

KANOPOLIS MIDDLE SCHOOL

STUDENT HANDBOOK

2020-2021

Superintendent of Schools – Dale Brungardt

Kristy Rodriguez..Principal/Physical Education
Kelly Clark... 5th grade
Tracy Wacker.....5th grade
Jason Maisog5th grade
Steve Bolton 6th grade
Daniel Magie 6th grade
Deb Talbott..... 6th grade
Angie Bunch..... Learning Disabilities
Samantha LackeyBand and Music
Traci SallmanTechnology
Nancy Bolton..... Librarian
Angela Montoy.....Building Secretary

Melanie Sippel.....LD Para
Alisa Kempke.....LD Para
Sandy Choitz Library Aide
Amber Soukup..... Social Worker
Shane Sneath Head Custodian
Nichole Jefferies.....Speech/Language
Mya Gray..... School Psychologist
Bonnie Peterman..... School Nurse
Nancy Schmitt Gifted Consultant
Tina Bruning..... Technology Facilitator

District Telephone Numbers

Kanopolis Middle School785-472-4477
USD #327 District Office785-472-5561
Ellsworth Jr./Sr. High School 785-472-4471

Ellsworth Elementary School 785-472-5554
Transportation Office 785-472-4027

Board of Education Members:

Ashley Bohl
Liz Donley
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Dave Hand
Gina McGowan
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Darin Holecek

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Kanopolis Middle School is a student-centered school distinctly different from other settings because the middle school provides a bridge between elementary school and high school. Programs offered at KMS provide a strong, basic foundation in academics, plus opportunities to discover areas of interest through unique educational and social experiences. A balance between academic goals and human needs is stressed for this critical period of adolescent development. Students will learn character development, teamwork, cooperation, individual responsibilities, individual differences and respect for themselves and others.

Students, parents, teachers, counselors and administrators share in the responsibility of making sure the students receive the best possible learning experience and education. This shared

responsibility enables every student to develop and grow to individual maximum potential during the middle level education years.

BELIEVE • ACHIEVE • SUCCEED

KANOPOLIS MIDDLE SCHOOL GOALS

Increase student achievement through analysis and development of strategies to meet the Curricular Standards as prescribed by the State Department of Education.

Continue to increase technology competency of staff and students.

Augment responsible behavior and good character on the part of students, faculty and patrons.

MISSION STATEMENT

USD #327

ELLSWORTH-KANOPOLIS-GENESEO

The Mission of Unified School District #327 is to provide an educational environment in which all children learn to the maximum of their capabilities. The educational environment in this district will demonstrate our belief that is essential to develop positive personal character and challenge every learner through programs that demand excellence. It is through the combined efforts of patrons, faculty, administrators and staff that we lead our students into responsible citizenship in the 21st century.

STUDENT EXPECTATIONS:

- **BE HONEST**
- **DEMONSTRATE INTEGRITY**
- **KEEP PROMISES**
- **BE LOYAL**
- **BE RESPONSIBLE**
- **PURSUE EXCELLENCE**
- **BE KIND AND CARING**
- **TREAT ALL PEOPLE WITH RESPECT**
- **BE FAIR**
- **BE A GOOD CITIZEN**
- **DO UNTO OTHERS AS YOU WOULD HAVE OTHERS DO UNTO YOU**

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ATTENDANCE POLICY:

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). A significant part of a school day for this purpose shall be an hour or more.

ATTENDANCE CALLS

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.

EXCUSED ABSENCES

Are for illnesses, funerals or appointments, or have been prearranged with the building principal. Appointments for a medical concern or legal proceedings are excused for the time of the appointment only and for any travel time required, not for the whole day. Any student with five or more absences per class per semester will require a doctor's note or a visit to the school nurse before the absence is labeled excused.

LATE TO SCHOOL (LTS)

Most late arrivals are avoidable. If you know your child will be late, call the school. All children who arrive late MUST report to the office. EHS/KMS-A child is considered late to school if their arrival is less than twenty minutes after the first bell.

Four LTS incidents will equal one unexcused absence (see the Kansas Law above).

TRUANCY PREVENTION

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.

TRUANCY RESPONSE

If absences continue following the truancy prevention plan, a report will be filed with SRS or the County Attorney's office for legal action.

LEAVING SCHOOL DURING THE DAY

When a student must leave, they will sign out at the office. If the student returns the same day, they will sign in at the office again.

BEHAVIOR PHILOSOPHY

- One of the most significant life skills to be learned by students is the ability to accept the responsibility of one's actions. Promoting learning and responsibility for one's behavior is part of effective teaching. Consistency and fairness are essential elements of an effective behavioral program. Students must learn that they, and they alone, have control over their decisions and are ultimately accountable for their behavior.
- Each teacher at KMS will establish guidelines for their classrooms, as well as the general guidelines set forth. The teacher will discuss the guidelines with the students to ensure that they are fully understood. It is essential to understand that classroom guidelines may be different for each teacher. Guidelines will be established according to each teacher's goals, objectives and teaching styles.

GENERAL BEHAVIOR EXPECTATIONS, CONDUCT, AND RULES

- Show respect to all adults and peers, and display appropriate manners at all times.
- No loud, obscene, abusive or inappropriate language.
- No weapons or facsimiles.
- No fireworks, explosives or dangerous chemicals at school or on the bus.
- No hats in any school buildings.
- Cell phones should be off and put away in the student's locker.
- Students will be expected to wear school appropriate attire. If a student wears inappropriate clothing to school the student will be asked to correct the attire or follow disciplinary consequences.
- Represent yourself, your school and your community to the best of your ability. This includes appropriate interaction through social media with others within or outside of our school.
- Observe all transportation rules and regulations.
- Inappropriate language, intimidation or harassment of peers will not be tolerated.
- Stealing/Theft - Any student who has possession, or attempts to use lost or stolen property, will be subject to disciplinary actions. A student will not steal or possess stolen property, or participate or assist others in doing so. All lost or stolen property should be reported and/or turned in to the office. KMS will NOT be responsible for lost or stolen property. Students are assigned lockers for classes and physical education classes.
- Fighting, threats, intimidation, and assault is not tolerated. Any physical contact that endangers, threatens, or harms the health or safety of another person, or behavior that causes a reasonable person to fear such contact.

THE FOLLOWING CONDUCT COULD RESULT 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.
- **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 or interferes with the operation of the school.
- **Endangering Safety.** Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others.
- **Disobedience.** Disobedience of an order of a teacher, peace officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school or a substantial and material impingement upon or invasion of the rights of others.
- **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.

BEHAVIOR CONSEQUENCES

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 as follows. These actions are necessary to ensure the safety and well-being for all students and to encourage non-violent methods to resolve conflict.

- Reprimand by teacher, supervisor, administrator, or any other school personnel
- Detention as assigned by a teacher, administrator, or any other school personnel
- 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.

BULLYING POLICY

The Board of Education prohibits bullying in any form on school property, in a school vehicle, or at a school sponsored activity or event. Bullying is “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.”

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 hand held 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.

KANSAS SCHOOL SAFETY HOTLINE -- (1-877-626-8203)

This hotline is a toll free number available 24 hours/day, 365 days/year to give students, parents, and community members an opportunity to report any impending school violence. This hotline would give students the opportunity to anonymously report any potential violence.

HARASSMENT

Any unwelcome gestures or comments between student and student, staff and student, or student and staff, which are offensive or cause discomfort, should be reported to the principal.

SCHOOL COUNSELING SERVICES

USD #327 students have access to 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.

SUSPENSION OR EXPULSION 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.

- **In School Suspension.** 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.** Students receiving “Out of School Suspension” (OSS) will receive credit for work they have missed and will be required to make up that work. Students receiving OSS are not allowed on any school grounds or at any school sponsored activities during the time of suspension.

FIRST AID

First aid will be limited to applying of simple bandages or infection preventatives except where justifiable emergency aid will prevent further injury, disability, or death (such as excessive bleeding). At least one person in every school building is a trained person qualified to administer first aid.

HEAD LICE

Any student having live lice will be excluded from school, after their parents have been contacted. Refer to board policy JGCE.

DISMISSAL DUE TO WEATHER When severe weather exists, it may become necessary to call off school. Should school be canceled, an announcement will be made over **KSAL 1150 AM Radio**, by 7:00 a.m. Ordinarily school will not be dismissed as long as it is feasible for students and teachers to remain at school. The school administration strongly urges parents, particularly those living in rural areas, not to send their children to school on days when storm and road conditions create a hazard to the lives and welfare of the students. Parents are encouraged to sign up for district texting notification on the district website @ www.usd327.org.

DRESS AND APPEARANCE

It is expected that students of KMS will use good judgment concerning personal appearance. Abbreviated shorts, halter and other brief or revealing attire, sagging, clothes with inappropriate messages, signs or emblems are not acceptable. No hats will be worn in any school buildings. School staff will require a student whose dress or appearance is considered improper to change or arrange different attire.

EMERGENCY DRILLS AND PROCEDURES

Drills will be conducted as required by law for emergencies such as fire, tornado and civil defense. When it is necessary to evacuate the school, students will be directed to a designated area charted on their rooms wall chart, and will remain under the direct supervision of their teacher until the emergency no longer exists. Parents removing their students from the class group during such emergency must obtain permission from the principal.

FIRE DRILLS

Will be conducted each month, signaled by a disrupted ringing of the fire alarm system. Every person will evacuate the building during the drill and return to the building after an "all clear" signal is given.

TORNADO DRILLS

Tornado drills will be held periodically. The signal for a tornado drill is a constant warning signal and will be announced over the intercom. Wall charts in each room designate the area students will be escorted to during the drills.

OTHER EMERGENCY DRILLS In case of other types of emergencies, teachers will be given specific instructions and procedures to be followed at the time of the emergency.

ADMINISTRATION OF MEDICATION

Circumstances where medication is necessary and required during the school day, the school secretary will dispense the medication with written permission of parents and the student's physician. No medication of any nature should be kept in lockers or carried by a student for personal use. Permission for medication forms are available at the school office.

ELECTRONIC EQUIPMENT

Use of electronic equipment that is not required for the completion of schoolwork is prohibited during the school day. Examples of prohibited equipment; radios, CD players, walkmans, watchmans, gameboys, cellular phones, electronic toys and pagers. ***KMS will NOT be responsible for lost or stolen items.***

EXCLUSION OF STUDENTS FROM SCHOOL ACTIVITIES

The Principal has the authority to exclude any student whose dress, appearance, conduct, attitude or scholastic achievement does not meet acceptable standards from attending or participating in school activities.

FACULTY/ STAFF AUTHORITY

Students of KMS are under the authority of any and all teachers or staff members at any time and at all school events. Any student who is insubordinate to a staff member or creates any disturbance, which restricts or alters the learning process for themselves or other students, is subject to immediate disciplinary action by the staff person in charge.

LEAD TEACHER

In the absence of the Principal, the appointed lead teacher, Deb Talbott or Steve Bolton, will be in charge of student discipline and emergency decision making, and if necessary an administrator from another building will be contacted.

PASSES AND TRANSFERS

Students should have their planner at all times when traveling outside the classroom. The book should state the time, their destination and will be signed by the supervising staff member.

ROOM PARENTS

Two parents will be selected to serve as room parents for each of the classrooms.

Parties are scheduled for the two holidays of Christmas and Valentine's Day. A party is defined as organized activities (games) and refreshments. The parties are the responsibility of the room parents. Parties are generally scheduled one hour prior to scheduled dismissal time but times are at the teacher's discretion.

Each teacher is responsible for contacting his/her room parents prior to the holiday to see what arrangements the room parents have made. Birthday treats are permissible and are the responsibility of the parents involved. Parents are to contact their teachers before bringing the birthday treats to school. Healthy treats are encouraged.

GRADING SCALE FOR USD #327:

A - 90% to 100%

B - 80% to 89%

C - 70% to 79%

D - 60% to 69%

F-59% and below

SOCIAL ACTIVITIES & PARTIES

Planned by classes or organizations, activities are subject to the approval of the building principal. All school-scheduled parties and other events will be held on school district premises. The principal may make exceptions when deemed necessary.

STUDENT GIFTS TO STAFF MEMBERS

The giving of gifts between students and staff members is discouraged. (Policy JL)

Students shall be allowed to collect money or purchase gifts for faculty members with the principals' approval. (Policy JL-R)

GIFTS TO STUDENTS FROM FAMILY OR FRIENDS – AND INVITATIONS

Please do not have flowers, balloons or other gifts delivered to students while attending school. Also, do not hand out invitations at school; children's feelings are easily hurt, so please mail them. If your child plans to attend a birthday party after school, please do not send the gift to school with your child.

STUDENT LOCKERS

A locker is assigned to each student. Lockers are owned by the school and provided for student use. Valuable non-school articles should not be brought to school. The principal has the authority to inspect any locker when deemed necessary. Lockers will be subject to periodic inspections. Warrants issued by the courts may also provide for entering specified lockers. Lockers are also subject to random drug searches using K-9 units. Students are expected to take care of the lockers and to use them properly. The school is not responsible for any losses that may occur.

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.

TIME SCHEDULE

School begins at 8:10am and ends at 3:20pm. Students have a 25 minute lunch period. Students should not arrive earlier than 7:25am.

VANDALISM

Any student involved with vandalism will be responsible for the cost of repair and/or replacement.

SCHOOL LUNCHES

In cooperation with the Kansas Dept. of Education, our district endeavors to meet all the requirements of the Type A lunch. Lunch prices and payment information will be given to each parent at enrollment. Student accounts are allowed a \$25 overdraft delinquency period. After which, all children in the family will be served a cheese sandwich, fruit, and a milk until their account is paid in full.

Students may bring sack lunches instead of purchasing school lunches. Juice, water or sport drink will be permitted in sack lunches. Additional milk may be purchased.

KMS Breakfast: \$1.80

KMS Lunch: \$3.10

Adult Lunch: \$3.95

GUIDELINES FOR LUNCH PERIOD

- Students will be escorted to and from the cafeteria at the designated time by their teacher. When arriving at the cafeteria students will wait in line to be served.
 - Only those students designated for a given lunch session will be in the cafeteria.
 - Talking is permitted in the lunch line and at the tables at a normal conversational level.
 - General rules of manners and etiquette will be observed while eating, including the proper handling of food.
 - All food will be eaten in the cafeteria.
 - Students will return and clean trays when finished eating and return to their table.
 - Tables will be left clean when students leave the cafeteria.
 - All students will be respectful to the cooks and lunchroom supervisors.
 - Students who do not maintain acceptable behavior will be dealt with on an individual basis.
- Parents who plan to eat lunch with their student should sign up for lunch the day before by 8:30am.

SEATING

- Students will not be allowed to reserve places at tables
- Each student will be allowed to sit at whichever table they choose, unless deemed otherwise.
- Students will not be allowed to move from table to table during the lunch period.
- Students will not be allowed to trade food from table to table.

USD #327 INTERNET USE POLICY

USD #327 is committed to making advanced technology and access to learning opportunities available to all students. A **Conditions and Rules** form will be presented to each student and parent as they enroll and must be signed by the parent and returned to the principal before the student will be allowed to avail themselves to the use of the district/school computers.

VISITORS

Visitors are welcome at school but are asked to receive permission from the school office prior to visitation. Please limit your visitation to one hour. All visitors must report in to the office upon entering our building.

STUDENT VISITORS

Except in unusual circumstances, student visitors will not be permitted at KMS. Permission for any exceptions must be obtained through the principal.

USE OF THE TELEPHONE

Students will be allowed to use the telephone after receiving permission from a staff member. Phones in teachers' rooms are not for student use.

SUBSTANCE ABUSE

Possession or use of alcohol, drugs or tobacco in any form by students is prohibited in any of the school buildings, or on the school premises, or at any school activity or function. Prescription drugs will be considered the exception. Use or possession of alcohol, drugs or tobacco will be dealt with in accordance with KSA 72-6131, and will include suspension or expulsion as determined by the administration.

WEAPONS & DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon, in, or on school property. This includes pocket knives. (KSA 21-4204) Criminal possession of a firearm is: possession of any firearm by any person, other than a law enforcement officer, in or on any school property or grounds upon which is located a building or structure used for student instruction or attendance or extra-curricular activities of pupils enrolled in kindergarten or any of the grades 1-12, or at any regularly scheduled school sponsored activity or event.

TRANSPORTATION RULES AND REGULATIONS

Transportation is provided for students to and from school and school sponsored activities. Transportation is a privilege for students and parents; however, it is a privilege that may be lost. For the safety of all students riding in school vehicles the following rules and regulations will be observed:

- Sit in the seat assigned if the driver or school official makes such an assignment.
- Keep hands and feet inside the bus at all times.
- Do not stand or walk while the bus is in motion. Sit facing forward.
- Assist in keeping the bus safe and clean at all times.
- No loud talking or yelling. Be absolutely quiet when the bus stops for railroads.
- Obtain permission to open window. Close windows before leaving the bus.
- In case of a road emergency, remain in your seat until directed otherwise.
- Keep all articles out of the aisles.
- Do not attempt to bring large items on the bus.
- Check with the driver about storage of musical instruments.
- Be respectful and courteous to the driver and other students.
- While waiting for the bus, stay in designated areas. No shoving, pushing, name-calling or general horseplay is acceptable.
- Wait until the bus stops before approaching it to enter.
- When departing the bus, if it is necessary to cross the road/street, do so at least 10 feet in front of the bus. Look for traffic both ways before crossing.
- Violations of transportation rules may result in the student losing bus privileges.

AFTER-SCHOOL PROGRAM

Kanopolis Middle School recognizes that some students may need Extended Learning Opportunities to meet the curricular expectations for student success at USD #327. To that end KMS will provide After-School learning opportunities for students every Tuesday and Thursday as the schedule allows. Students should report to the library at 3:25 and will be dismissed at 4:10.

Transportation will be provided for students as needed.

Students who need extra assistance are referred to the After School Program based on teacher recommendation. Classroom teachers will communicate with parents if a student is eligible for participation in the After School Program.

Students will be required to attend the After-School program if they have been referred by a teacher to attend and parents agree to the placement in the After School Program.

LIBRARY POLICIES

Students are allowed to check out a total of three items from the library at any given time. For example, they may have two books and one magazine or three books. Checkout is for three weeks at which time the item needs to be returned or renewed. All items may renew once (unless the item is on reserve/hold for another student) and the item must be present to renew.

If an item is overdue, lost, or returned damaged, students will not be allowed to check out new items until the overdue item is either returned or paid for to be replaced.

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: Mr. Dale Brungard, Superintendent, District Office, 145 W 15th, P.O. Box 306, Ellsworth, Kansas, 67439; (785)472-5561.

BULLYING & HARASSMENT POLICY

The Board of Education of USD 327 is committed to providing a positive and productive learning and working environment, free from sexual or racial harassment and bullying. Board policies JGEC and GAAC prohibit student and employee sexual harassment. Policies JGECA and GAACA prohibit student and employee racial harassment. Board policy JDDC prohibits bullying. USD 327 does not tolerate sexual or racial harassment or bullying, whether sexual, racial or otherwise. Any student or employee who believes they have been subject to sexual or racial harassment and students who believe they have been subjected to bullying should contact their building principal, guidance counselor, or in the case of students any other licensed staff member they are comfortable with. The full policies may be found on the USD 327 website and may be requested from any building office.

RACIAL HARASSMENT 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, student, 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 to 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; or
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.

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 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.

SEXUAL HARRASMENT POLICY

Sexual harassment will not be tolerated in the school district. Sexual 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 harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual 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: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual 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 extra-curricular 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 harassment will be promptly investigated and resolved.

Any student who believes that he or she has been subjected to sexual 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 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.

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.

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 use by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Training

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

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

Notification and Documentation

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

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