Bus Expectations:

All parents/students must read and sign USD 327 Transportation Rules and Regulations before being approved to ride in school vehicles.
Playground Expectations:

- All students are expected to follow the student expectations when using the playground. Teachers will review any grade-level specific expectations with their classes.
- All students are expected to go outside during designated recess and play periods unless they have a written note stating they should remain in school. *If weather causes outdoor recess to be canceled, indoor areas will be provided for recess.
- Playground supervision will be provided during assigned recess times—during the school hours of 8:00 am - 3:05 pm.
- Students should not bring toys, personal items, or candy/gum from home to play with during recess (unless specifically requested by a teacher’s note). Recess equipment (sports balls, etc.) is available for student use.
- Any accident or injury that takes place on the playground, during the school day, should be reported to the office as soon as possible. An accident report will be completed and a copy of this report will be sent home with the student.

Bicycles:

A bike rack is provided on the west side of the playground. Students who ride to school are expected to park their bicycles in this rack during the school day. The school is not responsible for damage or theft so please work with your student to safely secure their bicycles.

Technology and Computer Use:

No student shall violate the school's Technology Acceptable Use Policy, which includes commercial or illegal use of computer resources and unauthorized network access. An Acceptable Use Form must be signed by the student and the parent/guardian and returned before the student will be allowed the use of the district/school computers.

School Counseling Services:
USD #327 students have access to school-related counseling services. School social workers are part of the educational community. As such, the social worker consults with teachers, administrators, and parents on behalf of the students.

Social-Emotional Screener:
Teachers complete a social-emotional screener for their students to help identify students that may be candidates for additional social-emotional skill practice and instruction.

Electronic Equipment:
So that students will not be distracted from their school responsibilities, electronic games, radios, and other devices (smart watch) are not permitted in the school during
the school day or on school trips without specific permission from the supervising teacher.

**NOTICE OF NONDISCRIMINATION:**

Unified School District No. 327, Ellsworth County, State of Kansas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Mrs. Deena Hilbig, Superintendent, District Office, 145 W 15th, P.O. Box 306, Ellsworth, Kansas, 67439; (785) 472-5561.

**Parent’s Rights:**

USD 327 recognizes that parents living in separate households continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child’s school progress and activities. EES recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren). Upon request to the child’s teacher and/or administrator, either parent may obtain copies of school information.

**Dismissal Due to Storms:**

When severe storm conditions exist, it may become necessary to call off school. Should school be called off, an announcement will be made through the district text system, over radio station KSAL (1150 AM), Salina, by 7:00 a.m. Ordinarily school will not be dismissed as long as it is feasible for students and teachers to come to and remain at school. But, the school administration strongly urges parents, particularly those living in the country, not to send their children to school on days when storm and road conditions create a definite hazard to the lives and welfare of the pupils.

**Drug Free Schools:**

The unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to district policy sanctions (JDDA-R). This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-266, 103 St. 1928. (Cf LDD).
**Conduct Resulting in Disciplinary Action:**

**Conduct which would Constitute a Misdemeanor Crime:**

Conduct which if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.

**Conduct which would Constitute a Felony:**

Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.

**Computer Use:**

No student shall violate the schools Technology Acceptable Use Policy, which includes commercial or illegal use of computer resources and unauthorized network access.

**School Rule or Regulation:**

Willful violation of any published rule or regulation for student conduct adopted or approved by the Board of Education.

**Disruptive Conduct:**

Conduct which materially or substantially disrupts, impedes and/or interferes with the operation of the school.

**Disrespect and Insubordination:**

Any show of disrespect or defiance by word, action, gesture or in another manner toward any staff member is prohibited. A student will obey the lawful direction of any staff member. All students are expected to behave in a respectful manner toward all persons, including without limitation staff, guests and fellow students.

**Disobedience:**

Disobedience of an order of a teacher, peace officer, and/or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school and/or a substantial and material impingement upon or invasion of the rights of others.

**Endangering Safety:**

Conduct which endangers the safety of others or which substantially impinges upon and/or invades the rights of others.
False Alarms/Threats:

In the absence of an emergency, a student will not call, or cause another to call 911 or other authority, signal or set off an alarm, or take other action to indicate the presence of an emergency. A student will not make a false report indicating the presence of a bomb, explosive device or other non-existent crisis or danger.

False or Misleading Statements:

Lying, making false, untrue or misleading statements to anyone in authority during an inquiry or investigation of any student or students conduct which conduct may constitute a prohibited behavior, as described in these provisions

Fighting – Threats - Intimidation – Assault:

Physical contact that endangers, threatens, or harms the health or safety of any person, or behavior that causes a reasonable person to fear such contact. A student shall not approach another person in a confrontational, provocative, intimidating, harassing or bullying manner. This includes, but is not limited to, attempts to intimidate or prompt another person to fight or commit other acts of physical aggression. A student will not take, threaten or attempt to take the property of other students through threat or intimidation.

Plagiarism and Cheating:

Academic dishonesty is not acceptable. Cheating includes, but is not limited to copying another’s work such as homework, class work, or test answers as one’s own work. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. 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.

Profanity, Obscenity and/or Derogatory Language:

Profanity, obscenity, and/or derogatory language are prohibited. This rule applies to cursing, possessing, sending, or receiving written materials or electronic text and/or images that convey, either explicitly or implicitly, an offensive, racial, derogatory, bullying, obscene or sexual message to another person. This also includes but is not limited to references to color, ancestry, national origin, gender, gender identity or expression, sexual orientation, religion, and/or physical or sensory disability, physical appearance or the making of offensive statements or gestures.

Stealing – Theft:

A student will not steal or possess stolen property, or participate or assist others in doing so. All lost or stolen school property should be turned into the office.
Trespassing:
A student will not enter any school building or facility, except during the school and activity day and then for appropriate purposes.

Vandalism:
A student will not damage or destroy property of another, including property belonging to the school or district, staff, students or other persons. A student or parent/guardian will be held financially responsible as allowed by law for any such vandalism.

SUSPECTED CHILD ABUSE
Individuals may file a report of suspected abuse anonymously to either the Department of Children and Families (DCF) by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

BEHAVIOR CONSEQUENCES:

Exclusion of Students from School Activities:
The Principal has the authority to exclude any student whose dress, appearance, conduct, attitude and/or scholastic achievement does not meet acceptable standards from attending or participating in school activities. Student participation in these activities is a privilege and not a right which may be limited or withdrawn by the school.

Consequences may be applied on a case-by-case basis depending on the severity of the behavior code violation. These actions are necessary to ensure the safety and well-being for all students and to ensure non-violent methods to resolve conflict. Consequences will be invoked for behavior contrary to the listed expectations in any class, school area or school activity or incidents, which may have effects on school discipline or on the school general welfare. Penalties that may be invoked are include by not limited to:

- Reprimand by teacher, supervisor, administrator, or any other school personnel
- Detention as assigned by a teacher, administrator, or any other school personnel before or after the school day. Detention may be served the same day it is assigned or during the next school day. However, it should not be delayed beyond this time.
- Notification to a parent of the infraction.
- Removal from class or activity for a certain period of time
- Suspension from the activity, class or school
- Expulsion from school in accordance with all K.S.A. rules and regulations
As per state statute and Board of Education Policy, all school employees of the district are required to report any behavior which constitutes the commission of a felony or misdemeanor to the appropriate law enforcement agencies.

The administration reserves the right to apply other consequences as appropriate.

**Suspensions and Expulsions:**

Except as limited by Section 504 and/or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas’ law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and district policy. Suspension and/or expulsion hearings shall be conducted by the superintendent/designee or other certified employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

**Kansas Statutes Annotated (K.S.A.) 72-6114**

- Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
- Conduct, which endangers the safety of others or which substantially, impinges upon or invades the rights of others at school, on school property, or at a school supervised activity.
- Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.
- Conduct at school, on school property, or at a school supervised activity which, if a pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

**Suspension:**

Suspension is a disciplinary action for violation of proper school conduct. A suspended student may NOT ATTEND school or school activities during the time of their suspension. Procedures of suspension or expulsion are defined in laws K.S.A. 72-8901 and KSA 72-8905 and are available in the school office. In all cases of suspension, the parents and/or guardians will be notified in writing of the reason and duration of the suspension.
In-School Suspension (ISS):

Students receiving In-School Suspension (ISS) will receive credit for their attendance. The student will be given the opportunity to receive credit for work completed during that time.

Out-of-School Suspension (OOS):

Students receiving Out of School (OOS) will receive credit if work is completed within the appropriate timeline given by the teacher. OOS is considered an excused absence. During an Out of School Suspension, students are not permitted on school grounds.

Expulsion:

Expulsion means removal from school and all school privileges for the remainder of the semester or longer and in accordance with KSA 72-8903. State and Board of Education policies are in effect with the institution of an expulsion. All Kansas school districts can refuse to admit an expelled student for one year from the date of the student's expulsion from any prior school. ~ Expulsion from school in accordance with all KSA rules and regulations.

Student Health-School Procedures:

Student Insurance:

It is the responsibility of the student or parents to have ample accident insurance coverage. Eyeglasses and loss of valuables are not covered by school insurance.

Physical Impairments or Handicaps:

If a student has a physical impairment or handicap that may affect participation in school activities or school progress, the parents are to notify the school nurse, classroom teacher, and the school office.

First Aid:

First aid will be limited to the applying of simple bandages or infection preventatives except that justifiable emergency aid to prevent further injury, disability, or death such as stopping excessive bleeding will be permitted.

Accidents and Illness:

Accidents and illness may occur in the classroom and on school grounds and all school personnel should be prepared to follow necessary first aid procedures and other rules described in JFGF (board policy).
Students who have been ill **must be fever free for 24 hours** before returning to school.

**Administration of Medication:**

In certain circumstances, it may be necessary to administer medications in the school setting in order for the student to remain in school. Parents will cooperate with the school RN in the process of obtaining written permissions and medications to be kept at school.

**Prescription Medication:**

- A USD 327 Permission for Medications form must be filled out and signed by the ordering physician/provider and signed by the parent / legal guardian prior to any medication to be given at school.
- Medications must be brought to school by the parent/guardian in the original container, appropriately labeled by the pharmacy or physician, stating the name of the medication, dosage, and the time to be administered and with an expiration date that outlasts the course of therapy. Ask the pharmacist about an extra bottle for school. The first dose of any medication must be given by the parent/guardian. Medication should not be transferred from one bottle to the other.
- Once the medication is brought to the school, the RN will verify, count, and sign in the medication before it is administered to the student.

**Over the Counter Medication:**

- A USD 327 Permission for Medications form must be filled out and signed by the parent / legal guardian prior to any medication given at school.
- Medications must be brought to school by the parent/guardian in the original container and with an expiration date that outlasts the course of therapy.
- Once the medication is brought to the school, the RN will verify the medication before it is administered to the student.

**Diagnosis, Treatment, and Dispensation of Drugs:**

Diagnosis and treatment of illness and the prescribing of drugs, medications, 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 herein under. School personnel are advised that the Nurse Practice Act (K.S.A. 65-1113 it seq., as amended) makes it illegal for school nurses to administer medications or treatments that have not been prescribed by a licensed physician or dentist. The law under this statute also prohibits any acts of diagnoses.
Emergency Drills and Procedures:

Drills will be conducted as required by law for emergencies such as fire, tornado, civil defense disasters, etc. When it is necessary to evacuate the elementary school, students will be evacuated to the designated location. Students will remain under the direct supervision of their teacher until the emergency no longer exists. Parents removing their child from the class group during such an emergency must first obtain permission from the school principal or her designated representative.

Fire Drills:

No fewer than 4 times during the school year, there will be a fire drill signaled by a long continuous blast of the emergency horn. Everyone is expected to evacuate the building during a fire drill, walk swiftly but not run, and to return to the building after the signal indicating that it is safe to do so.

Tornado Drills:

No fewer than 2 tornado drills will be held during the school year. A school official will give instructions for a tornado drill over the intercom system. Teachers will give specific instructions concerning tornado drills at the beginning of the school year and also at the time of the drill.

Other Emergency/Crisis Drills:

In case of other types of emergencies, the school will be evacuated to designated locations.

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, deescalation 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 all of 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.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. 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 report 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.

See board policies GAAF, GAO, JRB, JQ, and KN

**HARASSMENT:**

Any unwelcome gesture(s) and/or comments between student(s) and student(s) and/or student(s) and staff, which are offensive or cause discomfort, should be reported to the principal.

**Non-sexual Harassment:**

Nonsexual harassment consists of bullying, unwelcome teasing, inappropriate comments and inappropriate physical contact.

**Sexual and/or Gender-based Harassment:**

Sexual and/or gender-based Harassment is prohibited per board policy. Sexual and gender-based harassment will not be tolerated in the school district. Sexual and gender-based harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.
All forms of sexual and gender-based harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual and gender-based harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It is a violation of Board policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass a student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is:

- unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: submission to such conduct is made, explicitly or implicitly, a term or condition of the individual’s education.

- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual

- conduct with the purpose or effect of interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual and gender-based harassment may result from verbal or physical conduct or written or graphic material. Sexual and gender-based harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks or actions with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student’s grades, participation in extracurricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual and gender-based harassment will be promptly investigated and resolved.

Any student who believes that he or she has been subjected to sexual and gender-based harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure. (See board policy, KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above.
To the extent possible, confidentiality will be maintained throughout the investigation of a complaint.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual’s status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

**Racial Harassment:**

Racial harassment is prohibited per board policy. Racial harassment shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It is a violation of Board policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school.
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment.
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written or graphic material.
ANTI-BULLYING PLAN

The Board of Education prohibits bullying in any form on school property, in a school vehicle, or at a school sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. Students who violate the bullying prevention policy may be reported to local law enforcement.

What is bullying?

- “Continued intentional hurt to another specific person”
- “Any repeated, intentional act by a more powerful/influential person which causes someone embarrassment, pain, discomfort, or an imbalance of power between those involved”
- “Unprovoked, persistent, offensive, abusive, intimidating or insulting behavior, abuse of power which makes the recipient feel upset, threatened, humiliated, or vulnerable, which undermines their self-confidence and which may cause them to suffer stress”

Bullying includes but is not limited to . . .

- Social/Emotional-being unfriendly, excluding, tormenting
- Physical—pushing, kicking, hitting, punching or any use of violence
- Racist—racial taunts, graffiti, gestures
- Sexual—unwanted physical contact or sexually abusive comments
- Homophobic—because of, or focusing on the issue of sexuality
- Verbal/Non-Verbal—name-calling, sarcasm, spreading rumors, teasing, and gestures
- Written—notes, letters, graffiti or electronically transmitted acts (internet, cell phone, wireless handheld device)
- Any action that a reasonable person may consider harmful to one’s physical or mental well being.

USD 327’s objectives:

- To prevent bullying so we can create a safe, peaceful, and respectful atmosphere both in and out of school, at school functions, and on district transportation
- To encourage all who come to our school to take responsibility for stopping and preventing ALL bullying
- To discipline for bullying incidents. They will be addressed by district personnel in an age appropriate manner
● To be a bully free school

How as a school can we prevent bullying?

● By treating allegations of bullying very seriously
● By promoting positive attitudes towards each other
● By respecting the confidentiality of students involved
● By disciplining bullies and to help them change their behavior
● By prohibiting retaliation against any person who reports an act of bullying
● By training staff on an annual basis how to respond to bullying reports
● By informing students what bullying is and how to prevent/stop it

As a student of our school I can . . .

● Expect help if I am being bullied
● Expect to be treated with respect and to be safe from persistent bullying
● Help someone being bullied and not ignore it
● Report to an adult if I see someone being bullied
● Become a friend to the person being bullied to show the bully it is not acceptable
● Expect that serious action will be taken against me if I bully others

As a victim of bullying, I have the power to . . .

● Tell the bully to stop
● Tell my friends
● Tell my family
● Speak to a responsible adult

If I bully someone, I can expect . . .

● My teachers to be aware of my bullying behavior
● Help towards changing my behavior and attitude so I can stop myself from doing it in the future
● The incident to be investigated and appropriate action taken
● Action may include but not limited to verbal warning, parents informed; detentions, internal or external suspension; all dependent upon the seriousness and length of the incident to be determined by the building principal
● If appropriate, it will be reported to local law enforcement

Staff is expected to deal with the situation by . . .

● Intervening as quickly as possible
● Collecting information from all parties
● Documenting exactly what is seen or heard
● Reporting it to the principal if necessary on the Bullying Incident Form
● Speaking with the bully so they are aware that teachers know what is happening.
REPORTING OF SEXUAL, GENDER, RACIAL, and/or DISABILITY HARASSMENT

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, or another administrator, the guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure (see board policy, KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student’s status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.