

# Circle USD 375

## K-6 Student Handbook

### 2020 - 2021

#### THRIVE IN 375



**Circle Benton Elementary**  
 350 S Kansas, P O Box 39  
 Benton, KS 67017  
 Phone 316-778-1151  
 Fax 316-536-2249

**Robert Leis, Principal**  
**Kelly Singer, Counselor**

**Circle Greenwich Elementary**  
 3250 North Greenwich Rd  
 Wichita, KS 67226  
 Phone 316-315-4000  
 Fax 316-536-2249

**Dustin Razey, Principal**  
**Stefanie Beckman, Counselor**

**Circle Oil Hill Elementary**  
 2700 West Sixth  
 El Dorado, KS 67042  
 Phone 316-320-9515  
 Fax 316-536-2249

**Misty Gawith, Principal**  
**Elizabeth Patty, Counselor**

**Circle Towanda Primary**  
 501 North 6th Street  
 Towanda, KS 67144  
 Phone 316-536-2728  
 Fax 316-536-2249

**Circle Towanda Intermediate**  
 516 North Street  
 Towanda, KS 67144  
 Phone 316-536-2281  
 Fax 316-536-2249

**Terri Turner, Principal**  
**Lee LaMunyon, Counselor**

**School Hours:**  
**Kdg through 6th Grade**  
 8:15 am to 3:20 pm  
**PreK**  
**AM 8:15– 11:15**  
**PM 12:15-3:15**

The Mission of **Circle Benton Elementary** is to provide a quality program in response

**School Hours:**  
**Kdg through 6th Grade**  
 8:15 am to 3:20 pm

The Mission of **Circle Greenwich Elementary** is to provide every student with a quality education.

**School Hours:**  
**Kdg through 6th Grade**  
 8:15 am to 3:20 pm

The Mission of **Circle Oil Hill Elementary** is to allow all students to strive, achieve, and excel to the best of their abilities.

**School Hours:**  
**Kdg through 6th Grade**  
 8:15 am to 3:20 pm  
**PreK**  
**AM 8:15– 11:15**  
**PM 12:15-3:15**

The Mission of **Circle Towanda Elementary** is to foster relationships in order to meet the educational needs of our students.

### District Mission

**Circle USD 375 is committed to student achievement.**

#### We believe...

- Every student can learn.
- Instruction must be provided for students who learn at different rates, in different ways and in different settings.
- Education is a cooperative effort among the BOE, all Staff, students, parents and communities.
- High expectations and a safe, positive learning environment are essential for student success.
- A well rounded curriculum built upon research based practices must be provided to meet students' varied needs, interests and talents.

***The Vision and Purpose of Circle USD 375, in partnership with our communities, is to educate each student to be an engaged, knowledgeable, responsible, and productive citizen in the 21st Century.***

## **PRINCIPAL'S MESSAGE**

Welcome to Circle Elementary Schools! This handbook is designed to help you become aware of some of the guidelines and school policies which we ask you to follow for a successful school year.

## **VISITORS**

Parents and other interested adults are invited and encouraged to visit. This school requires that ALL visitors must check in at the office first and wear visitor identification.

## **BEHAVIORAL EXPECTATIONS**

Circle Elementary Schools will provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by their actions, poor manners or lack of consideration. Rules and regulations are developed by each classroom and enforced with this thought in mind. School rules apply on the bus, school grounds and at any event where our elementary school is represented, regardless of location. There are four definite school wide rules:

1. Respect yourself.
2. Respect others and allow others to learn.
3. Respect your school and staff.
4. Follow directions and stay on task.

## **INCLEMENT WEATHER**

If poor weather conditions deem it necessary to close the school, the decision to do so will be made by the superintendent of schools. Notification will be sent out to radio stations KFDI, B-98 FM, 107.3 and KZSN; television channels 3, 10, and 12 and through the district SwiftK12 service. It will also be posted to the district web page and through Twitter. Please make sure you have arrangements for your children when this occurs.

## **STUDENT ACCIDENT INSURANCE**

Students may purchase Nationwide Life student accident insurance. There are different plans to choose from . One plan covers accidents at school during the day and while attending a school-sponsored and supervised activity. While another plan will provide 24 hour accident insurance. This information is available online at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

## **TEXTBOOKS AND FEES**

All textbooks are available to students for a rental fee. Students will pay the current rental fee in the office and obtain a receipt. Teachers will issue books, noting the book number and the condition of the book when issued. Students will be assessed a charge for textbooks that are lost or turned in damaged.

## **ATTENDANCE**

The State of Kansas requires that a student attend school until the age of 16. Attendance is important for continuous learning. The parent should notify the school by 10:00 am if the child is absent. If you are unable to call, please send a note with your child on return to school. If you know in advance that your child is going to be absent, telephone the office to get the assignments. Unexcused absences will be reported to parents or guardians. Excessive absences (3 days or more) will require written documentation from a physician. Students with unexcused absences for three consecutive school days or five school days in any semester or seven school days in any school year, whichever

of the foregoing occurs first, the child shall be considered to be not attending school as required by law. Students who are absent from school will not be allowed to participate in that evenings school sponsored events.

Special circumstances must be cleared through the building administrator.

## **EXCESSIVE ACCUMULATED ABSENCES**

Occasionally a student's absences become excessive to the detriment of the student's success and the proper operation of the classroom. Students, who have excessive absences, six (6) or more days in a semester, or ten (10) days total for the year, not including school business, will be required to bring a "professional" note for each day missed thereafter to excuse the absence. If a doctor's note is not presented to the office after seven (7) school days, those absences will be considered unexcused.

Excused absence means an absence, which is excused by the student's parents/guardians and by the principal. Thus, excused means absent with parental permission and with the principal's approval. Exceptions may be made by the administration.

## **MAKEUP WORK**

Parents may request makeup work through the school office. You may pick up the work at the end of the school day. Requests made after that time will be completed the next day. All school work missed may be made up without penalty following an excused absence. Generally two days are allowed to make up work for each day of absence.

## **TARDIES**

Students are considered tardy if they are not in their seat by the tardy bell. Students arriving late must check in the office to get an admit slip to take to class.

Excessive tardiness may require make up time outside of class time. Special circumstances must be cleared through the building administration.

## **DRESS CODE**

Students are expected to dress appropriately in a manner which does not disturb the learning process. Any change in dress code will be announced by the principal. All students are expected to adhere to this dress code. The following is to be used when making judgments on the acceptability of appearance.

1. Neatness and cleanliness are emphasized.
2. Shorts should fit well and be of appropriate length (mid-thigh). Bike/body shorts should be covered by other shorts.
3. Coats, hats, other headwear, sunglasses and gloves should be removed when entering the building and put away, unless medical reasons are provided to the office.
4. Trousers, pants and shorts are to be worn at the natural waistline or belts may be required. Pajamas are to be worn only when approved by the principal for special events.
5. Items of clothing that give the impression of gang affiliation are not acceptable.
6. Footwear is to be worn at all times.
7. Clothing or items that advertise drugs, alcohol,

- tobacco products; contain references to sex or profanity; or show suggestive, vulgar, obscene writing, pictures or symbols, should not be worn.
8. Tank tops and shirts with oversized arm holes should only be worn over another shirt.
  9. Spaghetti strap tops and half shirts or crop tops that expose the midriff are not allowed.
  10. Apparel is unacceptable if it causes a disruption or interruption among students or staff. The principal and/or teacher will advise the student.

### **SCHOOL BREAKFAST/LUNCH PROGRAM**

USD 375 provides an excellent school breakfast/lunch program. Student's meal accounts may be added to during any school day or may be purchased online through E-Funds. Kdg-2nd do take milk breaks in the afternoon.

In order to comply with state and federal meal reimbursement guidelines, student meal accounts are not allowed to incur debt larger than five times the high school meal rate. If a student's account reaches a negative balance that exceeds the charge limit, the student is no longer allowed to charge meals and will be provided an alternative meal by the district for up to 5 days. The alternative meal consists of a carton of milk and a cheese sandwich. Since it is provided free to the student, it must be at a minimal cost to the district. After this period, parents/guardians must send money or make arrangements for student meals. When a student's meal account balance gets below \$10.00 an automated message alerts each parent/guardian of their student's meal balance. Parents/guardians may also log in to Powerschool at any time to check meal account balances. School personnel make every effort to collect unpaid meal charges by contacting the parent/guardian through phone calls, emails, and or letters in order to avoid students not receiving a hot meal. **All delinquent debt should be paid in full by the end of the school year. Any debts not collected by the end of the school year will be transferred from non-federal funds to food service.** Parents/guardians are encouraged to fill out an application for Free and Reduced Price School Meals at the beginning of the school year or any point thereafter. Families who do not qualify initially, but have a change in circumstances, should reapply. If a student's meal status changes to a free or reduced status, all outstanding balances must still be paid in full.

Free and reduced lunch/breakfast applications are available during online enrollment or in the school office. No charges will be allowed the last (2) weeks of the current school year.

### **SACK LUNCHES**

Students may bring sack lunches. They may purchase milk in the lunchroom. Students are NOT to bring carbonated beverages for their lunch or glass containers.

### **PROPER LUNCHROOM BEHAVIOR**

1. Line up in the serving line in an orderly manner.
2. All food must be eaten at the tables.
3. When finished, the students will be dismissed by the lunchroom supervisor.
4. The students are responsible for cleaning up.
5. Improper manners/behavior will result in disciplinary measures.

### **BICYCLES**

All bicycles are to be parked at the bicycle racks. There will be NO riding of bicycles on the school grounds during the day. This includes the blacktop. The students need to walk their bikes to the bicycle rack.

### **FIRE DRILL**

Fire drills are unannounced drills held throughout the school year with students. Monthly checks of the equipment are done on months when the students do not participate in the walk-through drill will be done by district maintenance as required by State regulations. Instructions are posted in each classroom. Each room in the building has a designated exit route. When the alarm rings, students will form an orderly line. Students are to listen to their teacher's instructions and remain a safe distance from the building until the all clear signal.

Teachers or para educators assigned to a student with disabilities are responsible for determining an appropriate exit path and assisting that student in an emergency exit procedure.

### **TORNADO DRILL**

Emergency drills are conducted throughout the year. When the emergency signal sounds, everyone will go to the designated area. Teachers or para educators assigned to a student with disabilities are responsible for determining an appropriate path and assisting that student in an emergency procedure.

### **CRISIS DRILL**

Crisis drills are held multiple times throughout the school year as required by State regulations. These are unannounced drills conducted in each building. The drills are different from month to month ranging from a lock down drill, where no one is allowed to enter the building, to an evacuation drill, where students leave the building and possibly leave the school grounds. Each school will notify parents after the drill is concluded. Teacher or para educators assigned to a student with disabilities are responsible for determining an appropriate path and assisting that student in an emergency situation or drill.

### **BUILDING EVACUATION**

Each of the elementary buildings has their own evacuation plan. This involves moving students from a possible hazardous situation in the building to a safe and secure location. In case of an evacuation, the building administrators ask parents to wait to pick up children after they have arrived at the predetermined location and implemented dismissal procedures.

### **SCHOOL TELEPHONE**

Primary use of the school telephone is for school business. Students' use of the office telephone is restricted to necessary calls approved by the teachers or school secretary. All plans concerning after school activities should be arranged before coming to school.

### **CARE OF FACILITIES**

Students should take pride in their school. Any defacing or marring of school property will be considered a breach of conduct and require discipline as well as proper financial payment for the damage that occurred. Student lockers, where available, are school property and may be searched.

### **PERSONAL PROPERTY**

The school is not responsible for the loss or damage of personal items. Personal items are the responsibility of the students. It is suggested that items be marked with the pupils full name. Students are not to bring excessive money or valuables to school.

### **CELL PHONES/ELECTRONIC DEVICES**

Use of cell phones and electronic devices are not permitted to be used on school property without prior authorization from a staff member or administration. Inappropriate or unauthorized use will result in confiscation of the device and possible disciplinary action. Cell phones and electronic devices are required to be turned off and kept inside book bags (out of sight) while on school property.

### **LOST AND FOUND**

Lost and found is located in the office area. The articles that are unclaimed will be disposed of periodically. Labeling children's clothing and personal items is important.

### **ANIMALS**

Pets should be brought to school only upon request of the teachers and should remain only during sharing time. Proof of rabies vaccination is required. No animals will be transported on school buses.

### **HALL TRAFFIC**

Always walk to the right side of the hall and stairways. Running, pushing, or shoving is unacceptable. Students should pass through the halls QUIETLY so as not to disturb other classes in session.

### **REFRESHMENTS IN CLASSES**

Arrangements for refreshments in the classroom needs to be set up with the classroom teacher and must meet the district's wellness policy guidelines. No candy is permitted in the classroom except on special occasions. Gum chewing will be determined by each teacher.

### **LIBRARY**

Students are encouraged to use the library for any information needs and for recreational reading. The school library is open at designated times during the school day. No fines are charged for overdue materials. The library is a pleasant and an important place in the school. Students are encouraged to use it with the guidance of their classroom teacher and in compliance with the regulations established by the library personnel.

### **INTERNET POLICY**

Circle District students may have the opportunity to use the internet when working on class projects. To use the internet, parents must give permission during the online enrollment process.

### **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear to be a subject, it underlies the whole educational structure. It is the key to good conduct and proper consideration of other people. It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others. Circle Elementary School staff strive to maintain an environment that is conducive to learning. Students will be treated with respect and are expected to show others the same respect. All students are to follow the rules and policies established by their teachers and the administration. Any student

who does not follow the rules and policies is subject to disciplinary action. Any of the following may be taken:

1. Loss of privileges (sports, recess, trips, parties, etc.)
2. Detention after school or recess
3. Notification of parents
4. In-school suspension/time out
5. Out-of-school suspension
6. Expulsion
7. Contact of proper authorities.

Students may be subject to any of the disciplinary actions for being guilty of any of the following:

1. Unexcused absence (truancy) or excessive tardiness
2. Intentionally or accidentally destroying or damaging any school property
3. Possession or use of tobacco products, alcoholic beverages, toxic materials, or drugs on school property or while involved in school activities
4. Conduct which substantially invades the rights of others
5. Conduct which substantially disrupts, impedes, or interferes with the operation of school and/or individual classes
6. Disobedience of an order made by an administrator, teacher, or school personnel
7. Fighting
8. Profanity
9. Theft
10. Disturbing or damaging property of others
11. Possession of a weapon
12. Leaving school without permission
13. Undesirable dress
14. Misbehavior in cafeteria, hallway, on the bus, assemblies, library, field trips, social events, and all extra curricular events
15. Skipping detention
16. Inappropriate display of affection
17. Inappropriate use of the internet

### **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. Students who have bullied others in violation of this policy may be subject to disciplinary action up to and including suspension and expulsion. The school defines bullying as follows:

- Purposeful behavior that intends to cause harm or distress
- Is usually repeated over time
- Occurs in a relationship where there is an imbalance of power

If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

### **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated in our school district and is strictly forbidden. It shall be a violation of this policy for a student to sexually harass another student. Sexual harassment is any unwelcome sexual advance, inappropriate oral or written conduct of a sexual nature when made by one student to another. Sexual harassment may include, but is not limited to: verbal harassment or abuse, repeated remarks to a person, with sexual or demeaning implication or unwelcome touching.

## **HOMework**

Homework assignments are an important part of the student's educational program. Work not completed in class will be sent home and is due on the assigned date. Work accepted after that date will reflect a penalty for lateness. It is important that our students be encouraged to keep their work assignments up to date. It is difficult to catch up and also keep up with current assignments. Parents and teachers should work together to see that homework assignments are completed and returned.

## **STUDENT PROGRESS CONFERENCES**

Student Progress Conferences will be held at the end of the first nine weeks and at the end of the third nine weeks. Parents are strongly encouraged to contact teachers for a conference anytime there is a concern.

## **GRADES**

There are four nine-week grading periods. If you have any questions about your child's progress, please contact your child's teacher.

## **PARENTAL CONCERNS**

If parents/guardians have a concern about their student, they are encouraged to follow the steps below:

1. First contact the student's teacher.
2. If not satisfied, contact the student's counselor.
3. If not satisfied, contact the building principal.
4. If not satisfied, contact the district superintendent.
5. If not satisfied, submit the concern in writing and request that the superintendent place the concern on the first available Board agenda.

## **RECOGNITION OF ACADEMIC ACHIEVEMENT**

Honor Roll for grades 4-6 is figured for each nine-week grading period.

### ***Superintendent's Recognition:***

A student receives an "A" in all subject areas

### ***Principal's Recognition:***

A student receives all "A's" and "B's" with no grade lower than a "B".

## **SPECIAL EDUCATION**

USD 375 is a member of the Butler County Special Education Interlocal. Placement of students in special programs is by referrals and testing only. The parent or school may request testing by the school psychologist. Following the testing, the psychologist will make a recommendation for proper placement of a student. Placement of students in special programs requires the permission of the parents.

## **PHYSICAL EDUCATION**

If a student cannot physically participate in P.E., a note from a physician should be given to the P.E. Instructor. A separate pair of shoes for P.E. may be required.

## **ASSEMBLIES**

1. Students will sit in a designated area.
2. Students will enter and leave promptly and quietly. Students will refrain from unnecessary noise throughout the assembly. Hand clapping is the only acceptable kind of applause. NO whistling, booing, etc.
3. Courtesy and proper conduct must be maintained or assembly privileges might be lost.

## **SCHOOL HEALTH SERVICES**

Health services for the Circle District are provided by registered nurses and a School Health Aide. They help promote optimal wellness and assist with many health issues. These include state mandatory vision, hearing and dental checks.

The school health rooms are set up to give first aid to the sick and injured, do screenings, give necessary medications and care for students with chronic health problems. Ill students need to be picked up quickly in order to prevent the spread of illness to others.

The school attempts to provide a safe and accident-free environment. However, if an accident occurs, first aid will be administered and the parent/guardian notified. First aid is defined as immediate care given in the case of injury or sudden illness. Please note: neither the school nurse or school health aide can diagnose any conditions.

Parents/guardians are notified to pick up students when the school finds it necessary to send a student home. If the parent/guardian is unavailable, the emergency contact will be notified. Please keep family and emergency information current with the school. Students who are ill should not be sent to school. Students with temperatures at 99.6 degrees with symptoms or 100 degrees and above will be sent home. Students must have no vomiting, diarrhea and/or fever for twenty-four (24) hours without the use of medication before returning to class.

A contagious disease may require a physician's order for your student to return to school. Contact the school nurse in your building to find out if a release is needed for your student to return.

Students who are absent because of an injury or a medical condition that prevents or limits participation in PE or recess, must have a note from their health provider describing the specific limitations.

Please refer to the **Circle USD 375 Health Policy Guidelines** located on the school website for further information or call the school office in which your child is enrolled.

### **Immunizations**

As per **Kansas Statute 72-6261**, all children upon entry to school must be appropriately vaccinated and proof of receiving the immunizations must be provided to the school prior to attending the first day of school.

Pupils who have not completed the *required* inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent *appropriate* inoculations in all required series. Failure to complete all required immunizations within ninety (90) days shall be deemed *non-compliance*.

In the event of an exposure to a communicable disease that is preventable by vaccine, students who are exempt or not properly immunized may be subject to exclusion according to the recommendations of the Kansas Department of Health and Environment regarding reportable contagious disease. Exclusion could vary from several days to 21 days or more based upon exposure, incubation and communicability.

Students claiming **religious or medical exemptions** should have a letter on file with the school district.

**As an alternative to the certification required:**

1. An **annual** written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child. **OR**
2. A written statement signed by one parent/guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

If one of the above documentation of immunizations is not received, a pupil may be subject to exclusion from school attendance until such time as the pupil shall have complied with the requirements. A written notice will be sent to the parent/guardian stating the reason for exclusion. For immunizations required refer to the State of Kansas website at [www.kdheks.gov/immunize](http://www.kdheks.gov/immunize)

Health Assessment Policy

As required by Kansas State law, all students up to the age of nine (9) must have on file, at the appropriate school, a completed health assessment (physical) form. The assessment may be completed by a physician or by a nurse certified by the Kansas Department of Health and Environment. Failure to comply with this policy will result in a student being excluded from school until compliance is achieved. Exemption under this policy may be obtained by a written statement signed by one parent/guardian that the student is adherent of a religious denomination whose teachings are opposed to such assessments.

Medication Policy

Under certain conditions, prescribed medication may be given at school by the school nurse or designated person. Some exceptions may apply such as: inhalers, epipens and diabetic supplies. Prescribed medication, over-the-counter (OTC) drugs, vitamins, herbals and food supplements can be given only after the physician and parent/guardian have completed the district medication request form. The dosage intervals on many medications can be adjusted so that times for taking the dosages come outside school hours. If at all possible, medication needs to be given prior to coming to school or after returning home from school under parent/guardian supervision. The initial dose of medication must be given by the parent/guardian to determine if the student will have an adverse reaction.

The following information must be completed and on file with the school health office before the prescribed medication can be given: 1) A Request for Administration of Medication form must be completed for administering prescription or over-the-counter medication by the prescribing physician and parent/guardian. 2) A Request to Self Administer Medication form must be completed for use of inhalers, epipens, diabetic supplies and insulin. 3) The medication needs the correct information: student name, medication, dosage, frequency, date, prescription number, physician, pharmacy, original bottle, and expiration date. 4) Parents/guardians shall submit their instructions in written form and understand that school personnel and/or the school district will not be held liable for any action resulting from this request to self-medicate. Inappropriate decisions by the student relative to this policy may result in disciplinary action.

**TRANSPORTATION**

The Circle USD 375 Transportation Department is dedicated to providing the safest student transportation service that is possible. To that end, the following regulations and rules governing student transportation have been developed.

If there is anything you do not understand or have questions about as you review these rules, please do not hesitate to call the Transportation Department office between 8:00 am and 3:00 pm. The telephone number is 316-541-2631. Please remember that riding the school bus is a privilege that may be lost if a student endangers the safety of himself/herself or others by being unable to follow these rules and regulations.

Bus Routes Bus routes are mapped out with primary regard to safety, efficiency and economy. Buses will be routed as close to home as possible, but other considerations may make it necessary to have children walk short distances. Buses will not pull into a driveway to pick up children unless it is deemed necessary to turn around.

The district is not required to transport pupils living less than 2.5 miles from a school. Students who live within 2.5 miles of their school may be transported on a space available basis or when traffic conditions warrant school bus transportation to ensure student safety. Unless required by federal or state regulations, bus service will not generally be provided within the city limits of any community in the district. Buses will not take children to babysitters unless the sitter is on the assigned route.

In closed-in areas, or developments, bus stops will be established and pupils will be expected to meet the bus at that stop. It is very important that students be at the bus stop when the bus arrives as the bus cannot wait for students who are late.

Off Route Requests Buses will not take children to destinations off the regular route. With written permission from the child's parent/guardian, the driver will let children off at any regular stop along the designated route. Drivers are instructed not to let children off at any place except their own designated stop without written permission from the child's parent/guardian. The district or drivers will not be responsible for children left unattended at stops or after departing from the school bus.

Board of Education Policy Bus transportation will be provided to and from school for those students who qualify. Transportation will be provided by the district for all extra class activities. Students are prohibited from driving personal automobiles to district sponsored activities held during the school day.

Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the schools behavior code while riding school buses. The transportation director and the building principals may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the board. All such rules shall be published at least once each year or copies given to students and parents at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school.

## School Bus Pupil Conduct Rules

1. The driver is in charge of all students while they are being transported and shall require them to be respectable and behave in an orderly fashion.
2. Students will help see that the inside of the vehicle is kept clean. In order to maintain cleanliness of the vehicle, food (including sunflower seeds) or beverages are discouraged.
3. If the driver assigns seats, the assigned seat must be occupied until permission is given to make changes.
4. Passengers are to remain seated and facing forward until the destination has been reached and the bus is stopped.
5. BE ON TIME! Be at the bus stop waiting for the bus unless moisture is falling. When inclement weather conditions exist, a pupil should be at the bus stop by the time the bus stops and is ready to load. All children boarding at one stop are expected to board the bus at the same time. The bus is not required to wait for students who are tardy.
6. No animals or live specimens shall be permitted on the school buses.
7. Students are prohibited from carrying weapons, explosives, matches, lighters or knives of any sort on the school bus.
8. Students shall not throw any objects on the bus or out of the windows.
9. Obscene or profane language is prohibited.
10. Written permission from the parent is required if a student wants to ride another bus or be let off at a stop other than his/her assigned stop.
11. Complete silence is required at a railroad crossing.
12. Students shall not be in possession of tobacco, intoxicating liquor or illegal substance on the bus.
13. Large or bulky items may not be placed in the aisles and glass containers are not allowed on the bus.
14. Students shall not extend hands, arms, head or any part of their body through the bus windows. Bus windows will remain closed unless permission is given by the driver.
15. Pupils shall stay out of the driver's seat and shall not tamper with any of the equipment or radio.
16. Students will converse in a normal tone of voice while riding the school bus.  
**Except in city limits there will be NO TALKING.**
17. The passenger or parent/guardian will pay for any damages done to a school vehicle by a passenger. Additionally students may be disciplined for such actions including suspension from bus riding privileges and/or suspension from school.
18. Students are not allowed to ride part of their destination by bus and then switch to riding in a car unless they have written permission turned into the bus driver by their parent/guardian.
19. A student who wants a visitor to ride the school bus or who wants to ride a different bus must request permission in sufficient time to allow the transportation department to determine if space will be available. A two day notice should be given.

20. Fighting, teasing, pushing or shoving will not be tolerated.
21. Students are not allowed to walk from their base school to their bus transfer school and then get on the bus that takes them to their final destination. Students MUST ride their transfer bus and then stay in assigned transfer school areas until they board their final destination route bus.

Discipline for Infraction of Rules Failure to observe normal rules as prescribed by the Transportation Division of the Kansas State Department of Education and/or Circle USD 375 may result in the suspension of a student's bus riding privilege.

### FIRST OFFENSE

1. The driver will confer with the student regarding the infraction.

### SECOND OFFENSE

1. The driver will notify the parent of the incident by telephone.
2. The director, principal and student will confer about the disciplinary infractions and the student may be subject to suspension from bus riding privileges as determined by the building principal.
4. The parents will be notified of the infraction and resulting disciplinary action by the principal.

### FURTHER OFFENSE

Multiple offenses or offenses which endanger the safety of students will be dealt with by the building principal and will result in suspension of bus riding privileges.

**These rules have been established for the safe transportation of students. Failure to follow them will subject the student to loss of bus riding privileges.**

### **EMERGENCY SAFETY INTERVENTIONS**

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

*"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:

1. Using face-down (prone) physical restraint;
2. Using face-up (supine) physical restraint;
3. Using physical restraint that obstructs the student’s airway;
4. Using physical restraint that impacts a student’s primary mode of communication;
5. Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
6. Use of mechanical restraint, except:
  - a. Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - b. Any device used by law enforcement officers to carry out by law enforcement duties; or
  - c. 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.

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

1. Date and time of the intervention,

2. Type of intervention,
3. Length of time the intervention was used, and
4. 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 the 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 board 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 written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school and the state board of education.

#### **Notice of Non-Discrimination**

Circle USD 375 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: Don Potter, Superintendent, 901 Main, P O Box 9, Towanda, KS 67144, 316-536-2577 or [dpotter@usd375.org](mailto:dpotter@usd375.org). For further information on notice of non-discrimination, visit <https://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.