

**HIAWATHA ELEMENTARY SCHOOL**  
**Student/Parent Handbook**

**2020-2021**



# Mission Statement

The mission of U.S.D. 415 is to encourage and enable students to function as positive, contributing citizens.

To help assure that this mission is accomplished, the district will establish, within the board's resources, a learning environment and education process which maximizes the opportunity for all children to learn and achieve.

# Non-discrimination Statement

USD 415 shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall be properly reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance office. The Regional Office for Civil Rights, 324 E. 11th, Kansas City, MO. 64106 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student continuing to engage in discriminatory conduct shall be disciplined in accordance with the school discipline plan.

**\*Note: Information found in this student handbook is subject to change based on the fluid, ongoing situation with Covid-19 and its implications. Administration reserves the right to make adjustments as needed. Administrative discretion will apply to all areas outlined in the school handbook.**

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## **ADMISSION/WITHDRAWAL**

### **Resident Students**

Students entering Hiawatha Elementary School for the first time are subject to the rules and regulations for any student entering any public school in the state of Kansas, including birth certificate and

immunization records, and a USD #415 health history form. All new students ages 9 and under are required by K.S.A. 72-6267 to have a physical health assessment on file with the school. THESE ITEMS ARE ALL DUE OCT15 OR 30 DAYS AFTER THEY ENROLL OR THEY WILL BE EXCLUDED FROM SCHOOL UNTIL ITEMS ARE SUBMITTED TO THE OFFICE.

Students must be 5 years of age on or before August 31 of the current year to enroll in kindergarten.

Students who have attended home school or a school not accredited by the Kansas State Board of Education or similar agency from another state may be tested to determine a trial grade-level placement. The test administrator, guidance counselor, and/or other school personnel will make the initial grade placement after consulting with the parents/guardians of the student. Past experience, successful, testing results will be considered in the final placement decision. Credit earned in a non accredited school may not be granted as credit earned.

Hiawatha Schools reserve the right to refuse admission to any student suspended from any other school and the right to refuse admission, readmission, and attendance privileges to convicted felons.

All resident students shall be admitted to attend school in the district unless they have been expelled.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person **with power of attorney** who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. There will be a 24-hour waiting period to provide teachers with time to prepare for a new student. Students enrolling in grades 2-4 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

### Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, and supplies are available.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

All non-resident students new to the middle and high school must sign a contract stating that he/she will abide by the districts' rules and regulations. Violation of the contract may result in loss of privilege of attending Hiawatha Elementary School.

### Withdrawal from School

Students withdrawing from school or transferring to another school must check out through the school office. The student will be required to check-in all textbooks, library books, all athletic equipment/uniforms, and be cleared of any financial obligations. A withdrawal slip must be picked up from the office and must be signed by all of the student's teachers and the librarian. A parent or guardian must also sign the form.

A student receiving special education services must contact his/her special education teacher for check-out procedures.

# ANIMALS IN SCHOOL

No one can bring an animal into school without prior approval from the principal. The principal will use the Animals in Kansas Schools: Guidelines for Visiting and Resident Pets Handbook to help make the determination if the animal is allowed in the school.

## ATTENDANCE and ABSENCES

Regular attendance is crucial to being a successful student. Students with numerous absences not only suffer academically but also violate the compulsory attendance law. Students are responsible for checking with teachers and making up any work missed while absent. **Within twenty-four (24) hours,** parents/guardians are expected to call or send a note explaining the reason for the absence. **Absences will be determined excused or unexcused by the principal.** Parents/guardians should make an effort to make appointments before or after school when possible.

Failure to do so may result in the absence being unexcused. Students are excused for sickness, doctor appointments, funerals, etc. Students will not be allowed to leave school once they arrive unless their parents/guardians call and talk to the office, or they bring a note indicating they have an appointment and need to be released early. The school will call each morning to check on students who are absent and whose parents/guardians have not called or sent a note to school by 9 a.m. The school records absences in half and whole day increments.

Students are considered in violation of the Compulsory Attendance Law if they have three consecutive unexcused absences, five unexcused absences in a semester, or seven in a school year. The principal is required to report violations of this law to the DCF or to the county attorney.

In the case of persistent absences, the school will review the problem and confer with the parent on a plan to improve attendance. If attendance continues to be a problem, a doctor's note may be required, or the absences will be considered unexcused.

### Release of Students During School

Students shall not be released during the school day except upon a written or verbal request from the student's parents or person acting as a parent. Before releasing a student during the school day, office personnel shall verify the identity of the person seeking release of the student. **PARENTS/GUARDIANS WILL BE REQUIRED TO SIGN IN/OUT THEIR CHILD(REN) AT THE OFFICE.** If office personnel is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

### Family Trips

The school district discourages family trips during the school year that affects the attendance of students. Students taking family trips during the time school is in session will receive an excused absence if the parents give timely notice and schoolwork is completed before leaving or on the day the student returns, with the exception of test or missed labs. The student will have to make up these exceptions after the regular day. Failure to give a notice will result in an unexcused absence.

IF A STUDENT WILL BE ABSENT FOR ANY REASON OTHER THAN ILLNESS, ADVANCE WRITTEN NOTICE TO THE TEACHER (S) IS NECESSARY AT LEAST 2-3 DAYS PRIOR TO THE ABSENCE FROM SCHOOL SO THAT ASSIGNMENTS CAN BE ARRANGED.

### Military-Connected Students

Hiawatha USD #415 Public Schools permits a student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting to be granted additional excused absences at the discretion of the building principal.

### Tardies

A student is tardy when he/she has arrived at school between 8:15 am and 9:00 am. Parents may track their students' tardiness and absences by going on PowerSchool. All unexcused tardies will accumulate. For every four hours that accumulate, a half-day of unexcused absence will be recorded.

**Excused Tardy** – Appointments **with doctor's note** (ortho, doctor, dentist), Kanza appointments, or approval from Administration. On the 5<sup>th</sup> unexcused tardy in a nine weeks, either a phone call or letter will be made to the parent/guardian. On the 12<sup>th</sup> tardy for the school year, a meeting will be held with the parent/guardian and a plan will be made to improve the student being to school on time.

## **ASSIGNMENT TO CLASSES**

Assignment to a particular grade level or to particular classes shall be determined by the administration based on multiple criteria such as: the child's achievements in reading and math, their work and study habits, his or her ability to work with others, boy/girl ratio, if his/her leadership potential will have an opportunity to develop in this class, and if the child receives special education services or Title I support. If the parents disagree, the Principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

## **BUILDING OPENING AND CLOSING TIMES**

The first class begins promptly at 8:10 a.m. with the last class ending at 3:30 p.m. Students are not to be in the building or on **school grounds before 7:30 a.m. or after 3:40 p.m.** unless they are under the direct supervision of a faculty/staff member or administration. The school is not responsible for students on the grounds prior to or after the times listed in the previous sentence.

## **BUS RULES**

See separate document for Transportation Rules and Guidelines.

## **CLOSED CAMPUS**

Students are expected to stay on school grounds and not leave during the school day unless granted permission by the administration. Students leaving to go to the doctor, dentist, etc., are to check out with office personnel and sign out when leaving and sign back in when they return.

## **COUNSELOR-GUIDANCE**

A counselor is available, and students should familiarize themselves with the services which are available to them. These services include assistance with social and emotional health, skills, solving behavior problems, and/or any questions or situations that the students/parents feel they would like to discuss.

# DRESS CODE

Neatness and decency are emphasized as guidelines for the dress code. Garments should not distract from the learning environment. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing. The board-approved dress code for school days and school activities is as follows:

The following dress code will be followed when at school or attending school-related activities:

1. Hats, head coverings, sunglasses, or similar items shall not be worn in the building.
2. Short shorts or short skirts are not acceptable.
3. Wearing see-through, backless, halter-type, tube tops, or revealing clothing is not allowed.
4. All clothing and accessories that advertise tobacco or alcohol products, along with profanity, violent acts, firearms, or undesirable slogans, wording, or pictures are not allowed at school.
5. Pants, jeans, shorts, etc. must be worn at waist level and cover all undergarments (No sagging).
6. Shirts, sweaters, blouses must meet the top of the pants or skirts. No "midriffs" are allowed.
7. Students may not wear chains or similar items from their clothing. Chains that are worn as jewelry must be safe, appropriate, and non-disruptive to the school/classroom. Any adornment that scratches or mars furniture is not allowed.
8. Students may not use ink pens, magic markers, color sprays, etc. to mark or write on themselves or others.
9. *Flip Flops* ~ Due to safety precautions students will not be allowed to wear "flip-flops" to school. A "flip-flop" can be defined as any footwear that does not safely secure both the front and back of the foot and heel. Students will be given one warning each semester. On the second occurrence in the semester the student's recess activity will be limited to walking the blacktop area of the playground. Students must wear shoes at all times.

# DISCIPLINE PLAN

Teachers are encouraged to handle student discipline; however, when they feel that an office referral is required, the student will be sent to the office. Teachers sending a student to the office for discipline reasons will fill out a student referral sheet. The student will be given an opportunity to explain his/her side of what happened.

**Definition of Discipline: A process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.** Students are expected to be responsible for their own learning and to behave in a positive responsible manner appropriate for the workplace. Students who take responsibility for doing their assigned work and meeting the school's behavioral expectations and attendance policies will maintain the privileges of all school activities.

Students violating these expectations will be dealt with on an individual basis. Any inappropriate acts considered to be against the law (weapons, assault, battery, tobacco, theft, etc.) will be reported to the Brown County Sheriff's Department in addition to disciplinary actions taken by the principal or administrative designee. Consequences for classroom behavior will be the responsibility of the individual teacher; however, if a student continues to misbehave after teacher intervention, the student will be referred to the office.

**Hiawatha Elementary School has established the following guidelines for determining unacceptable behavior at any school function or on school properties:**

## **“Minor” Unacceptable Behaviors**

Consequences at minimum teacher proximity; maximum detention

- Cheating/Academic Misconduct
  - May include, but not limited to, copying answers, changing answers while grading, or giving other students answers on homework
- Disrespect
  - Any deliberate rude, offensive spoken, written, or nonverbal communication that insults, mocks, belittles, or slanders another person
- Disruption
  - Any behavior that takes the focus away from learning
- Inappropriate Language
  - Low-intensity inappropriate language. May include, but not limited to, name-calling, situational profanity, slang terms, inappropriate innuendos and/or Illustrations/drawings
- Misuse Computer/Phone/Electronics
  - Using school computers and/or electronic devices when they are not allowed and/or assigned; Minor violations of the district acceptable use policy and/or laptop agreement; Inappropriate use of the copier/printer
- Non-Compliance
  - Failure to respond to a reasonable request by any school personnel request on school grounds or at a school activity (Brief or of low intensity)
- Inappropriate Location
  - Intentionally not being in a designated location
  - May include, but not limited to, hiding, not going to location specified to go by teacher, leaving class without permission, etc.
- Physical Contact
  - Physical contact due to lack of impulse control without the intent to harm.
  - May include, but not limited to, horseplay, or touching in non-aggressive manner.
- Theft
  - Minor or petty theft.
  - May include, but not limited to, “borrowing” an item without permission, taking food off someone’s tray without permission, taking teacher’s or student’s supplies/belongings without permission
- Vandalism
  - Minor acts of vandalism.
  - May include, but not limited to writing on school property, etc.
- Inappropriate Behavior

- May include, but not limited to lying, cafeteria violation, or any other inappropriate behaviors that do not fall in other discipline categories

### **“Major” Unacceptable Behaviors**

Consequences at minimum teacher proximity; maximum 10 days out of school suspension AND a long term suspension/expulsion hearing.

- Bullying/harassment/threat/hazing
  - see Bullying policy
- Cheating/Academic Misconduct/Academic Fraud
  - Academic fraud--Any type of cheating that occurs in relation to a formal academic exercise (tests/quizzes/formal writing assignments).
  - May include, but not limited to, plagiarism, deception, bribery, or sabotage.
  - Repeated offenses of minors cheating/academic misconduct
- Disrespect
  - Intense, deliberate spoken, written, or nonverbal communication that insults, mocks, belittles, or slanders another person. May include cases where student cannot regain self-control or is excessively argumentative.
- Disruption
  - Behavior which substantially disrupts the orderly learning environment without violence, property damage, or obscenity. May include cases where student cannot regain self-control.
- Fighting/Physical Aggression
  - incident involving physical violence and/or aggression toward another person or intentionally wanting to hurt
- Inappropriate Language
  - Intense profanity or inappropriate subject matter directed at an individual/group. May include, but not limited to, name-calling, situational profanity, slang terms, inappropriate innuendos and/or Illustrations/drawings.
- Misuse Computer/Phone/Electronics
  - Using school computers and/or any electronic devices for inappropriate reasons. May include, but not limited to, viewing inappropriate material, inappropriate use of school email, changing school records, accessing another person’s files or info without permission, etc.
  - Major violations of the district acceptable use policy and/or laptop agreement.
  - Repeated minor offenses
- Insubordination

- Persistent refusal and/or unwillingness to respond to a reasonable request by any school personnel on school grounds or at a school activity (intense)
- Inappropriate Location
  - Intentionally leaving the school building and/or school property without permission. Law enforcement may be called.
- Physical Contact
  - Inappropriate or unwanted physical actions toward another person
- Theft
  - The unlawful taking of property belonging to another person
  - Repeated minor offenses
- Unsafe Act
  - Any act on school grounds or school event that is considered unsafe
  - May include, but not limited to bomb threat, weapon, criminal statutes, arson, false alarm/report, etc.
- Vandalism
  - Willful destruction or defacement of property.
  - Vandalism is further defined by one of the following classifiers: school property, personal property, or other.
- Illegal Substance
  - Possession, use or distribution of drugs, tobacco, vaping and/or alcohol on school grounds or at a school event. This would include while being at school, on school grounds or at a school event.
- Inappropriate Behavior
  - May include, but not limited to inappropriate sexual behaviors, pornography (possession, use or distribution of), invasion of privacy or any other inappropriate behaviors that do not fall in other discipline categories

## Definitions

### Alcohol, Drugs, And Tobacco

Possession or use of tobacco, alcohol, or drugs is not allowed on school property or at any school-sponsored activity or event (K.S.A. 72-53, 107). Violation of this policy will result in an office referral. Parents/guardians and law enforcement will be notified immediately of any violation of this policy. Drug dogs may be brought in, occasionally, for a building walk-through to assure student safety.

### JCDAA Tobacco-Free School Grounds for Students JCDAA

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

### Kansas State Law regarding bullying:

1) Bullying means a) any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

a. Harming a student or staff member, whether physically or mentally;

b. Damaging a student or staff member in reasonable fear of harm to the student or staff member; or

c. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property;

d. Cyberbullying; or

e. Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection € of K.S.A. 72-8205 and amendments thereto.

Cyberbullying- Bullying by use of any electronic communication device. Any act of bullying by either an individual student, group of students, is prohibited on or while utilizing school property,

in a school vehicle or at school-sponsored functions. Bullying that occurs offsite and causes a significant disruption to learning is also punishable as a bullying offense. This policy also applies to students who support another's act of bullying.

#### Cheating/Academic Misconduct

Minor: Copying answers, changing answers while grading, or giving other students answers on homework  
Major: Academic fraud--Any type of cheating that occurs in relation to a formal academic exercise (tests/quizzes/formal writing assignments).

It can include plagiarism, deception, bribery, or sabotage.

#### Repeated offenses of minors

#### Harassment Definition

Any verbal or physical action towards another person which is unwanted and causes great discomfort for that person. Any student who feels they are a victim of harassment should file a written account with the administration.

#### Sexual Harassment Definition

No district employee or student shall engage in the sexual harassment of an employee or non-employee or permit harassment of an employee or student by an employee or student. Violation of this policy shall result in disciplinary action. Any harassment incidents should have a written report filed with the immediate supervisor. If the immediate supervisor is the object of the complaint, the report should go to the next level of supervisor. Any student or employee who believes he/she has been subjected to sexual harassment should file a written report to, and discuss the problem with, his/her immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant; he/she shall inform the District Title IX and ADA Coordinator, and an investigation of the charges shall be conducted. If a finding of fact determines sexual harassment did occur, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complaint procedure.

#### Threat Definition

Making a threatening statement which could involve physical harm or damage to school or personal property.

#### Computer Violation

Use of technology is a privilege and not a right. A student and his/her parent must sign the technology use agreement before a student may use any electronic device at Hiawatha Elementary School. Students are responsible for proper use for all electronic devices. Users should not expect that files stored on District servers will always be private. It is expected that students will use district technology ethically and legally. Unacceptable use will include but not be limited to the following: Violating state and federal statutes; Accessing another person's files or information without permission; Vandalizing or damaging the reputation or property of another person; Disrupting, interfering or tampering with District hardware and/or software; transmitting obscene, abusive, sexually explicit, harassing or threatening language; and Accessing or distributing pornographic and/or sexually explicit material.

#### Vandalism

Any student who intentionally destroys or damages school property shall be held responsible for their actions including possible compensation for all repairs and labor costs.

## Racial Harassment Policy (abbreviated)

**JGECA**

**Racial and Disability Harassment**

**JGECA**

*The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability 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.*

*Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.*

*It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to so 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.*

**JGECA**

**Racial and Disability Harassment**

**JGECA-2**

*Prohibited conduct under this policy includes racially or disability-motivated conduct which:*

- *Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;*
- *Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or*
- *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 or disability harassment may result from verbal or physical conduct or written graphic material.*

USD 415's complete policy regarding this matter can be located at [www.hiawathaschools.org](http://www.hiawathaschools.org)

## **DESKS/BOOK BAGS**

School administration reserves the right to search a student desk/book bag at any time without notice to the student if there is reason to believe the desk/book bag contains matter prohibited by law or school regulations.

## **DRINKS, FOOD, and TREATS IN CLASSROOMS**

There should be no food, treats, or drinks in the classrooms without **prior** permission by the teacher (this includes birthday and special occasion parties), with the exception of water. Regular classroom water must be in a plastic bottle and needs to be brought home and cleaned regularly. Make all arrangements (including food that is going to be brought in) for any party through the homeroom teacher. All birthday treats will be in the afternoon, preferably the last 30 minutes of the day.

Small treats given by any teacher should be limited and needs to be consumed in the classroom with that teacher. The teacher needs to make sure to check with the nurse on food allergies or concerns before approving any food or drink. Drinks with colored dye are not allowed in the classrooms. This includes classroom parties and or treats for birthdays etc.

## **ELECTRONIC ENTERTAINMENT EQUIPMENT**

Electronic equipment (cell phones, music devices, games, etc.) should not be brought to school. If a student brings an electronic apparatus to school, they assume full responsibility. HES will not be

responsible for any lost, stolen, or broken devices. Electronic devices out and visible or being used during the day without permission will be confiscated and a parent must pick up the device at the office. A second offense will result in an office referral and the parent must pick up the device at the office. This begins when they walk into the building upon arrival and ends when they leave the building to go home.

## **EMERGENCY PROCEDURES**

In case of an emergency, school personnel will make every effort to protect students and ensure safety. In general, civil defense authorities discourage parents from coming to the school building during an emergency to get their child because of the confusion that could occur. Likewise, patrons should not try to telephone the school as the telephone needs to be available for official use. In the event that students cannot return to the building safely, **Hiawatha Elementary School students will be located at the First United Methodist Church or St. Ann Catholic Church.**

### Emergency Procedures For Students With Special Needs

Students with special needs assigned to a paraeducator attending regular classrooms will follow the exit procedures of the particular classroom. The paraeducator will see that the student exits the building according to the prescribed plan. The resource room instructor will designate a meeting place. Procedures for these students will be included on their Individual Educational Plans (IEP). These procedures will also be made available in the school office. Classroom teachers are responsible for the students with special needs in their classroom who do not have an assigned para-educator.

Students with mobility needs shall have access in compliance with the American Disabilities Act (ADA) requirements.

The classroom teacher of the individual student shall be the person responsible for the safe exit. Temporarily impaired students attending class will be the responsibility of the classroom teacher. Temporarily impaired students are to remain with their respective teacher and report to the designated area for the class.

### Fire Drills

Hiawatha Elementary School complies with state and local fire safety regulations. Fire drills are held once a month. All students, teachers, staff and volunteers and visitors are required to leave the building during a fire drill. A record of all drills is posted on the office window. Evacuation plans are displayed in every classroom.

**Fire drill signal:** Intercom

#### **Procedure when intercom recording indicates that there is a fire:**

- Teachers and students stop their work, exit classroom, and walk-in orderly lines to designated areas outside building without talking. (Charts in room.)
- Teachers should bring their class rosters and close the classroom door as they exit. Do not lock door.
- Once outside, teachers should make sure all students in class that are in attendance are accounted for.
- When all students and staff are accounted for outside, the office will be contacted so that the all-clear recording over the intercom can announce that the emergency condition has been cleared.
- Students and staff will re-enter the building in an orderly fashion and return to their classrooms.

## Tornado Drills

A minimum of two tornado drills is held each year. The signal for tornado will be the intercom announcement through the fire system. All adults in a position of authority are responsible for student safety. All persons will remain in the designated shelter area until the "all clear" is given by the intercom announcement. A map with designated tornado shelter areas is also posted in each classroom.

## Intruder Drills

Students and staff will be notified of an intruder by intercom announcement from the office. When an intruder is present inside of the building, staff will make immediate decisions on next steps depending on location of the intruder and the situation for the students that are under their direct supervision at that time. Decisions should be based on the training received from ALICE.

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the Family Educational Rights and Privacy Act (FERPA), the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this act:

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access may be granted to you within 45 days after the receipt of the request by said custodian.
2. The school district has adopted policies in implementing this act. Copies of these policies may be obtained at by contacting the building principals or superintendent of schools.
3. The parents' rights of access shall include:
  - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children.
  - b. The right to inspect and review the contents of those records.
  - c. The right to obtain copies and review those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district for reproducing such copies.
  - d. The right to a response from the district to reasonable requests for requests or explanations and interpretation of those records.
  - e. The right to an opportunity for a hearing to challenge the content of those records.
  - f. The right to inspect and review any material or document in the educational records of that student which includes information on more than one student. Inspection and review includes only that part of the material or document as it relates to that student or to be informed by the custodian of the records of the specific information contained in that material.
  - g. The right to a hearing to challenge the content of your children's educational records to ensure records are not inaccurate, misleading inappropriate or in violation of the privacy of the student;and to insert into the record a written explanation respecting the content of the record.
4. Before any school records will be released to third parties other than school officials in other educational institutions in which your child has enrolled or intends to enroll, you must give your written consent to said release. This written consent must be presented to the custodian of records before he/she will release them. The written consent must include the following:
  - a. The specific records to be released.
  - b. The reason for such release.

- c. The name of the party or agency to whom the records will be released.
  - d. Notification that you may receive a copy of the student's records to be released, if you desire a copy, at the cost of \$.25 per page.
5. The right to obtain copies of your child's student records with the cost of reproduction charged to you at the cost of \$.25 per page.
6. The right to notification of transfer of your child's records and the right to challenge the content of the records to be transferred.
7. The right to have the school district make a reasonable effort to notify you of the subpoena of your child's educational records prior to the district's compliance with the subpoena.
8. The right to have the school district make a reasonable effort to notify you of a judicial order by the custodian of the education records requiring the custodian to turn over your child's educational records to the court prior to compliance.
9. The right to file a written complaint with the Department of Education (FERPA), 400 Maryland Ave. SW MES, Room 4074 Washington, DC, 10101, of alleged violations of this Act by the school district.
10. The school district has designated the following information as directory information:
  - a. The student's name, address, telephone number, date of birth.
  - b. The student's major field of study and class designation (i.e. 1st grade, 10th grade)
  - c. The student's participation in officially recognized activities and sports.
  - d. The weight and height of members of athletic teams.
  - e. Dates of attendance.
  - f. Degrees and awards received.
  - g. The most recent previous school district attended by the student.
  - h. Name, address, and telephone number of parents/guardians. This information is considered public information, which may be released by the school district without prior consent. You have ten days from the date of the student's enrollment to inform the school district that any or all of the directory information should not be released without prior consent. Should you desire that directory information not be released, so state your wishes in writing and deliver to district hearing officer in either district office.
11. The custodian of records will maintain a log of persons, agencies or organizations that have access educational records. This log will indicate the legitimate education or other interest that each person, agency, or organization had in seeking the student's records. The log will be available only to a parent or legal guardian of the student and the custodian of the records. When your child becomes eighteen (18) years of age, all rights formerly accorded to you as parent of the student become the sole rights of the student, and you will no longer have the right of access to the child's records.

## **FEES**

Fees are established by the board of education. A list of fees may be obtained at the elementary school office or board of education office.

Any student who is over fifteen dollars (\$15.00) negative on his/her lunch balance will not be allowed to receive a meal until they pay what is owed. Students who have charged the maximum allowance will be provided an alternate meal of a sandwich and milk.

Payment for lost library books must be received before the student will be allowed to check out additional books

## **GIFTS**

Organizations, with prior approval of the organization sponsor and Principal, may donate a portion of the organization's funds to the district. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. Any organization gift to the district shall become district property when accepted by the Board.

## GRADES/TESTING

### Report Cards /Progress Reports

Report cards are issued at the end of each quarter.

### State Report Card

The State Report Card is available to all parents of students in USD#415. The report card is available on the website <http://www.hiawathaschools.org> or you may contact the school office. If you go to the website, click at the top on **KSDE Report Card**, then click on Hiawatha Elementary, you will get the results for our school..

Individual student assessment scores will be mailed home to parents. If you cannot find or need another copy, contact the school office.

## INVESTIGATIONS / SEARCHES OF STUDENTS

Building administrators and others designated by the Superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the Principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Principals are authorized to search students' clothing, belongings, book bags and desks if there is reasonable suspicion that district policies, rules or directives are being violated.

## LIBRARY

***The school library serves all students and teachers in the district. To provide orderly, effective, and efficient service, the following procedures / rules apply.***

1. All library materials must be checked out before being taken from the library. Students in grades K-4 may check out 2 books. All students may renew library materials. The library staff reserves the right to limit the circulation of some items.
2. Students with overdue library materials will be notified by the library staff. Fines may be charged; however, a student may be denied library privileges until extremely overdue items are returned.
3. Replacement cost fees will be charged for lost or damaged books/materials. Payment for lost library books must be received before the student will be allowed to check out additional books.
4. With permission from their classroom teachers, students may read books and magazines in the library.
5. Students disrupting the study atmosphere of the library will be asked to return to class.
6. No food or drink is allowed in the library except for special occasions with the permission of the librarian.

7. The library will be open during the hours of 8:20 AM to 3:35 PM. Special arrangements may be made for the library to be open at other times.

## LINES OF COMMUNICATION

1. Contact the teacher or staff member directly involved with the issue.
2. If the issue cannot be resolved, contact the building principal.
3. If the issue is not resolved, contact the superintendent of schools.
4. If the issue is still not resolved, contact the USD 415 Board of Education.

## LOST and FOUND

The school is not responsible for lost articles. Students may check the lost and found box outside of the office for items they are missing. Students are required to turn in found items not belonging to them.

## LUNCH/BREAKFAST

Breakfast and lunch programs are currently available at school. (Students also have the option of bringing a sack lunch from home.) The school breakfast, lunch, and milk programs are on a cash basis operation. Students are expected to pay in advance for meals, and the account must be kept current. Students are strongly discouraged from charging meals. If, because of your financial situation paying for meals is a problem, free/reduced meal information is provided at enrollment and at the office for those wanting to apply. Students are only charged for a meal if they take the meal tray. *The maximum charge per student is \$15.00. After reaching the \$15.00 limit, students will need to bring their lunch from home. This will be necessary until payment is made. This is needed to eliminate the unpaid bills at the end of the year. It will also keep the cost of meals down in the future.* An office staff member will notify the parents when their student has a negative balance. Any student who is over fifteen dollars (\$15.00) negative on his/her lunch balance will not be allowed to receive a meal until they pay what is owed. Students who have charged the maximum allowance will be provided an alternate meal of a sandwich and milk. Breakfast, lunch, and milk prices are available at the school office or board office. Since August 2013, USD 415 parents are able to pay for enrollment fees, milk, and lunches with a debit or credit card.

Daily purchases of a single meal by the student are discouraged, excluding special occasions such as visitors, etc. Meals, extra milk, and second milk may be purchased each morning or at the end of the school day in the office. A half-pint of milk is furnished as a part of each meal purchased. If your student desires a carton of milk with his/her sack lunch, the student may purchase milk prior to mealtime. **No Glass containers** should be brought in sack lunches. USD 415 does not allow fast food to be brought in the school during lunch serving hours. Students will remain at the school through meal periods.

CARBONATED BEVERAGES ARE NOT ALLOWED IN THE CAFETERIA DURING THE BREAKFAST AND LUNCH PERIODS. FOOD OR BEVERAGE ITEMS ARE NOT ALLOWED TO BE TAKEN OUT OF THE CAFETERIA.

### Milk Program

A half-pint of milk is available each day for all students in kindergarten through fourth grade who care for it. **This is a federal requirement, not a district policy.** Prices are available at the school office.

# **NURSE / HEALTH, SAFETY, and MEDICATION**

## *EpiPens*

EpiPens will be kept in the school offices as they become available from the district's medical supplier. These will be used at the discretion of the nurse and/or trained staff in emergency cases for students that do not have an EpiPen prescription or that unexpectedly require such intervention.

## *Vomiting, Diarrhea, or Fevers*

Students will be sent home from school when an oral temperature is 100.0 F or greater. In order to return, the student must remain fever free for 24 hours without the help of fever-reducing medications such as Tylenol, Motrin, Ibuprofen. In cases of vomiting or diarrhea witnessed by staff the student will be sent home at staff discretion until symptom-free for 24 hours. If vomiting or diarrhea occurred while at home, the student should stay home until 24 hours symptom-free so not to expose others to unnecessary illnesses.

## *District Medication Policies*

Medication is given at school only upon written request from both the lawful custodian and a person who is licensed to practice medicine and surgery or dentistry. The medication must be provided to the school office in the original container. Implementation of the requests must follow the Elementary and Secondary Schools Accreditation Regulations (KAR 91-31-3) and other applicable Kansas laws. School nurses follow special regulations in order to safely and legally administer medication at school. Medication (with the proper paperwork) will be administered to relieve pain or in case of injury (broken bone) but will **not be given to relieve fever** so that the child can remain in school.

## *Cough Drops*

If you would like your child to use cough drops during school hours, a note from the legal parent/guardian must accompany the cough drops. This is to avoid a child bringing without parental knowledge. **A DOCTOR'S NOTE IS NOT REQUIRED.** Cough drops should be labeled with the child's name and will be kept at the teacher's desk/office (HES). If cough drops come to school without a note, **NO** cough drops will be given or allowed to be kept in the lockers.

## *Immunizations and Health Assessments*

All students entering USD 415 for the first time and are aged 9 and under are required to have a health assessment completed by their physician or appointed nurse. The health assessment may be completed up to one year prior to the student starting a Kansas school. Immunization requirements and recommendations for the school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations and the consensus of the Governor's Child Health Advisory Committee Immunization Workgroup. The current recommended and minimum interval immunization schedules may be found at:

<http://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>

**Failure to complete required immunizations and/or health assessments by October 15th may result in the student being excluded from school until completed. If enrollment happens after the start of first quarter, proof of immunization and/or health assessment should be submitted within two months after the student's first day in attendance.**

**IF YOU HAVE ANY QUESTIONS, PLEASE REFER TO THE DISTRICT HEALTH HANDBOOK OR CONTACT THE SCHOOL NURSE BEFORE SENDING THE MEDICATION TO SCHOOL.**

## **PERSONAL PROPERTY**

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is responsibility of the student.

## **PHYSICAL EDUCATION**

Physical education is an important component of each child's education. The Hiawatha Elementary School curriculum involves students in the areas of fitness, coordination, balance, and recreation activities. Each class has two 25-minute class periods per week. If a student is in school but unable to participate in physical education due to a medical issue the parent/guardian may excuse a student for up to one week with a written note or electronic correspondence explaining the situation. This needs to be given to the nurse and/or physical education teacher. The principal may determine that class absences are becoming excessive and a meeting will be held to come up with an individual plan. For issues where the student will need to miss for more than a school week, a doctor's note will be required. The physical education teacher may give an appropriate alternative makeup activity during the class period(s) and this will go as the "grade" for these period(s). For situations that last more than a week, the physical education teacher and parent/guardian should work together to come up with a plan and have it approved by the principal.

**Students should dress appropriately on physical education class days. Shorts (during warm weather) or pants are best.** Soft-soled athletic shoes are required dress on physical education days (i.e. Tennis shoes that are worn daily would meet this requirement. Flip-flops, boots, clogs, etc. are examples of shoes that should NOT be worn during physical education class). **Further questions about the program may be addressed to the physical education teacher and/or principal.**

## POSTERS / DISTRIBUTION OF MATERIALS

Posters, drawings or other materials must be approved by the Principal before posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

Materials unrelated to the school's curriculum may not be distributed without prior consent of the Principal.

## PROMOTION AND RETENTIONS

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. A team approach consisting of parents, teachers, counselor, other support personnel, and the administration will be utilized to identify students deemed at risk of retention. A SIT referral will occur and interventions put in place with consistent monitoring. The principal will gather testing and monitoring data and hold a meeting with parents/guardians, teachers and other appropriate school personnel in helping to make this decision. In early May, the principal will decide to promote or retain a student. The principal will gather testing data and hold a meeting with parents/guardians, teachers and other appropriate school personnel in helping to make this decision. If a parent chooses to refuse the principal's recommendation for retention a letter will need to be signed stating their refusal of the school's recommendation.

## RECESS

All students will be given the opportunity to participate in recess. Parents/guardians are asked to dress their students for the weather conditions. The staff and administration will determine when it is unfit to go outdoors for recess. **HES will go outside when the temperature “feels like” it is at or above 25 degrees Fahrenheit according to the current weather conditions.** The wind chill and damp conditions will be factored in the overall temperature. HES personnel may use recess time to allow students the opportunity to get extra assistance from the teacher.

### Playground Rules

Playground rules will apply to all students K-4 during school hours. Teachers and playground supervisors will formulate necessary rules and administer them uniformly.

1. No standing on the bars. Students should always move in the same direction when playing on the bars. This allows for smooth traffic flow.
2. No standing on the swings. No pushing of the swings. Only one person in each swing at a time. No jumping out of the swings.
3. When using the slides, children must come down feet first. Children must not climb up the slides.
4. Running is not allowed on the wood chip area. Students are not to run on the play apparatus.
5. Running and tag games are allowed on the concrete.
6. Balls are allowed on the blacktop area with the four square and the basketball goals. Balls are NOT allowed on the wood chip area.
7. Students should use hands and feet when coming down the pole off of the play equipment. They are NEVER to jump off the play equipment.
8. No soccer, softball, or football games.
9. When ice is on the playground during winter months, students are not to slide on the ice.
10. No throwing of snow in any form on the school grounds.
11. When the bell rings, walk to get in line immediately.

12. Kickball may be permitted if all rules are followed.
13. The fitness equipment may be used if used according to guidelines.
14. Gymnastics such as cartwheels etc. will not be allowed on the playground.

## STUDENT PUBLICATIONS

1. School-sponsored student publications shall be under the supervision of the Principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission from the principal or superintendent.
2. No student shall distribute any publication which:
  - a. Is obscene according to current legal definitions
  - b. Is libelous according to current legal definitions
  - c. Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

## TEACHER / STAFF AUTHORITY

Students are expected to comply with requests of **any adult staff member** anywhere in the building, on school grounds, or at any school-sponsored event. Students who refuse to follow directions and/or are rude or disrespectful will receive an office referral. All staff members shall maintain professional relationships which are conducive to an effective educational environment.

**Substitute teachers** are considered important members of the staff and have the same authority as full-time teachers. Students are expected to cooperate and respect them as they would their regular teacher.

## TECHNOLOGY

### Acceptable Use Of Technology Policy

We are aware that the majority of the student body will utilize technology appropriately. To ensure appropriate use Hiawatha USD 415 has established a user expectation policy. Use of technology is a privilege, not a right. A student and his/her parent or guardian must sign the following agreement. Students 18 and over may sign their own forms.

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

### Computer/Internet Policy

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

1. The user shall not erase, change, rename, or make unusable anyone else's computer files, programs, or disks (except for authorized staff member).
2. The user shall not let other persons use his/her name, log on, password, or files for any reason (except for authorized staff members).
3. The user shall not use or try to discover another user's password or in any way access another person's email or other files (except for authorized staff members).
4. The user shall not use Hiawatha Schools' computers or networks for any non-instructional or non-administrative purpose (e.g. games or activities for personal profit).
5. The user shall not use a computer for unlawful purpose, such as the illegal copying or installation of software.
6. The user shall not copy, change or transfer any software or documentation provided by Hiawatha School, teachers, or another student without permission.
7. The user shall not write, produce, generate, copy propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
8. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, and images.
9. The user shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system software.
10. The user shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher.
11. The user desiring to take home technology equipment (hardware or software) must first have the parental permission form signed. Any take-home technology shall be used in the same manner as if it were at school. Technology equipment will only be checked out at the end of the school day and must be returned before school begins the next morning.
12. Take-home technology is available on a first-come, first-serve basis. Third and Fourth-grade students will have first priority. In cases of heavy demand, the librarian, after consulting with class teachers, may prioritize the request to take technology home.
13. The user of the Internet and take-home technology must be a student in good standing.

### No Right To Privacy

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons.

Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the Board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

### Ownership

Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

### Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by a trade secret.

## Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful to students and teachers and to minimize the burden of administering the networks so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of these policies may result in disciplinary action.

Consequences may include but not be limited to:

1. Warning or restriction of access to the network or computer
2. Loss of computer and lab privileges for a specified length of time
3. Confiscation/Elimination of materials and loss of computer lab privileges
4. Payment for damages and/or replacement costs and enforcement of the school policy on theft and vandalism
5. Suspension from school

## Technology Parent Permission Form

As a user of USD 415 technology, I hereby agree to comply with the above-stated rules in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature

I agree that my child will abide by the Hiawatha USD 415 guidelines and conditions for the use of school technology. I further understand any violation of these guidelines is unethical and may constitute a criminal offense. Should my child commit any violation of the policy, school disciplinary action, and/or appropriate legal action will be taken.

As a parent or guardian of this student, I have read Hiawatha USD 415 Acceptable Use of Technology listed above. I understand this free access is designed for education purposes. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Hiawatha USD 415 responsible for materials acquired or sent via the network or the performance of the systems.

Parent/Guardian Signature

Date

## **SPORTSMANSHIP**

Activities are an important aspect of the total educational process in the American school. They provide an arena for participants to grow, excel, understand, and value the concepts of sportsmanship and teamwork. Activities give coaches and school staff an opportunity to teach and model sportsmanship, build school pride, and increase student/community involvement. This involvement results in improved academic performance. Parents/guardians and other community members are an important support system for our students and are looked upon by as models of sportsmanship.

- Hiawatha Schools will abide by and enforce the following KSHSAA sportsmanship guidelines.
- Be courteous to all (participants, coaches, officials, staff, and fans).
- Know the rules, abide by and respect officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance, regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.

- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- Any student, coach, and/or spectator not following these guidelines may be asked to leave the gym/field/court.

**School rules will be enforced at all school functions including field trips, extracurricular activities, etc.**

## TELEPHONE CALLS

District telephones are for school business. The use of phones for personal business should be avoided except in case of an emergency. The use of phones for social calls is not permitted. Students shall not make long-distance calls on district telephones without the prior permission of the Principal/staff. Students must be supervised during the use of the telephone.

## TEXTBOOK RENTAL

Book rental fees will be assessed at the time of enrollment. Families wishing to have textbook fees waived can pick up the application at enrollment. Students will be assigned books required for their particular classes. At the end of each term, the student is to return the book to the same teacher who issued it. Normal use is expected but if a book is lost, defaced, damaged, or destroyed, the student will be required to reimburse the district for the replacement cost of the book.

## VANDALISM

The board shall seek restitution according to the law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the Principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Acts of vandalism may be reported to law enforcement agencies.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

## VISITORS

Patrons and parents/guardians are encouraged to visit the district facilities. All visits shall be scheduled with the Principal. **ALL VISITORS ENTER THE FRONT SET OF SCHOOL DOORS AND WILL BE REQUIRED TO SIGN IN/OUT THROUGH THE OFFICE WINDOW. THEY WILL BE GIVEN A VISITORS BADGE AND THEN ALLOWED TO ENTER THROUGH THE LOCKED DOORS.** This practice is designed to inform the students and staff that the visitor is permitted in the building. It is in the best interest of students to limit the length of the visit to 1 hour and to schedule them during the afternoon. To ensure safety and security, all visitors must check-in at the office and wear a visitor's badge before proceeding to contact any other person in the building or on the grounds. **Student visitors from other schools may not attend classes with Hiawatha Elementary School students. However, they may**

**come as guests for lunch if accompanied by an adult.** If the visit will include the lunch hour, please arrange with the office for inclusion in the lunch count and to pay for the lunch.

## **WEAPONS POLICY**

### **JCDBB            Weapons**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. **This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon when said facsimile is used in a threatening or menacing way. (Laser pens, knives, and other objects that could cause injury to others are not allowed at school.)**

### Definition of Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device
- Any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; andy 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.
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in that the handle of the knife, or any knife having a blade that opens or falls is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

### Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. 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 agency(ies) and if a juvenile to DCF or the Commissioner of Juvenile Justice.

### Reporting Criminal Possession of a Firearm by a Student

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

**REMINDER: In accordance with the Drug-Free/Gun-Free Act, only a law enforcement officer can possess a firearm within 1,000 feet of a school.**



# APPENDIX A

## Hiawatha Elementary School Parent Involvement Policy

**Hiawatha Elementary School** will implement the following statutory requirements:

- Hiawatha Elementary School will jointly develop with parents and distribute to parents of participating children, a Parental Involvement Policy that the school and parents of participating children agree on.
- Hiawatha Elementary School will notify parents about the Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- Hiawatha Elementary School will make the Parental Involvement Policy available to the local community.
- Hiawatha Elementary School will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.
- Hiawatha Elementary School will adopt the school-parent compact as a component of its Parental Involvement Policy.
- Hiawatha Elementary School agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:  
*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-*
  - *Parents play an integral role in assisting their child's learning;*
  - *Parents are encouraged to be actively involved in their child's education;*
  - *That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
  - *The carrying out of other activities, such as those described in section 1118 of the ESEA.*

**Hiawatha Elementary School will implement required school parental involvement policy components as follows:**

1. Hiawatha Elementary School will take the following actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy and its school-wide plan in an organized, ongoing, and timely way under section 1118 of the ESEA through:
  - a. *Title I Parent meeting*
  - b. *Site Council meetings*
  - c. *Parent Surveys*
2. Hiawatha Elementary School will take the following actions to distribute to parents of participating children and the local community the Parental Involvement Policy
  - a. *The policy will be given out during enrollment*
  - b. *The policy will be linked to the school website.*
  - c. *The policy will be reviewed at the beginning of the year Title I parent meeting*
3. Hiawatha Elementary School will periodically update its Parental Involvement
4. Policy to meet the changing needs of parents and the school through:
  - a. *Title I Parent meetings*
  - b. *Site Council meetings*
  - c. *Parent Surveys*
5. Hiawatha Elementary School will hold an annual meeting early in the school year to inform parents of the following:
  - a. *That Hiawatha Elementary School participates in Title 1.*
  - b. *The requirements of Title 1.*
  - c. *Parents rights and how they may be involved in the program.*
  - d. *Of their parental rights to be involved as outlined in the Title 1 "Parent Involvement Non-Regulatory Guidance"*
  - e. *Review of the Parent Involvement Policy information including the compact with encouragement to give feedback on ways to improve these documents.*
  - f. *Review of the parents right to know of such things as students achievement and teacher qualifications.*

6. Hiawatha Elementary School will hold a flexible number of meetings at varying Times.
  - a. *Title I parent meetings will be held both during the school day and also after school in the evening. In our notification of meetings, we will ask if another time would be more convenient.*
7. Hiawatha Elementary School will provide information about Title 1 programs to parents of participating children, in a timely manner, through
  - a. Daily bulletins on the website
  - b. Memos home in bookbags
  - c. Progress monitoring results sent home with Tier II and Tier III students at least monthly
  - d. Written reading tips for parents sent home monthly
  - e. Annual family reading night.
  - f. Back to school annual parent Title I meeting
8. Hiawatha Elementary School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:
  - a. *Annual Title 1 parent meeting*
  - b. *Regular parent/teacher conferences*
  - c. *If requested by parents, Hiawatha Elementary School will provide parents of participating children opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and to respond to any suggestions as soon as practically possible through:*
    - i. *Prearranged meetings with the Title 1 Coordinator*
    - ii. *Meetings with the student's teacher, which may include the Title 1 Coordinator, the principal, and other staff as appropriate.*
9. Hiawatha Elementary School will submit to the district any parent comments if the school wide plan under section (1114) (b) (2) is not satisfactory to parents of participating children.
10. *Parents may submit comments in writing regarding the school wide plan to their child's teacher, the Title I teacher, the principal and they will submit these to the district office.*

#### **RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

1. Hiawatha Elementary School will build the schools' and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement through the following activities described below:
  - a. *Parent training opportunities*
  - b. *Parental access to websites, Power School, newsletters*
  - c. *Family nights*
  - d. *Opportunities to volunteer in the building*
  - e. *PTA activities*
2. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy:
  - a. *The Hiawatha Elementary School compact is part of the School Parental Involvement Policy and is on our school website page.*
  - b. *During enrollment, parent/teacher conferences, or scheduled meetings with the teacher, the school compact will be completed by the principal, teacher, parent and student.*
3. The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
  - a. *The State's student academic achievement standards*
  - b. *Requirements of Title 1*
  - c. *Interpreting MAP results/State Assessment results*
  - d. *How to monitor their child's progress*
  - e. *How to assist their child to be successful academically*
4. The school will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out, to communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
  - a. *Encouraging staff to participate in parent trainings*

- b. *Encouraging participation in PTA meetings and activities such as fun day, school carnival, and book fair*
  - c. *Encouraging participation in Back to school Night, and Family Math and Reading nights*
  - d. *Encouraging attendance in Parent/Teacher conference*
5. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- a. *Use our ELL staff to assist in meeting needs of our ELL parents/families*
  - b. *We will use the information given us on the enrollment information and send written correspondence in the language spoken at home.*

Student Name \_\_\_\_\_ **(please print)**

# APPENDIX B

## Title I Parent/ Student/ Teacher/ School Compact

Signatures represent that all parties have read the form and agree to provide the necessary support for the student. If you are a parent who does not agree with any of the shared responsibilities or cannot meet them as stated, please feel free to contact the principal to discuss your concerns and specific needs.

### Parent/Guardian Agreement

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- A. See that my child attends school regularly.
- B. Support the school in its efforts to maintain proper discipline.
- C. Set up a time for homework and check on it regularly.
- D. Encourage my child's efforts and be available for questions.
- E. Stay aware of what my child is learning through regular communication with his/her and the teacher.
- F. Provide a library card for my child.
- G. Read with my child and let my child see me read.
- H. Emphasize the importance of math and reading skills in my daily life.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- A. Attend school regularly.
- B. Come to class daily with text, pencil, paper, and a willingness to learn.
- C. Work hard to do my best in class and schoolwork.
- D. Complete and hand in assignments on time.
- E. Ask for help when I need it.
- F. Observe regular study hours.
- G. Respect and cooperate with other students and adults.
- H. Conform (abide) to rules of the student policy handbook.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Teacher Agreement

It is important that students achieve. Therefore, I shall strive to do the following:

- A. Show a caring for all students.
- B. Use special activities in the classroom to make learning enjoyable.
- C. Communicate and work with families to support students' learning.
- D. Provide necessary assistance to parents so they can help with assignments.
- E. Encourage students and parents by providing information about students progress on a quarterly basis.
- F. Provide opportunities for parents to volunteer and/or participate in their child's classroom.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Principal Agreement

I support parent involvement. Therefore, I shall strive to do the following:

- A. Provide an environment that allows for positive communication between teacher, parent and student.
- B. Encourage teachers to provide activities that reinforce the regular classroom teacher.
- C. Lead my staff in respecting the cultural differences of students and their parents.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX C

## KANSAS STATUTES RELATED TO SCHOOL IMMUNIZATION

### **K.S.A. 72-5208**

#### KANSAS STATUTES RELATED TO SCHOOL IMMUNIZATIONS

K.S.A. 72-5208. Health tests and inoculations; definitions.

As used in this act:

(a) "School Board" means the board of education of a school district and the governing authority of any nonpublic school;

(b) "school" means all elementary, junior high, or high schools within the state.

(c) "local health department" means any county or joint board of health established under the laws of Kansas and having jurisdiction over the place where any pupil affected by this act may reside;

(d) "secretary" means the secretary of the state department of health and environment;

(e) "physician" means a person licensed to practice medicine and surgery

History: L. 1961, ch. 354, 1; L. 1978, ch. 291, 1; July 1. K.S.A.

### **K.S.A. 72-5209**

72-5209. Health tests and inoculations; certification of completion required, alternatives; duties of school boards.

(a) In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or day care program operated by a school, and such other pupils as may be designated by the secretary, prior to admission to and attendance at school, shall present to the appropriate school board

certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. 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 timely complete all required series shall be deemed non-compliance.

(b) As an alternative to the certification required under subsection (a), a pupil shall present:

(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 or guardian that the child is an adherent of a religious denomination whose

religious teachings are opposed to such tests or inoculations

(c) On or before May 15th of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this

act and of any policy regarding the implementation of the provisions of this act adopted by the school board.

(d) If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's

transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to

which the pupil transfers.

History: L. 1961, ch. 354, 2; L. 1965, ch. 412, 1; L. 1970, ch. 283, 1; L. 1975, ch. 462, 107; L. 1978, ch. 291, 2; L., 1981, ch. 285, 1; L. 1993, ch. 89, 1; L. 1994, ch. 206, 1; July 1.

## K.S.A. 72-5210

K.S.A. 72-5210. Same; duties of public health departments and officers; fees, exception to payment.

The county, city-county, or multi-county health department shall provide without delay, and to the extent that funds are available, the tests and inoculations required by this act to such pupils as are not provided therewith by their parents or guardians and who have not been exempted on religious or medical grounds. Such tests and inoculations may be provided on a sliding fee scale for administrative charges, with the exception that no child may be denied inoculations for inability to pay an administrative fee. The local health officer shall counsel and advise school boards concerning the administration of this act.

History: L. 1961, ch. 354, 3; L. 1965, ch. 412, 2; 1978, ch. 291, 3; L. 1980, ch. 182, 30; L. 1994, ch. 206, 2; July 1.

## K.S.A. 72-5211

K.S.A. 72-5211. Same; duties of secretary; forms and certificates; regulations.

The secretary shall prescribe the content of forms and certificates to be used by school boards in carrying out this act and shall provide, without cost to the school boards, sufficient copies of this act for distribution to pupils. Schools shall utilize the reporting form adopted by the secretary for documentation of all immunizations. Audit information shall be obtained from this adopted form. The secretary may adopt such regulations as are necessary to carry out the provisions of this act.

History: L. 1961, ch. 354, 4; L. 1975, ch. 462, 108; L. 1978, ch. 291, 4; L. 1994, ch. 206, 3; July 1.

## K.S.A. 72-5211a

K.S.A. 72-5211a. Exclusion of pupils from school attendance; adoption of policy; notice; hearing; compulsory attendance law not applicable.

(a) The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such board, authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-5209. A pupil shall be subjected to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 72-5209. The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall:

- (1) Indicate the reason for the exclusion from school attendance,
- (2) State the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-5209, and
- (3) Inform the parent or guardian that a hearing hereon shall be afforded the parent or guardian upon request therefore.

(b) The provisions of K.S.A. 72-1111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

History: L. 1978, ch. 291, 5; L. 1981, ch. 285, 2; July 1.

REV. 02-07-2011

# KANSAS STATUTES ON SCHOOL HEALTH PROGRAMS

K.S.A.72-5214

## Chapter 72.—SCHOOLS Article 52.—HEALTH PROGRAMS

### **Statute 72-5214: Health assessments; definitions; requirements, alternatives; duties of school boards. (a) As used in this section:**

(1) "School board" means the board of education of a school district and the governing authority of any nonpublic school;

(2) "school" means all elementary schools within the state;

(3) "local health department" means any county or joint board of health having jurisdiction over the place where any pupil affected by this section may reside;

(4) "secretary" means the secretary of health and environment;

(5) "physician" means a person licensed to practice medicine and surgery;

(6) "nurse" means a person licensed to practice professional nursing;

(7) "health assessment" means a health history, physical examination and such screening tests as are medically indicated to determine hearing ability, vision ability, nutrition adequacy and appropriate growth and development;

(8) "clinic" means an indigent health care clinic as defined by [K.S.A. 75-6102](#) and amendments thereto.

(b) Subject to the provisions of subsection (d) and subsection (g), on and after July 1, 1994, every pupil up to the age of nine years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment, pursuant to subsection (g), which assessment shall have been conducted within 12 months of school entry by a nurse who has completed the department of health and environment training and certification, by a physician or by a person acting under the direction of a physician. Information contained in the health assessment shall be confidential and shall not be disclosed or made public beyond that necessary under this section except that: (1) Information contained in the health assessment may be disclosed to school board personnel but only to the extent necessary to administer this section and protect the health of the pupil; (2) if a medical emergency exists, the information contained in the health assessment may be disclosed to medical personnel to the extent necessary to protect the health of the pupil; (3) if the parent or guardian of a pupil under 18 years of age consents to the disclosure of the information contained in the health assessment or, if the pupil is 18 years of age or older, if the pupil consents to the disclosure of the information; and (4) if no person can be identified in the information to be disclosed and the disclosure is for statistical purposes.

(c) As an alternative to the health assessment required under subsection (b), a pupil shall present:

(1) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments; or

(2) a written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.

(d) Prior to the commencement of each school year, the school board of every school affected by this section shall give to all known pupils who will be enrolling in the school and who are subject to the requirements of subsection (b) or (c)(1) and (2), a copy of any policy regarding the implementation of the provisions of this section adopted by the school board.

(e) If a pupil transfers from one school to another, the school board of the school from which the pupil transfers shall forward with the pupil's transcript, upon request of the parent or guardian of the pupil therefor, the results of the health assessment showing evidence of compliance with the requirements of this section to the school board of the school to which the pupil transfers.

(f) Local health departments and clinics may charge a sliding fee for providing such health assessments based on ability to pay and no pupil shall be denied the health assessment due to inability to pay. The local health officer shall counsel and advise local school boards on the administration of this section. The secretary may adopt rules and regulations to award grants to assist local health departments and clinics in providing such health assessments, consistent with state appropriations.

(g) The secretary may adopt rules and regulations necessary to carry out the provisions of this section, but shall not prescribe a form on which the results of health assessments are reported.

(h) The school board of every school affected by this section may exclude from school attendance, or by policy adopted by any such school board authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who is subject to and who has not complied with the requirements of subsection (b) or (c). A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of subsection (b) or (c). The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall indicate the reason for the

exclusion from school attendance, state that the pupil shall continue to be excluded until the pupil has complied with the requirements of subsection (b) or (c) and inform the parent or guardian that a hearing thereon shall be afforded the parent or guardian upon request for a hearing.

(i) The provisions of [K.S.A. 72-1111](#) and amendments thereto do not apply to any pupil while excluded from school attendance under the provisions of subsection (h).

History: L. 1992, ch. 173, § 1; L. 1993, ch. 226, § 1; L. 1994, ch. 272, § 1; L. 1999, ch. 99, § 1; Apr. 22.

## SCHOOL SPORTS HEAD INJURY PREVENTION ACT

**The Kansas Legislature has enacted the School Sports Head Injury Prevention Act (hereinafter the “Kansas Act”) effective July 1, 2011:**

Sec. 72-135. (a) This section shall be known and may be cited as the school sports head injury prevention act.

(b) As used in this section:

(1) “School” means any public or accredited private high school, middle school or junior high school.

(2) “Health care provider” means a person licensed by the state board of healing arts to practice medicine and surgery.

(c) The state board of education, in cooperation with the Kansas state high school activities association, shall compile information

on the nature and risk of concussion and head injury including the dangers and risks associated with the continuation of playing or

practicing after a person suffers a concussion or head injury. Such information shall be provided to school districts for distribution

to coaches, school athletes and the parents or guardians of school athletes.

(d) A school athlete may not participate in any sport competition or practice session unless such athlete and the athlete’s parent or

guardian have signed, and returned to the school, a concussion and head injury information release form. A release form shall be

signed and returned each school year that a student athlete participates in sport competitions or practice sessions.

(e) If a school athlete suffers, or is suspected of having suffered, concussion or head injury during a sport competition or practice

session, such school athlete immediately shall be removed from the sport competition or practice session.

(f) Any school athlete who has been removed from a sport competition or practice session shall not return to competition or

practice until the athlete is evaluated by a health care provider and the health care provider provides such athlete a written

clearance to return to play or practice. If the healthcare provider who provides the clearance to return to play or practice is not an

employee of the school district, such health care provider shall not be liable for civil damages resulting from any act or omission in

the rendering of such care, other than acts or omissions constituting gross negligence or willful or wanton misconduct.

(g) This section shall take effect on and after July 1, 2011.