

HERINGTON ELEMENTARY SCHOOL STUDENT HANDBOOK 2023-2024

Dr. Nicholas Morgan Herington Elementary Principal

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MISSION

The mission of USD #487 is to build cutting edge educational excellence which supports all students and community to be responsible contributing citizens successful in tomorrow's world.

Our Priorities

- Make education the highest priority of the community
- Promote high student achievement
- Empower teachers to be their educational best
- Prepare Pre-K through 12th grade students for successful employment and career goals
- Encourage and build family, school, and student partnerships

ELEMENTARY ACTIVITIES/COMMITTEES



1. Parent/Teacher Organization

The purpose of the Parent/Teacher Organization (PTO) is to aid Herington Elementary School and their students in support, pride, and enthusiasm through fundraising and family activities. The PTO promotes positive school/community relationships that enhance the educational environment for children. This organization exists for educational and charitable purposes.

PTO encourages parents, guardians, teachers, and community patrons to take interest in the elementary school and get involved as an active PTO member. PTO meetings primarily occur during the school year, August through May. **There are NO membership dues or fees needed to become a member.** Each year in April or May, officers will be elected for the following school year. *Officers consist of a President, Vice President, Secretary, Treasurer, and a Reporter.*

<u>Examples of educational and charitable activities</u>: Game Night, Literacy Night, Red Ribbon Week, Wishing Tree, Teacher Appreciation, Field Day, Muffins for Moms, Donuts for Dads, Yearbook, Box Tops, and Capri Suns.

Meetings are held at HES on the 2^{nd} Tuesday of the month at 7 PM – unless otherwise decided upon by the PTO.

2. Site Council

The purpose of the Site Council is to provide advice and counsel to the school in evaluating performance goals and objectives; help determine methods which could be used by the school to meet the goals and objectives; serve as liaison between the school, school organizations, the community, and the local board of education by collecting and disseminating information about school improvement; and provide other assistance that the school may request. Site Council represents the following groups: (1) Parents of students attending the school; (2) Principal; (3) Teachers; (4) Other school personnel; (5) Business Community; and (6) Other community groups.

Officers of the HES Site Council will consist of a chairperson, vice chairperson, and secretary. Initially council members are identified by the building administrator, who will recommend their appointment to the Superintendent and BOE. Community or school related concerns can be voiced to any member of the Site Council for discussion at a regularly scheduled meeting.

Meetings are held at HES on the 2^{nd} Tuesday of the month at 6:30 PM – unless otherwise decided upon by the Site Council.

ELEMENTARY SCHOOL POLICIES

ACADEMIC AWARDS

Academic success is the main goal of Herington USD #487. Herington Elementary School has made a commitment that it will not allow any of its students to fail because there are no opportunities for them to learn or to receive help. Teachers are available before school, during various times of the day, and after school to assist students and inform parents of homework, projects, or upcoming activities. Please contact your child's teacher to make the necessary arrangements.

<u>Incentives for Excellence</u>: The elementary school will offer several incentives for excellence:

- Attendance Awards
- Building-wide Student Awards
- Classroom Student Awards
- Rail Way Tickets

ACADEMIC DISHONESTY

All students at Herington Elementary School are expected to do their own work. There is no tolerance for copying, plagiarism, or cheating in any academic class. Students who choose to be dishonest will have their grade lowered by 10% or a letter grade in the subject in which academic dishonesty occurs.

ARRIVAL/DISMISSAL PROCEDURES

Safety is important to us. Drivers need to be aware of the designated school zone in front of the K-12 complex with a 20 mph speed limit. There is a 10 mph speed limit on the K-12 complex site. Vehicles may not be left unattended on the circle drop off lane. Only official USD #487 vehicles are allowed on the North and West side of the elementary school complex.

It is very important for parents to keep the grade school office informed of a phone number at which they can be contacted in case of an emergency with their child. The phone number may be left with the grade school secretary. This emergency number can be a home, cell, or work phone number.

1. Arrival Procedures

The elementary school doors and office open at 7:50 AM. Supervision for students is NOT available until 7:50 AM and students should not be dropped off prior to this time.

Students riding on buses will be dropped off at the West entrance of the school. Students enter the West entrance and proceed to the cafeteria for breakfast or to the gymnasium. Students traveling by car are dropped off at the elementary school and enter the building through the East entrance and proceed to the cafeteria for breakfast or to the gymnasium.

Students walking or riding a bicycle are to use the path that starts at the North end of C Street. Bicycles are left at the bike racks at the South side of the Middle School parking lot. Students use the sidewalk on the East side of the Middle School to get to the East entrance of the elementary school. Students enter the East entrance and proceed to the cafeteria for breakfast or to the gymnasium.

Breakfast is served from 7:50 AM to 8:10 AM. Students not eating breakfast report directly to the gymnasium. Staff is on hand to supervise students at the bus unloading area, in front of the office, cafeteria, and in the gymnasium. Parents will not be permitted to walk their students to their lockers or visit with classroom teachers and/or other staff members before school unless a meeting was previously scheduled between the two parties.

Classroom teachers will pick their students up from the gym at 8:10 AM and be in their rooms to supervise students until the official start of school. Passes are available during this time for students to use the library, visit the nurse, or counselor.

At 8:10 AM, the inner doors are locked and late students are to be escorted by an adult/parent to the office where students are signed in and receive "Admission" slip to class. Only the East entrance can be used by students, parents, or visitors.

Preschool parents dropping off their child at school are to escort their child inside the building and a staff member will escort the student to the preschool room. Parents who arrive after 8:10 AM are to stop in the office, sign in, receive a Visitor's badge and proceed to the preschool classroom.

During arrival time (7:45-8:15), parents should not get out of their vehicles when utilizing the drop off lane. If parents need to get out of their vehicles during this time, they are expected to park their vehicle in a marked parking spot in the parking lot (and not in the drop-off lane).

2. Early Departure/Dismissal Procedures

Students who need to leave school early for appointments or sickness are checked out through the office. A parent or guardian must come into the office and sign the student out on the Attendance Log. The office will contact the classroom teacher and ask to have the student sent to the office with their belongings

In the event of severe inclement weather or an emergency that requires the school to close down, parents are notified through area radio and television stations. The SkyAlert phone system will be initiated to contact parents. No student is released until it is determined where they are to go to from school.

3. Regular Dismissal Procedures

Before leaving for school in the morning, students should make arrangements for after school activities, permission to go home with other students, and changes in rides home. But in the event prior arrangements have not been made before leaving for school in the morning, parents and/or guardians are to call the office and give office staff the message for their child. Messages regarding dismissal changes will be delivered to the classroom teacher and then to students during classroom breaks.

Kindergarten students are dismissed at 3:30 PM. Kindergarten students riding the bus load the buses on the West loading area and the remaining Kindergarten students are escorted to the East entrance where parents can pick them up.

Grades 1-5 will be dismissed at 3:35 PM. Students riding the bus will load the buses on the West loading area. Students that ride a bike, walk, or get picked up by an adult will exit the East entrance. Students riding a bike or walking will use the East sidewalk to gain access to the walking path and to the bike racks at the South side of the Middle School parking lot.

Preschool students that attend the morning session are dismissed at 11:15 AM and afternoon session at 3:30 pm. All morning and afternoon preschool students will load their bus at the West loading area. Students not riding the bus are picked up at the preschool classroom.

IMPORTANT DISMISSAL NOTE: Parents who need to change the destination of their child at the end of the day, **MUST FURNISH AN ADDRESS IN A NOTE OR PLACE A PHONE CALL** to the office. Office staff will contact the classroom teacher to assure student is given the notice. Any student who does not receive a

note or phone call will be sent home as designated on the enrollment form, "School Day Dismissal Instructions."

Students that are being picked up for dismissal must be picked up by 3:40. If a student is not picked up by 3:40, parent/guardian will be required to come into the building and sign the student out for dismissal. The principal and/or their designee, at their discretion, will communicate with the Herington Police Department regarding multiple occurrences that a student is not picked up before 3:40.

During dismissal time (3:15-4:00), parents should not get out of their vehicles when utilizing the drop off lane. If parents need to get out of their vehicles during this time, they are expected to park their vehicle in a marked parking spot in the parking lot (and not in the drop-off lane).

ASSEMBLIES

From time to time, assemblies will be scheduled for the student body. They may be monthly behavior assemblies, entertainment assemblies or information assemblies. It is at these assemblies that our school image is portrayed to the public. When anyone comes to the front of the audience to speak or perform, they should have complete silence. Silence and respect should be extended throughout the entire assembly. It would be very rewarding to have our visitors give our students credit for having the "**BEST**" student body.

ASSESSMENTS

Students will be assessed throughout their academic career. Students will be expected to participate in assessments, unless excused in writing by the child's IEP as written on the renewal date. Additional information on assessments will be provided to students and parents throughout the year.

ATTENDANCE POLICY

"Regular school attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory school attendance statutes (KSA 72-1111). The Kansas Compulsory School Attendance Law makes parents responsible for requiring a child under their control or charge who is between seven (7) years and under eighteen (18) years and has not attained a high school diploma or a general educational development (GED) credential, be regularly enrolled in and attend school on a continuous basis."

Parents and students are expected to:

- a. **Enroll** Enroll at the assigned school in a timely manner.
- b. **Attend** A student is required to attend school every day. Not only is this one of the most important keys to getting an education and becoming a productive citizen, but it is also the law!
- c. **Phone** For *each and every absence*, the school office must be notified (i.e. written or oral) within 24 hours of the absence or your child will be recorded as an unexcused absence.
 - **PLEASE NOTE:** Students with an absentee rate of 10% or higher will be considered to have excessive absences and will be required to provide a doctor's note for all future absences OR be recorded as an unexcused absent.
- d. <u>Withdrawal</u> A parent planning to withdraw their child from school should report his/her intentions to the office immediately. It is important that the student's record reflect withdrawal date, textbook/library books checked in, computer/equipment checked in and any outstanding food services settled. The school reserves the right to withhold paperwork until withdrawal arrangements are properly completed with the school. <u>Parents that fail to properly withdraw their child will have their absences reported as unexcused until such time as the office is notified of the withdrawal</u>.

STUDENTS CANNOT HAVE AN ABSENTEE RATE OF **10% OR HIGHER OF BOTH EXCUSED/UNEXCUSED ABSENCES**,

BEFORE THEY ARE CONSIDERED TO HAVE EXCESSIVE ABSENCES.

OR

STUDENTS ARE ALLOWED ONLY

14 DAYS OF EXCUSED/UNEXCUSED ABSENCES PER YEAR,

BEFORE THEY ARE CONSIDERED TO HAVE EXCESSIVE ABSENCES.

Since absences will affect a student's success in school, the following information is included in our USD #487 attendance policies:

- a. **Excessive absences** occur when a student reaches an absentee rate of 10% or higher, or the student accumulates fourteen (14) or more absences, at any point during the school year.
- b. Letters will be sent home Once students reach the excessive absence rate of 10% or higher; or after absence number fourteen (14), a courtesy letter will be sent home notifying parents that the school is concerned about their student's absentee rate or number of absences. The courtesy letter will offer a conference with the student's parents to identify if it is necessary to refer the student for an alternative plan (504 or IEP) based upon medical conditions, etc. The courtesy letter will also identify that a student must present a doctor's note and gain approval of the principal or the absence will automatically be considered unexcused. The principal or designee will determine when an absence is unexcused.
- c. A Department of Children and Families (DCF) referral will be made by the school administration if the student's absence rate increases or stays the same, or if the student continues to be absent after the fourteenth absence, after the courtesy letter has been sent home identifying that documentation needs to be submitted with each absence.
- d. A truancy affidavit will be submitted to the Dickinson County attorney's office if the student's absence rate increases or stays the same, or if the student continues to accumulate absences, after a DCF referral has been submitted, and no required documentation is submitted with each absence.
- e. **Prompt and prior notification** (written or oral) of <u>each and every absence</u> to the school office is the best way for parents to ensure that the absence of their student is classified as excused.
- f. Truancy Efforts: Administration has the duty to enforce state statutes regarding the compulsory education and truancy of its students. A student will be considered truant after three consecutive unexcused absences, five unexcused absences in a semester, or seven unexcused absences in a school year. The student will then be reported to the Department of Children and Families (DCF) and/or the County Attorney.

1. Academic Make Up

It is the responsibility of students of USD #487 to make-up all work missed due to an excused absence or tardy. Students in any of these cases are allowed to make up all academic work missed and receive full credit when the make-up work is completed. Students will be given one extra day to complete the make-up work after the due date of which the work was assigned and due.

Students who are absent must have their parent or guardian provide to the principal, or principal's designee validation within 24 hours of the absence. Teachers will be notified if a student was excused or unexcused.

Advance Notice of Absence

Advance make-up work may be given by teachers to students who need to be gone. Prior notice of planned absence is to be given to the classroom teacher to arrange for completion of missed work and

to the principal to get approval for planned absence. Parents are to contact the office to receive administrator's approval of absence to be regarded as an excused absence. Class work is to be made up prior to leaving, if possible.

• <u>Definition of Excused Absences</u>

Excused absences are defined by having an exception to your child's daily compulsory school attendance. All parents of Herington students have the right to seek an excused absence for their child for reasons they deem appropriate and/or justified. USD #487 finds the following **exceptions as a valid excuse for an absence**:

- a. Student illness (principal may require documentation)
- b. Death or critical illness in the family (principal may require documentation)
- c. Dental, medical or optical appointments, with doctor's note on file in school office
- d. Other absences that have approval of the principal.

The principal may also take into consideration the following criteria to determine whether or not an absence will be recorded as excused:

- a. The student's academic standing
- b. The parent's involvement in the education of the student
- c. The family value of the activity
- d. The educational value of the activity
- e. The number of excused absences already granted to the student.

• Definition of Unexcused Absences

Students who are absent without a valid excuse will have an <u>unexcused</u> absence and will count toward the student's <u>unexcused absences and absentee rate</u>. Parents are expected to notify the school office on <u>each and every absence</u>. Examples of unexcused absences include:

- a. Students lacking a valid parental excuse for their absence (written or oral) within 24 hours of absence.
- b. Students who have failed to follow the absence notification policy.
- c. Any absence due to OSS (Out of School Suspension) will be classified and counted as unexcused, but will not count toward the truancy count.
- d. Students leaving school grounds without permission, receiving no notification from parents, or acquiring an absence not accompanied by a doctor's note when required, or otherwise excused.

All absences classified as unexcused are entitled to a due process hearing with the principal. Attendance decisions may be appealed to the superintendent.

1. Tardies

Per Kansas State <u>Statute</u>: 72-1113: "A child is inexcusably absent from school if the child is absent therefrom <u>all or a significant part of a school day</u>.

From the US Department of Education File Spec:

Only students who miss 50% or more of a school day should be counted as absent. The definition of "tardy" is defined in section 2.5 – Definitions.

STUDENTS CANNOT HAVE A TARDY RATE OF

10% OR HIGHER OF BOTH EXCUSED/UNEXCUSED TARDIES

BEFORE THEY ARE CONSIDERED TO HAVE EXCESSIVE TARDIES.

OR

STUDENTS ARE ALLOWED ONLY

14 DAYS OF EXCUSED/UNEXCUSED TARDIES PER YEAR,

BEFORE THEY ARE CONSIDERED TO HAVE EXCESSIVE TARDIES.

Since absences will affect a student's success in school, the following information is included in our USD #487 attendance policies:

- a. **Excessive tardies** occur when a student reaches a tardy rate of 10% or higher; or the student accumulates 14 tardies, at any point during the school year.
- b. Letters will be sent home Once students reach the excessive tardy rate of 10% or higher; or after tardy number fourteen (14), a courtesy letter will be sent home notifying parents that the school is concerned about their student's tardy rate or number of tardies. The courtesy letter will offer a conference with the student's parents to identify if it is necessary to refer the student for an alternative plan (504 or IEP) based upon medical conditions, etc. The courtesy letter will also identify that a student must present a doctor's note and gain approval of the principal or the tardy will be considered unexcused. The amount of school time missed because of tardiness will be accumulated and can result in an unexcused absence(s). The principal or designee will determine when a tardy is unexcused.
- c. <u>A Department of Children and Families (DCF) referral</u> will be made by the school administration if the student's tardy rate increases or stays the same; or if the student continues to be tardy after the fourteenth (14) tardy, after the courtesy letter has been sent home
- d. A truancy affidavit will be submitted to the Dickinson County attorney's office if the student's tardy rate increases or stays the same; or if the student continues to accumulate tardies, after a DCF referral has been submitted.
- e. **Prompt and prior notification** (written or oral) of <u>each and every tardy</u> to the school office is the best way for parents to ensure that the tardy of their student is classified as excused.

2. <u>Truancy</u>

Truancy occurs when parents do not provide a valid excuse (written or oral) for each and every
absence
within 24 hours of absence and the student is reported as an unexcused absence. Per Kansas law, any student who has three unexcused absences in a row, or five unexcused absences in a semester, or seven unexcused absences in a school year will be considered truant. Students must be reported to the Department of Children and Families (DCF), the principal as a truant child. It is the responsibility of the student and/or parents to seek due process with the principal in cases where the student and/or parents feel that an absence(s) has been inaccurately classified as unexcused.

When a student is truant, parents/guardians and students can expect:

- a. Written notification of non-attendance given to parent/guardian
- b. Referral to internal support (school counselor, social worker, school psychologist)
- c. Efforts made to reconnect student/family to school
- d. Request for parent conference with principal
- e. Referral to the appropriate state agency

The principal or designee will determine attendance awards.

BALLOONS/FLOWERS/STUDENT DELIVERIES

If balloons or flowers are to be delivered at the school, they will be kept in the office until the end of the school day. Singing messages will not be permitted at school.

Classroom treats or goodies are to be delivered and handled by elementary office staff. Office staff will make sure the classroom teacher is notified and the appropriate student is given their treats.

Bus Policy

- 1. Students must be seated and remain seated while the bus is in motion.
- 2. Shouting and excessive yelling will not be tolerated.
- 3. Students shall not cause physical or verbal abuse to another student, to the bus driver, or to school sponsors riding as supervisors.
- 4. Students shall not extend their heads, hands, arms or legs from open windows.
- 5. Use or possession of alcoholic beverages is prohibited.
- 6. The use of tobacco by any student or patron, when students are being transported, is expressly prohibited.
- 7. The throwing or tossing of any object on a school bus is strictly prohibited.
- 8. Students shall obey the bus driver's and/or sponsor's request for appropriate behavior.
- 9. There shall not be more than three (3) persons to a seat.
- 10. Students riding activity buses must return to their point of origin by the same means of transportation that took them to the activity. The only exception to this rule will be determined by students' parents and the building Principal and/or activity sponsor.
- 11. While away from school on school sponsored outings or trips, students will be subject to the same rules (this handbook) for student conduct as when in school.
- 12. Under no circumstances are animals to be transported on school buses.
- 13. When possible, elementary students are asked to sit near the front of the bus, with middle school students in the middle, and high school students in the rear of the bus. Seats may be assigned if necessary.
- 14. Willful violation of published rules may result in the student being denied permission to ride buses for any school purpose.

Consequences for Referrals

Bus referrals will be written by the bus driver and delivered to the building principal by the transportation director. The following consequences for referrals are as follows:

- 1st Referral Principal will explain what will happen if second, third and fourth referrals are made.
- 2nd Referral Loss of the privilege of riding any bus for one (1) week.
- 3rd Referral Loss of the privilege of riding the bus for two (2) weeks.
- 4th Referral Loss of the privilege for the rest of the semester or school year.

Students who receive a fourth referral the last 2 weeks of any semester may be required to serve the suspension the following semester. Parents will be asked to conference with the principal pending this determination. The principal reserves the right to extend the punishment into the next semester or, in the case of grievous offense, skip any warning and immediately impose loss of bus privileges.

Activity/Field Trip Transportation

As a rule, students shall ride school provided transportation to and from the activity/field trip site. Students may ride home with their own parents/guardians if approval is given by the sponsor to the parents/guardians at the site or if prior arrangements are made with the principal. Students are not permitted to ride to/from activity sites with boyfriends, girlfriends, other students, etc. Should an

emergency or unusual circumstance occur, it should be reported to and arrangements made with the principal.

CLASSROOM, OFFICE, AND ACADEMIC DETENTIONS

Every teacher is required to complete and have approved a fair, clear and complete set of classroom expectations. Every student is to have received a copy of the classroom expectations on the first full day of school. Classroom teachers and/or their designee will give office referrals to students who fail to comply with classroom expectations.

Students in the elementary school sent to the principal's office may receive mediation, office detention, or suspension, based on the principal's discretion. Parents will be notified if a child receives an office detention or suspension. The suspension notice given to parents may be followed by a conference at the principal's request. This conference will include the principal, classroom teacher, and referring teacher, counselor, student, and the student's parent(s) or guardian(s). State and local board policies will be followed in determining the suspension.

Office detentions are given as consequences for failure to comply with school expectations or for continued refusal to comply with specific classroom expectations. Principal reserves the right to have student remain in office to complete academic work or return to class. Parents will be notified when student remains out of the classroom for the remainder of the day.

COUNSELING/GUIDANCE

A counselor is available at each building level to assist students in the areas of educational, occupational, and emotional development. Counselors work with students in class settings, in small groups and on an individual basis. They are active members of the Student Improvement Team (SIT) at their respective school.

DISCIPLINARY WARNINGS

Disciplinary warnings can be given at the classroom or school level by staff, faculty, or administration. They can be verbal or written. They are designed to give the student ample opportunity to correct a poor decision. If written, they will be included in the student's discipline folder and a copy mailed to parents.

- 1. Disciplinary Consequences (in order of severity)
- 2. Warning (verbal or written)
- 3. Detention (academic, classroom or school)
- 4. In-school academic suspension (ISS)
- 5. Out-of-school suspension (OSS)
- 6. Long-term suspension (LTS)
- 7. Expulsion

DRESS CODE

The purpose of this code is to provide a positive and comfortable environment in which to learn and relate to one's peers.

- 1. Clothing shall not show bare skin in the chest, midsection, or buttock areas. Shoulders shall have covering at least the width of 3 fingers. Examples of inappropriate clothes are spaghetti strap tops, fishnet shirts, sheer see-through tops, halter tops, tube tops, and blouses that expose a bare midriff and/or show cleavage. Pants or shorts that result in undergarments showing are inappropriate. Pants and shorts will be worn at the waistline with no sagging. Shirts and tops must overlap so bare skin is not exposed. Spaghetti strap tops can be worn with a blouse/shirt either over or under the top. Shorts and skirts should not be higher than mid-thigh.
- 2. The dress code will be followed when participating in school-sponsored events. Students will be allowed to have minimal or no shoulder covering. However, garments which expose a bare or partially bare midriff and/or show cleavage are not allowed.
- 3. Clothing must be worn in the manner for which it was designed. Clothing designed as undergarments is not to be worn as outer garments. Undergarments should not be seen at any time.
- 4. Clothing with obscene, suggestive, profane, illegal or distasteful language and/or artwork is not acceptable and includes (but not limited to) clothing with alcohol, drugs and/or tobacco products, or racially or sexually suggestive clothing.
- 5. Footwear must be worn at all times in school or at school sponsored activities. Sandals, tennis and other types of shoes are acceptable for school wear.
- 6. All hats/headgear shall be removed as soon as students enter the building at the beginning of the day. Students may store their headgear in their lockers and shall not carry such gear around school.
- 7. No colored or dark glasses may be worn during regular school hours without a doctor's prescription on file in the office. Students may store such eyewear in their lockers but may not carry such gear around school after initial placement in their lockers.

Any clothing determined by the principal or his/her designee to be inappropriate is not allowed.

Any extracurricular and/or voluntary-participation school group may require a more stringent dress code and those students wishing to participate in those groups will be expected to comply with that dress code.

Consequences for clothing violations are as follows:

- 1st Warning, with a change in attire
- 2nd Detention, with a change in attire
- 3rd In-School Suspension

The administration reserves the right to modify the dress code throughout the year. Administration will have the final say when dealing with dress code issues.

ELECTRONIC DEVICES/PERSONAL ITEMS

Student cell phones, radios, laser pointers, CD players, I-Pods, video games, MP3 players, digital cameras, TVs, etc. have no place at school during the instructional time. Parents may provide elementary students with cell phones for safety and communication concerns; however, they are to remain OFF during the school day. The school is not responsible for the loss of this equipment at any time. Misuse and/or inappropriate use of such equipment, or if a cell phone rings or vibrates from within the locker, or otherwise found in student's possession during the school day will result in confiscation of the phone. The classroom teacher will give the cell phone to the office and the principal will notify parents and require the parents to pick the phone up from the school office.

Also, skates, skateboards, water guns, toys, radios and other personal/nuisance items have no place at school. If students bring other items such as basketballs, footballs, etc., they are expected to share with other students. The school is not responsible for lost or stolen items.

FREE AND REDUCED LUNCH/POLICY APPLICATION INFORMATION

Free and reduced priced meals are offered at Herington USD #487. An application and directions will be handed out at enrollment. Applications are available throughout the year in the office. Parents who feel their children may be eligible for free or reduced priced meals may apply at any time.

HALL PASSES

Students are provided with passes by their classroom teacher to visit the office, nurse, counselor, or library. Any student not directly accompanied by their classroom teacher, para, or teacher aide is required to use a hall pass.

HOMEWORK

Students should get every assignment completed before class every day. In some cases, homework is completed during class time, so the teachers can be available to help the students. Some students will not have time to do all their schoolwork during school time. It will be necessary for the students to take lessons home whenever they cannot complete their work at school. Teachers are available before and after school to help students. Homework is the responsibility of the student and is to be turned in on time. (*Teacher discretion will be used on a case-by-case basis to determine if late work will be accepted.*)

ILLNESS/INJURY DURING SCHOOL

If a student feels they have some type of health problem, they may visit the school nurse. School personnel may take the student's temperature. Parents may be called to come to the school to pick up their child in cases of illness, and/or fever when there are no other symptoms.

Guidelines to Return to School After a Mild Illness

- 1. A student with a temperature of 100.4F or above is sent home even when there are no other symptoms.
- 2. Student needs to remain home until temperature has been normal for 24 hours without any fever-reducing medication. If vomiting/diarrhea occurs, student must be symptom free for 24 hours before returning.
- 3. If a student has had a communicable disease other than a cold, the student should be cleared by his/her doctor before returning to school.

School personnel will administer only simple first aid to students who are injured at school. In the case that further diagnosis or treatment is needed, school personnel will refer the matter to the student's parents or in case of emergency 911 will be called.

IMMUNIZATION/HEALTH RECORDS

Any pupil entering school for the first time in the State of Kansas shall, prior to admission, present to the appropriate school authorities, certification from a licensed physician or health department that the student has received or is in the process of receiving immunization against:

- 1. Diphtheria
- 2. Hepatitis B
- 3. Measles (rubella)
- 4. Mumps
- 5. Pertussis (whooping cough)
- 6. Poliomyelitis
- 7. Rubella (German measles)

- 8. Tetanus
- 9. Varicella (chickenpox) unless proof of prior varicella disease is provided. This proof shall be verified by one of the following:
 - a. The signed statement of a physician indicating the child's date of this illness;
 - b. Laboratory evidence of varicella immunity.

Students who have <u>NOT</u> been notified on or before May 15 of the law regarding immunizations and immunizations are not up to date, example: Tdap (tetanus-diphtheria-pertussis) at Grade 7 or student entering school for the first time at Kindergarten or First Grade level, will be allowed sixty (60) days after the start of school attendance to complete the immunization program. If after sixty (60) days the immunization program for a student is not complete, said student will be denied further school attendance until the immunization program is certified as being completed, or in the process of completing the requirements, by a licensed physician or health department.

Exemption to this policy will be permitted for those students who present 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 test and immunization program. Exemption will be allowed by a written notice from a licensed physician that immunization of a child would be harmful to the child's physical health.

As required by current law, all students up to the age of nine (9) years who have not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the building Principal the results of a health assessment. The assessment shall have been conducted within 12 months of school entry.

As an alternative to the health assessment required by Kansas statute, a pupil shall present the following:

- 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 assessment will be scheduled and completed within 90 days after admission to school.

LIBRARY/MEDIA CENTER USAGE/FEES

The elementary library/media center welcomes students, staff, patrons, parents and community to use their resources. Students are expected to use these resources responsibly, to take care of them while in their possession, and to use appropriate library etiquette. Classes in the elementary school schedule library time as appropriate to their needs. Individuals are welcome anytime, but unsupervised students will be asked to return to their class when not on task.

	Number of books	Length of period	Fines			
Elementary	Variable by grade	1 week	No fines			
Non-Student	2	1 week	.05 per day			
*Non-students cannot check out additional resources if previous materials are not returned.						

Checkouts are renewable if not on the list of limited use. Students with overdue materials will be given notices and will then have an additional two weeks to pay for the lost item(s). Check out for all students with overdue books will be restricted. Elementary students with books overdue for three or more weeks will be asked to write return reminders.

Restrictions and fines, due to lost or damaged resources, will carry over from year to year until obligations are met. The cost is replacement price, but if the item cannot be replaced, the student will be assessed an appropriate amount to help defray the cost of general resource maintenance and repair.

The library/media center accepts books donated in the memory of loved ones. These books will be marked with a special plate in the front of the book, providing information is available on who donated the book and whose memory it is honoring. Please contact the librarian for additional information.

LOCKERS

All students are assigned lockers during the first week of school. Those lockers remain the property of Herington USD #487 and the students shall have joint control and custody of any locker assigned to that student. Periodic general inspection of lockers may be conducted by principals for any reason at any time, without notice, without student consent, and without a search warrant. Students are solely responsible for the content of locker(s) assigned to them. Herington USD #487 cannot be held responsible for contents of student lockers that have been rigged to stay unlocked or whose combination has been given to other parties. Students may not place their own locks on school lockers. Students are responsible for the upkeep of their locker and can be charged for damages to that locker. Backpacks or book bags must be put in your assigned locker at the beginning of the school day and must remain there until the end of the school day.

LOST AND FOUND

A lost and found is maintained in each building. Students who find articles should turn them in at the office. Students and parents are asked to check the lost and found for missing articles. Unclaimed items will be disposed of after a reasonable length of time.

LUNCHES

All students have closed lunch periods, meaning that students must eat at school. Students may buy a school lunch, bring a lunch from home or have someone bring a lunch to them at school. Under no circumstances is a student to leave the building on the pretext of bringing back something for lunch. Also, if someone is bringing a student his or her lunch, it may not be delivered while the student is in class. Parents can deliver the lunch to the office where office staff will ensure delivery of the lunch to the student.

Parents are invited and encouraged to eat lunch with their child. They can pick up their child and take them out to eat within the time allotted, or they can join their child in the cafeteria. Students and their parent(s) are to eat at the special table assigned for "Guests" and are not allowed to take their food or drink into the academic hallway areas.

Parents requesting adult meals are asked to inform the school office by 8:30 AM on the day you plan to eat with your child. School office staff will give your request to our food service department to ensure adequate adult meals are prepared. Adult meal pricing will be charged and parents are asked to pay the school office on the day they eat lunch.

Beverages and food items are not allowed in lockers unless they are part of the student's meal. Students are advised that trained dogs may be brought onto school premises to identify student lockers that may contain illegal or illicit materials.

MEDICATION ADMINISTRATION

The medication policy is written in compliance with Herington USD #487 Medication Policy. That district policy states that schools in the district cannot provide students with any medication. Schools in Herington USD #487 are not required to become custodians of any medications except as required by the written order of a licensed medical person.

The medication policy goes on to state that all medication on district property is to be maintained and inventoried in a locked container under the supervision of the building administrator's designee. Over-the-counter (OTC) medicines are not to be maintained on any school premises, including athletic areas and

student lockers, unless a prescription is provided along with written parental permission to administer. District policy also states that the administration of all authorized medication shall be logged by the administrator's designee or the school nurse in the school's medical diary, which shall be properly maintained and filed. That record should include student identification, date prescribed, the name of the medication, time and date administered, and the signature of the administrating person. In keeping with district policy, the rules of the Medication Policy are as follows:

- All student medication, including OTC medicines, must be filed and maintained at all times in the building office and under the supervision of the building administrator's designee or school nurse.
- Students may not at any time store or have in their possession any type of medication including OTC medicines, unless so prescribed by a physician example: asthma inhaler, EpiPen, etc...
- No medication, including OTC medicines, may be administered at school or at activities it sponsors
 without a prescription from a licensed medical person and the written parental permission to do so.
 The building designee or school nurse will file and maintain all such authorizations and
 prescriptions.
- All authorized administration of medication at school is to be logged in the school Medical Diary.

MILITARY LIAISON SERVICES

USD #487 has a Ft. Riley School Liaison Officer assigned to our schools to support military families in the public school setting. The military liaison officer's role is to: represent, inform, and assist command on school-related issues, assist military families with school issues; provide information, make referrals, educate families, and offer personal support; interface, educate and coordinate with local school districts, promote partnerships in education to create links between the military and schools; and support military family transitions upon arrival to and departure from Fort Riley. The school's liaison office can be reached at 785-239-4280.

ON-LINE GRADES

Having access to grades enables you to view...

- Real-time student grades
- Real-time student attendance
- Student progress reports
- Student behavior
- Student grade cards following official posting.

Any student/parent/guardian can obtain a login and password to the secure site by contacting the elementary school office in person. Person making the request must have photo identification to secure login ID and password. Once you have been issued your Login ID and Password, click on the "Grades on Line" link on the district home page (www.heringtonschools.org) to check grades, attendance, and/or behavior.

PARASITES AND COMMUNICABLE DISEASES IN THE SCHOOL

When school personnel discover that a student is present with or displays evidence of a transmittable parasite or disease, e.g. head lice, bed bugs or scabies, the student shall be immediately removed from the classroom, evaluated by the school nurse, and upon confirmation of the condition, the parents shall be contacted. The parent shall be provided with information about the condition, the steps that must be taken to address the condition for the student and, as necessary, in the home. The parent shall also be provided with written information identifying the steps which must be taken for the child to be eligible to re-enter the classroom. Parents are responsible for acting positively and quickly, within no more than 48 hours, to resolve the condition and/or for a medical doctor to address it. Required action may include such steps as requiring that students wear clean clothes and take additional clean clothes to school in a sealed plastic bag, as well as sealing other school materials in plastic bags. Students returning to school will be checked

by the school nurse (or an appropriately trained representative) before being allowed to re-enter their classroom.

Immediately upon identifying a student with such a condition, the school nurse shall immediately notify the principal of what has been found. The school district shall have in place standard protocol/s for cleaning, treating as necessary and minimizing the likelihood of parasite spread, contagion or disease transmission address in the school. The principal shall insure the implementation and completion of the school's protocol by the next school day.

The student's teacher, school nurse, principal and all school personnel are responsible for insuring that any such situation is managed professionally, confidentially, in a manner that does not stigmatize the identified student, and that, while addressing the situation, to the extent possible minimizes interference with the student's education.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians of a Herington USD #487 student will be responsible in the following ways:

- 1. Attend orientation parent meeting and/or read, sign, and return written communications
- 2. Report to the office when entering the building
- 3. Follow procedures regarding checking students out
- 4. Monitor and assist the student with homework as needed
- 5. Encourage the student to enjoy education

PARENT/TEACHER CONFERENCES

Parent-Teacher Conferences will be held in the first and third nine weeks. Specific dates are listed on the district calendar and on the district website. It is the expectation of the district that all parents attend. Parent-Teacher Conferences may also be requested at any time by the parent or the teacher.

Pets/Animals

Persons bringing pets or animals into the school must receive prior permission from the supervising teacher and the building Principal. Pets/animals must be caged humanely and not pose a threat to students, staff, visitors, or other animals. Classroom teachers must assume primary responsibility for humane, proper treatment of any pet or animal in the classroom.

Under no circumstances are pets or animals to be transported on school buses.

PHYSICAL EDUCATION

Gym shoes are required for Physical Education (PE) class. These shoes need to be a type of tennis shoe. Gym shoes may be new or old, so long as the bottoms are clean and do not leave marks on the gym floor. These shoes will be used ONLY for PE class. Gym shoes will be kept in the classroom/gym lockers and be put on before going to PE.

PROGRESS REPORTS

Progress reports will be sent home quarterly with all K-5 students. These reports inform parents of the progress their child is making. Parents and/or students in all grades may access grades, behavior, and attendance online by making prior arrangements for logins and passwords through the school office.

PROMOTION/RETENTION

The decision to retain a student will be discussed at least twice with the parent and the Principal prior to the final decision. The academic concern will also be presented to the Student Improvement Team (SIT) for their assistance. Parents and teachers will work together to provide remediation for the student as much

as possible. These actions and meetings will be documented. The wishes and concerns of the parent or legal guardian will be given proper consideration in this decision.

RECESS

Students will be going out for recess the majority of days. Coats, hats, gloves, scarves are a must! Snow boots will allow the students to move off the concrete area. Students without proper clothing will be asked to sit out in a supervised indoor area and read or sit quietly. Coats, hats, gloves, or scarves will not be loaned to students. During extremely cold or rainy weather, other provisions will be made.

SCHOOL CLOSING ANNOUNCEMENTS

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be announced over KJRL, KSAL, WIBW AM/FM, KABI, KJCK and KFRM radio stations, and WIBW, KTSB, KWCH, KSN and KAKE television stations. Reports in the morning will be between 6:00 and 7:30 a.m. An announcement will be made with the Skylert phone system. Please do not call the superintendent, Principal, or school. These lines must remain open for emergencies.

In the event that a severe storm develops and the superintendent of schools makes the decision to run the bus routes early, elementary and middle school students will be expected to follow the instructions given on the School Day Dismissal Instructions form filled out at enrollment, unless the parent sends other instructions, in writing, with the student. Make sure your child knows what to do and where he/she is to go if school is dismissed early because of snow or other severe weather. It is not practical for students to telephone home if an emergency dismissal occurs.

SCHOOL OFFICE

The elementary school office is open from 7:50 AM to 4:15 PM. Parents may contact the school at 785-258-3234. An automated system routes phone calls to the answering machine after hours and will provide phone extensions to contact staff. During school hours, office staff will assist parents in sending messages to students and staff. Classrooms are not interrupted for phone calls, deliveries, or for student messages, unless it is an emergency.

1. Changes in Student Information

If at any time during the school year a student has a change of address or telephone number, emergency contact information, any medical conditions, etc. the change must be reported to the office. The new information can be given to the elementary school secretary or phoned in at 785-258-3234.

2. Fees for Food Services or Textbooks/Library Books/Student Articles

Fees for lunches, milks, and books can be dropped off at the school office or given to the classroom teacher. Please make sure money is sealed in an envelope with the student's name and what the money is to be used for. Articles belonging to students are to be dropped off to the office and then office staff will deliver the article to the student.

3. Lost and Found

A lost and found area is maintained in the elementary school cafeteria. Students who find articles should turn them in at the office. Office staff will make sure the articles are placed in the Lost and Found area in the cafeteria. Students and parents are asked to check the Lost and Found for missing articles. Unclaimed items will be disposed of after a reasonable length of time.

4. <u>Telephone Usage</u>

Student use of the telephone will be limited as much as possible. Office personnel reserve the right to restrict phone privileges. Students will not be called out of class to take telephone calls, except in case of emergency. Messages from parents/guardians will be delivered to students during classroom breaks. Students may ask their teacher to call home if necessary from the classroom. Before leaving for school in the morning, students should make arrangements for after school activities, permission to go home with other students and rides home. A phone is available in the office for visitor use.

5. Transfer Students

New students may begin school when all necessary arrangements and procedures are completed. This allows office and classroom teacher to prepare schedules, obtain records, and issue books and lockers. Each transfer student will be given a list of actions to be completed prior to their actual enrollment. All transfer enrollments are tentative until records have been received and reviewed by school personnel.

SCHOOL AND STUDENT PARTIES

Parties in the elementary school are limited to forty-five (45) minutes at the end of the day. Teachers may ask for parent volunteers in providing for these parties. Parent volunteers are to sign in at the office and get their Visitor's badge before proceeding to the classroom.

Parties for students who celebrate their birthdays at school will be kept to the last fifteen (15) minutes of the school day or at the teacher's discretion. Students will not give parties for their teachers as this takes time from the classroom.

Party treats are to be delivered to the school office. Office staff will make sure the classroom teacher is notified and the appropriate student is given their treats.

Students will not be allowed to pass our invitations to a private party outside of school time unless the entire class is invited and will receive an invitation.

SPECIAL EDUCATION

Special Education is provided through the implementation of state and federal guidelines for exceptional students. These are students whose unique needs in specific areas cannot be met within the regular education program. The exceptional student also has the guarantee that he/she will receive the most complete education possible in terms of individual needs and abilities and that this takes place in the least restrictive environment. The use of intervention through special services or classroom programs is initiated only after careful weighing of the advantages and disadvantages in light of the student's particular needs.

Cooperative interaction between the student's family and the school is very important in meeting these needs. Please contact the classroom teacher or the principal to find out more about the program and the process for qualifying for services. Speech-language and academic enrichment services are available for students who qualify. Enrichment services are available through the Gifted Education Program. These services are currently provided through Central Kansas Cooperative in Education from Salina.

STAFF AUTHORITY

It is the duty of all staff members of Herington USD #487 to maintain a positive, safe and effective learning environment. This responsibility extends to classrooms, halls, grounds and at all functions of the school.

Students who refuse to comply (by words or actions) with the reasonable request of any staff member will be subject to immediate consequences that are detailed in the Student Conduct section of this handbook.

STUDENT CONDUCT

Students are taught social skills from the Second Step Curriculum. Classroom teachers, along with our school counselor, provide encouragement and support each week as one skill is emphasized in our building. (see Railer Code of Conduct for social skill list)

Students are expected to act in the following ways that allow all persons to learn and be safe in our school:

- 1. Respect themselves and others
- 2. Respect personal and school property at all times
- 3. Come to class prepared and ready to learn
- 4. Follow instructions given by teachers and other staff

1. Name Calling, Teasing, and Bullying

Students are to address one another in a respectful way using the student's preferred name. Name calling, teasing, bullying that causes another student to be upset or agitated will not be tolerated. Students that do not comply will be removed from the classroom, playground, or other area where this inappropriate behavior is taking place. Students will visit the principal or counselor regarding the behavior. If this behavior continues, parents will be notified of the continuing problem and a behavior contract will be written and implemented. (see District Bullying Policy for more information)

2. Winter & Spring Music Concerts

Students attending the winter and spring music concerts are expected to demonstrate appropriate concert behavior. Students that do not demonstrate appropriate concert behavior will be asked on an individual basis to leave the concert and not attend concerts in the future. All non-participating children are asked to sit with their parents or families.

STUDENT SUPPORT TEAM

There is a Student Support Team (SST) in Herington Elementary School. The goal of the SST is to expand the use of various resources and expertise in the schools and communities to address individual student needs. The district has a SST coordinator who oversees the SST process throughout the district. Team members consist of the administrator, counselor, teachers, staff members, parents/guardians and outside resources when requested. Students may be referred to the student improvement team by teachers, staff members, administration and parents/guardians. The student improvement teams advise and recommend interventions and strategies to assist students in reaching their academic potential. Furthermore, the student improvement teams may address classroom modifications, student behaviors and parental involvement needed in order to help the student experience success. If interventions and modifications attempted are not successful, then the student improvement teams may refer a student for special services if needed.

STUDENT PLANNERS

Some students will not have time to do all their schoolwork during the school day. It will be necessary for students to take lessons home whenever they cannot complete their work. Students in Grades K-1, with the assistance of their classroom teacher, will fill out daily planners. Students in grades 2-5 will be responsible for filling out their student planners with daily assignments and homework. Classroom

teachers will use the student planners as one means of communication with parents. Parents are asked to review the student planners for assignments, teacher notes, and to sign off on homework each night.

STUDENT VISITORS

Students from other schools are allowed to visit district students and their classes if the visit serves an educational purpose and has the administrator's approval prior to the visit. The length of the visit is at the discretion of the administrator. Visitors are expected to follow district policies.

STUDY TRIP/FIELD TRIP PARENTAL AUTHORIZATION

The elementary school attempts during each school year to schedule single-day field trips in accordance with their educational value, relation to the curricular program, availability of supervision, and availability of transportation. Parental permission forms must be signed in order for your child to attend any study/field trips during the school year. Specific information will be sent home by the classroom teacher for each trip. The forms will include study trip/field trip times, destinations, and other needs.

SUBSTITUTE TEACHERS

A substitute teacher carries all the authority a regular teacher would have. Students are expected to treat a substitute teacher with respect and courtesy. Any student who refuses to cooperate with any reasonable request by a substitute teacher will be subject to appropriate disciplinary action.

TEXTBOOK/WORKBOOK FEE PAYMENT INFORMATION

Textbooks are provided by the school on a rental basis. The charges for textbook rental and workbook fees are set by the Board of Education.

Fees for textbooks, workbooks, etc., are payable in the office at the time of enrollment. All students enrolling during the fall semester will be required to pay full textbook and workbook rental fees. Students enrolling during the spring semester will be required to pay one-half of the rental fees.

Students withdrawing from school during the fall semester will be refunded one half of the rental fees. Students withdrawing during the second semester will not receive a refund.

Students are responsible for the books they are assigned, and they must pay for unnecessary marking, damage, or loss of the book.

TITLE I PROGRAM

Extra help in reading and math is available for elementary students meeting district and federal guidelines. Please contact the classroom teacher, the Title I teacher, or the principal to find out more about the program and the process for qualifying for services.

TRANSFER STUDENTS

New students may begin school when all necessary arrangements and procedures are completed to the Counselor's satisfaction. This allows the office time to prepare schedules, obtain records, and issue books and lockers. Each transfer student will be given a list of actions to be completed prior to actual enrollment. All transfer enrollments are tentative until records have been received and reviewed by school personnel.

VISITOR'S POLICY

Entrance to the elementary building is through the East entrance. All visitors to the school buildings are to check in at the office and get a Visitor's badge before proceeding to other parts of the buildings. Visitors are asked to stop back by the office and check out.

Visitor parking for the elementary school is provided in front of the East entrance. There is no parking to the West or North side of the school complex.

We encourage and invite parents to visit their child's classroom to become acquainted with the programs. We request that parents inform teachers when they wish to visit to ensure classroom activities and learning are not hindered. Teachers are available before school or after school, or other times throughout the school day as designated by teacher.

Persons requesting to relay messages to students, teachers, or other employees should stop in the office to make the proper arrangements. Those who do not comply with this regulation will be considered unauthorized persons and could be reported to the authorities and charged with trespassing. Loitering on school property is a violation of state law governing public schools.

Visitor's badges will be granted by the administration only to members of approved groups and to those with official business. This restriction does not apply to parents of students attending Herington USD #487 as they are encouraged and invited to visit the schools to become acquainted with the programs. If they contact the office, the proper arrangements will be made.

WEBSITE

The elementary school website can be found at http://www.heringtonschools.org. At this site, parents can access classroom information, events, and activities for the school and district. Parents can find a portal path for the Grades on Line site to access their child's attendance, grades, and behavior reports. Staff email addresses are available on this site as well.

DISTRICT WIDE POLICIES

ANIMALS AND PLANTS IN SCHOOL

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals. Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom.

Teachers must be aware of federal and state laws regulating the handling of animals. (Cf.KSA 21-4310) 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. All experiments using live animals must have prior approval of the principal.

If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility for notifying public authorities to have the animal impounded for observation. Principals will attempt to notify the parents.

Under no circumstances are animals to be transported on school buses.

BULLYING

K.S.A. 72-8256 (a)(1)(A) The legal definition of bullying in Kansas requires bullying to be severe, persistent or pervasive. Bullying behavior may either *involve any student, staff member or parent towards*

a student or by a student, staff member or parent towards a staff member on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event.

Although definitions of bullying vary, the United States Department of Education (USDE) states that bullying involves the following:

- 1. Bullying is aggressive behavior that involves unwanted, negative actions.
- 2. Bullying is usually (but not always) involves a pattern of behavior repeated over time.
- 3. Bullying involves an imbalance of power or strength.

Bullying can come in many forms: *cyber bullying, physical bullying, relational bullying, and verbal bullying.*

1. Cyber bullying

Cyber bullying means bullying by use of any electronic communication device through means including, but not limited to: e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

2. Physical bullying

Physical bullying occurs when a person uses overt bodily acts to gain power over peers. Examples include, but not limited to: hitting, tripping, shoving, slapping, punching, kicking, damaging or destroying personal property, hazing and/or biting.

3. Relational bullying

Relational bullying is the systematic diminishment of a targeted child's sense of self through the following that could lead to rejection and/or alienation. Examples include, but not limited to: ignoring, isolating, excluding, shunning (act of omission) and/or gossiping.

4. Verbal bullying

Verbal bullying occurs when someone uses language to gain power over his or her peers. Examples include, but not limited to: name calling, teasing, taunting, threatening, cruel criticism, belittling, personal defamation, racist slurs, sexually suggestive and/or abusive remarks, and extortion.

For more information on bullying, please see http://www.stopbullyingkansas.org/

DISTRICT COMPUTER POLICY

The following is **ACCEPTABLE** student use of district computers:

- 1. Respect computers and handle them gently with both hands
- 2. Return computers to the computer cabinet and plug in to recharge while not in use
- 3. The network and internet are to be used for educational purposes only
- 4. Inform the classroom teacher if computer is not working properly
- 5. Inform the classroom teacher if an inappropriate message, ad, or picture appears on the screen
- 6. When transporting computer to and from the storage cabinet, the screen must be closed and both hands are to support the computer
- 7. During use, volume must be turned down and when appropriate headphones are used

The following is <u>UNACCEPTABLE</u> student use of district computers:

- 1. Destroy or abuse computer equipment or software
- 2. Install or modify software on a district computer or violate another user's workspace
- 3. Use broadcast messaging system (causes network technical difficulty)
- 4. Use vulgarity or obscenity in any form
- 5. Have food or drinks around the computers or in the lab
- 6. Use unauthorized mail programs or chat rooms.

COMPUTERS: Minimum Disciplinary Actions for Policy Violation:

- 1st Infraction: Computer use only during a class and with supervised login for 1-3 weeks.
- 2nd Infraction: Computer use only during a class and with supervised login for 1-3 months.
- 3rd Infraction: Computer use only during a class and with supervised login for a semester or permanently.

Supervised login means the teacher will change student's password and only the teacher will be able to access student's workspace so that the student can do assigned work.

Herington USD #487 will provide access to the local computer network and internet for the purpose of completion of classroom assignments, educational research and other district approved activities. It is a privilege to have these extraordinary resources; therefore, all students must agree to comply with these policies. Users will be given access to the local network only after the agreement is signed and returned by the classroom teacher and student. The Student/Parent Network and Internet Acceptable Use Policy form is available at enrollment.

EMERGENCY SAFETY INTERVENTIONS

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF

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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Herington Unified School District #487, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Herington USD #487 may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Herington USD #487 to include this type of information from your child's educational records in certain school publications.

Examples of certain school publications include the following:

1. Playbill, showing your student's role in a drama production

- 2. Annual yearbook
- 3. Honor roll or other recognition lists
- 4. Graduation program
- 5. Sports activity sheets, such as for wrestling, showing weight and height of team members
- 6. Photographs or videos on school website or in yearbook

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA (Local Educational Authority) that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's educational records without your prior written consent, you must notify the school in writing within 10 (ten) days of enrolling your child.

The school has designated the following information as directory information:

- 1. Student's name
- 2. Address
- 3. Telephone listing
- 4. Grade level
- 5. Degrees, honors, and awards received
- 6. Participation in officially recognized activities and sports, including display on the District website and all print, electronic and other appropriate media
- 7. Weight and height of members of athletic teams.
- 8. Photos and/or videos of your child

HOMELESS RIGHTS

Students and parents who do not have a regular, fixed and adequate residence, need to be aware of federal and state guidelines that will insure their students receive appropriate services.

Students who are homeless are eligible for Title I services, if they demonstrate the same educational needs as the other students selected to participate.

Students who are homeless do not need to have standardized test scores to enter the Title I program. Teacher referral, criterion-referenced tests, reading or math placement assessments or other quick assessments may be used to determine academic need and placement into the Title Program.

Title I funds can be used to place tutors in homeless shelters, including shelters for victims of domestic violence, youth emergencies, unwed mothers and families and children. Preschool students may also be served.

Students enrolling for the first time in a Kansas school without proof of proper immunizations may sign a written statement that such tests or inoculations are in the process of being completed within 90 days. County health departments must provide appropriate inoculations to children whose families are unable to afford them.

Students may receive records from previous districts even though they have failed to return or pay for school property. Parents or guardians may provide an affidavit that they are unable to return or to pay for school property lost or destroyed and receive their records.

Students may have an interim individualized educational program developed if the current IEP is not available or more information is needed to determine appropriate placement. Any exceptional child who transfers from one local educational agency program to another shall be placed in the special education service program which appears to be most suited to the student's needs. If you have further questions about these guidelines please contact the district superintendent at 785-258-2263.

INTERNET POLICY

Herington USD #487 will provide access to the local computer network and Internet for the purpose of completion of classroom assignments, educational research and other district-approved activities. It is a privilege to have these extraordinary resources; therefore, all users must agree that they will comply with these policies. Users will be given access to the local network only after the agreement is returned and signed by the supervising teacher and student.

Internet access for students of Herington USD #487 will be allowed only after the **Herington Elementary School Student/Parent Network and Internet Acceptable Use Policy** form is signed.

- 1. The network and Internet are to be used only for educational purposes. This includes classroom activities, career development, and limited high-quality self-discovery activities.
- 2. The system is not to be used for commercial purposes. This means users may not offer, provide, or purchase products or services through the system.
- 3. No personal contact information about yourself or other people is to be placed on the Internet.
- 4. Hot-mail, etc. and Chat Groups are strictly forbidden.
- 5. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to access their account. Under no condition should users provide their password to another person or use another individual's account. Users will be held accountable for the content of their workspace at all times.
- 6. The Internet or network will not be used to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people.
- 7. No attempt will be made to gain unauthorized access to any computer or system.
- 8. No modifications to machine setups will be made without the knowledge of the supervising teacher or system's administrator.
- 9. No software will be downloaded or installed to the user's workspace or local drives without the permission of a supervising teacher or system's administrator.
- 10. No deliberate attempts to disrupt the computer system or destroy data by introducing viruses or through any other means will be allowed. These activities are illegal and will be dealt with accordingly.
- 11. E-mail is a privilege granted to all students. Students are expected to use e-mail for educational purposes only. Any misuse of e-mail will result in suspension of e-mail privileges.
 - a. E-mail may only be checked before or after school, and during seminar or class with teacher's permission.
 - b. Students will be allowed to use local e-mail only, unless a specific request is made for Internet mail by a teacher.
 - c. All e-mail should be academic in nature.
 - d. Any use of e-mail with offensive or social content shall result in loss of e-mail privileges.

LOCATION OF THE DISTRICT POLICY MANUAL

There is a complete set of Herington USD #487 Board Policies in the office, school library, City Library and on the Herington USD #487 website for your information and guidance.

SCHOOL REPORT CARDS

The State School Building Report Cards are available on the Kansas Department of Education Web site of http://www.ksde.state.ks.us/Default.aspx?tabid=229. At this site each school's Annual Yearly Progress is detailed.

SEXUAL HARASSMENT POLICY

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Contact the compliance officer, Superintendent of Herington USD #487, at 785-258-2263, 19 North Broadway, Herington, KS 67449.

Substance Abuse/Alcohol/Tobacco/Vaping

When it is determined that a student is under the influence of drugs, alcohol, inhalants or any illicit substances, the following steps will be taken.

- 1. The student will be evaluated by the appropriate agency whenever possible to verify the condition and cause of behavior.
- 2. The student shall be suspended immediately from school until a conference has been held between the student, parents, and an administrator.
- 3. Consequences will be assigned per the schedule in this section under suspension/expulsion guidelines.
- 4. Law enforcement will be notified.

The use and/or possession of tobacco, tobacco paraphernalia, vaping, chewing or smoking is not permitted in the school building, on school grounds, on a school bus or at any school activity. All alcohol/tobacco/vaping violations will be reported to local law enforcement.

Students who violate this substance abuse/alcohol/tobacco/vaping policy will be treated as outlined below, or with more severity as determined by administration:

1st Offense: 3-days suspension (OSS)
2nd Offense: 5-days suspension (OSS)

3rd Offense: 5-days suspension pending Long Term Suspension/Expulsion

SUSPENSION/EXPULSION POLICY

K.S.A. 72-8901. Grounds for suspension or expulsion; who may suspend or expel. The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

A. Willful violation of any published regulation for student conduct adopted or approved by the board of education.

- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school. (includes walkout)
- C. 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.
- D. 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.
- E. Conduct at school, on school property, or at a school supervised activity 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.
- F. 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.

1. Infractions

Listed below, but not limited to, are acts of students that could result in suspension (including ISS, OSS and LTS) and/or expulsion upon first offense depending upon the severity of the infraction, or which may result in LTS/Expulsion for repeated infractions:

- a. Excessive tardiness
- b. Temper tantrums
- c. Open defiance of authority
- d. Stealing and/or deprivation of property or acting as an accomplice in such action
- e. Conduct that disrupts school activities and/or school mission
- f. Destruction of school property
- g. Failure to comply with reasonable request from staff, faculty or administrator
- h. Fighting and/or provoking a fight
- i. Intimidation/threats by word or deed
- j. The use of profanity and/or vulgarity
- k. Possession of lethal weapons
- l. Repeated non-compliance with classroom/school/district rules
- m. Disrespectful behavior toward any school member
- Possession, consumption, intent to use, or intent to sell alcoholic beverages, narcotics, marijuana, addictive drugs, illicit drugs, deleterious substances, inhalants and related paraphernalia
- o. Threat or use of lethal weapons
- p. Vandalism
- q. Physical or mental harassment and/or bullying of any type
- r. Extortion of any type and/or amount
- s. Possession, use, intent to use, consumption or sale of tobacco, tobacco paraphernalia, or lighter in any of its forms
- t. Any felonious behavior

2. <u>In-School Suspension (ISS)</u>

ISS is given as a consequence to a student who has made the decision to non-comply with classroom, school, or district rules on a continued and/or severe basis. A student in ISS is placed in a school suspension room. Teachers of students in ISS are notified of their suspended status and provide classroom assignments for the duration of the ISS. Students in ISS are governed by the ISS rules listed below:

a. Remain seated with head up at all times (no sleeping)

- b. Work on assignments or read
- c. Do not communicate with other students
- d. No entertainment devices, food or drink

Students in ISS will eat their lunch in the ISS room. Failure to comply with ISS rules will result in a referral to the Principal and additional suspension determined by the severity of the situation. Students in ISS will receive academic credit for work completed and will not be counted as absent. It is the responsibility of the student to make any and all arrangements to complete schoolwork missed due to an ISS. When a student returns to class from an ISS, he or she is not allowed time to make-up assignments missed due to the ISS. These assignments must be presented for credit when they return to class. In-school suspensions are held from 8:15 a.m. to 3:35 p.m. All ISS actions will be entered on Skyward by the Principal.

3. Long-Term Suspension/Expulsion

When a student is given long-term (11 days or over) suspension or expulsion, he/she will receive no academic credit for work missed. A written notice of long-term suspension/expulsion and the reason(s) thereof shall be given to the student involved, to parents or guardians and to the Board of Education within twenty-four (24) hours after the LTS/expulsion has been imposed. Any notice of proposal to LTS or to expel shall state the time, date and place that the student and representatives shall meet. To be readmitted to school, a student/parent conference may be required by the Principal.

4. Out-of-School Suspension (OSS)

A student does not learn when he/she is not in school. An OSS is given only when a student's actions indicate that warnings, detentions and in-school suspensions are not changing a student's unacceptable behavior pattern or when the severity of the situation mandates serious consequences. Every attempt will be made to avoid an OSS. However, when a student's actions constitute a danger to others or infringe on the rights of other students to learn, the OSS option will be used. When a student is given an OSS, he/she may or may not earn academic credit for schoolwork missed due to that OSS. Credit for work is at the discretion of the principal.

Students serving an OSS will be considered unexcused absent and subject to all consequences of that designation. Days missed due to an OSS will count toward that student's semester absence count. A written notification of all OSS will be completed by the Principal, mailed to the parents and filed in the student's discipline folder. A copy of all OSS must be sent to the Board office within twenty-four (24) hours after the OSS has been imposed. All OSS notices will state time, date, reason(s) and length of the OSS. In addition, the principal will verbally (in person or by telephone) contact parents or the emergency contact person listed on the student's enrollment form in all cases where an OSS has been imposed. All OSS actions will be entered on Skyward by the principal.

Parents can request parental supervision of an assigned OSS. If approved, the parent must accompany the OSS student the entire school day. OSS students in parental supervision are not classified as absent and may complete class work while being supervised by their parent on the day of OSS.

TITLE II, VI, IX

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1974; Title IX Regulation Implementing Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Herington USD #487, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Herington USD #487 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by Herington USD #487.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: *Superintendent of Schools, 19 North Broadway, Herington, KS 67449, (785) 258-2263, Title IX Coordinator - Section 504 Coordinator*.

Title IX complaints can also be filed with Office for Civil Rights. Regional Office for Civil Rights 324 East 11th Street Kansas City, MO 64106

All students attending Herington USD #487 may participate in education programs and activities, including but not limited to health, physical education, music, vocational and technical education, regardless of race, color, national origin, age, handicap, or gender.

TORNADO/FIRE/EMERGENCY DRILLS

Herington USD #487 will conduct district-wide fire and tornado drills in accordance with state statute. Evacuation and safety procedures are posted as required by law.

WEAPONS POLICY

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

1. Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see Board Policy). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agencies; if the student is a juvenile they shall be referred to Social and Rehabilitation Services or the Juvenile Justice Authority.

2. Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school, on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

3. Weapons and Destructive Devices

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

- a. Any item being used as a weapon or destructive device
- b. Any facsimile of a weapon
- c. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- d. The frame or receiver of any weapon described in the preceding example
- e. Any firearm muffler or firearm silencer
- f. Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device
- g. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than $\frac{1}{2}$ inch in diameter
- h. Any combination of parts either designed 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
- i. Any bludgeon, sand club, metal knuckles or throwing star
- j. 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.