

Altoona-Midway
Elementary School
Student Handbook
2020-21

“Breaking Barriers!”



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Board of Education Members

David Hutchison, President
Rita Drybread, Vice-President
Debra Meigs
Wanda Mustain
Lynsee Relph
Wendy Wade

Important Numbers

Altoona-Midway Elementary
620-568-5725
Fax: 620-568-5755
Superintendent: 620-537-7721
Fax: 620-302-2080

USD #387
School Year 2020-2021

Organizational Chart

Administration

Superintendent

Brent Kaempfe
bkaempfe@usd387.org

Principal MS/HS

Darrin Ashmore
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Principal Elementary

Kim Reazin
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Board Data Clerk

Tracey Winder
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Clerk of the Board

Reyna Almond
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District Technology Support

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Grade School Staff

Kate Walker	Preschool
Dana Stierwalt	Kindergarten
Kaitlyn Yoos	1st grade
Sara Sample	2nd grade
Paige Reinhardt	3rd grade
Helen Phillips	4th grade
Amber Parra	5th grade
Steve Dixon	K-12 Art
Lane Huffman	K-12 Physical Education
Matt Carter	K-12 Music
Ron Rice	K-12 Resource
Chelcey Sexton	K-12 Counselor
Jessica Wilson	Title I Reading
Kara Kariker	School Nurse
Jennifer Stoneking	Speech Language
Traci Loss	School Psychologist
Bobbi Riggs	Preschool Special Education

Support Personnel and Classified Staff

Nikki Almond	Secretary
Diane Cook	Food Service Director/USD 387 Aide
Sara Klauman	USD 387 Aide
Brenda Ogle	Title I Aide
Rachelle Humphrey	USD 387 Aide
Tonia Ryamond	USD 387 Aide
Tosha Hendrix	Para-professional-ANW
Jimmie Burke	Bus Driver
Gerald Christian	Bus Driver
Dwayne Lowe	Bus Driver
Helen Travis	Bus Driver
Randy Almond	Custodian
Kathy Morefield	Head Cook
Gwenda Runner	Assistant Cook

Introduction

Welcome

The teachers and staff of Altoona-Midway Elementary School welcome you to another exciting school year! The purpose of this handbook is to provide you with a source of information for the year. As parents, teachers, and administrators we need to continually work together to provide the best possible educational experiences for all students at Altoona-Midway Elementary School

The most important part of a student's success in life is correlated to the connection they have with family, community and school. This connection is strengthened by the communication we have and the partnership we develop. When students are in an environment most conducive to learning. Through this handbook, we hold students accountable for their actions to provide the best learning environment for all students. Our partnership with parents is crucial in making this goal a reality.

If you should have any questions, please call or come by the school for a visit. The number is 620-568-5725. "GOOD LUCK" this school year, lets work together to make it another great year!!

Purpose

This handbook is designed to assist with communicating to students and parents important issues, whether law, regulations, board policy, or practice required of them.

USD 387 Mission Statement

The mission of the Altoona-Midway Schools is to ensure that all students have the opportunity for a quality education which will enable them to develop attitudes, knowledge and experience necessary to reach their potential for becoming responsible and productive members of society.

Altoona-Midway Elementary School Mission Statement

The Altoona-Midway Elementary school endeavors to help each student: to master the basic skills; develop a positive self-concept; achieve social skills for self, others and environment, increase math and reading skills across the curriculum: and to maximize the opportunities for future use.

Policy Clarification

All provisions set forth in this handbook, which discuss or define student conduct are intended to be and shall be regulations for student conduct. This handbook is designed to prevent misunderstanding by students about their responsibilities and privileges. This handbook and all of the provisions in this handbook are adopted and approved by the Board of Education each year for the purposes of defining minimum expectations for student conduct and insuring that all USD #387 schools maintain the best possible environment for learning and an atmosphere in which students and teachers may work together in harmony.

Nondiscrimination Statement

The district 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 promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

Role of the Parents

A school system, to be effective, must have the support and confidence of the parents. Schools are what parents make them to be. To have understanding, you must have good communication. Parents are urged to visit the school and to keep a check on their students' progress. Please be sure to "check in" at the building's main office before proceeding.

When there is a problem or a concern, parents are urged to contact the school. Following the standard "chain of command" can help the parent find answers to questions. Parents are instructed to consult first with the teacher before going to the building principal. In most cases, the teacher is in a better position to make adjustments.

The building principal, then the superintendent, should be consulted before a parent carries a complaint or concern directly to school board members. If the parent is not satisfied with the response or action of the administrator, then the issue can become a matter for school board consideration.

Complaints or petitions to the school board should be made in writing or the complainant should request that she/he be placed on the next school board agenda. The complainant will not be placed on the board agenda until the chain of command has been followed through the appropriate steps (teacher-principal-superintendent-school board). That request should be made to the superintendent at least one week in advance of the next regularly scheduled board meeting. Regular board meetings are held the second Monday of each month.

ACADEMICS

Assignments /Classroom Homework

Completion of classroom assignments is a very important aspect of the over-all learning process. Teachers are expected to develop and communicate to the students and parent their policy for classroom/homework assignments. Failure to complete or attempt to complete assignments may result in a conference with parent/guardian, loss of recess time, and/or student spending time after school for extra help.

Absent makeup work will be as follows: When student returns to school, they will have the number of days they are absent plus one day to complete missed class assignments.

Students involved in cheating will receive a zero for assigned work.

Books/Equipment

Students are responsible for the care and safe keeping of school property. If textbooks, electrical equipment, headphones, or planners assigned/given to a student are lost, destroyed, or mutilated in any way, they must be paid for by the parents/guardians. (If the books are damaged-but usable the charge shall be pro-rated)

Honor Roll Students

Only students in grades 2, 3,4 and 5 will receive honor roll certificates. Grades included to figure honor roll certificates are core subjects along with Music and Physical Education. Students must receive all A's or A's/B's in order to be placed on the honor roll list. Honor roll students will be recognized at the end of each of the four grading periods.

Music

Students will perform at the winter and spring music program.

Parent Teacher Conferences

Parent-Teacher conferences will be held at the end of the first and third nine weeks. Conferences will be held in the gymnasium. The parents, teachers or principal as deemed necessary may request other conferences.

Physical Education

To be excused from physical education a doctor's note is required. Clean tennis shoes will be required for each student. Students wearing shoes with no traction or have heels will not be allowed to participate because this is a safety hazard. Tennis shoes DO NOT have to be new. Shoes used for P.E. class are to be left at school. Students who wear tennis shoes are allowed to use those for P.E.; they need to be checked for rocks and dirt. Daily participation is expected.

Promotion Guidelines

Elementary students will be promoted to the next grade level upon the recommendation of the student's regular teacher and principal. If a student is not recommended for a promotion to the next grade level, a conference will be held with the parents to notify them of a possible retention. A form will be used when the final decision is made requiring the signature of the parent, teacher, and principal.

State Assessment Testing

These tests will be assigned by grade level and subject area by Kansas State Department of Education.

Attendance

Regular attendance is extremely important factor in school achievement. Absence from class regardless of the reason, results in a loss to the student. When a student reaches ten (10) accumulated absences for a school year, a conference will be requested with the parent. Altoona-Midway Elementary will require a doctor's excuse for further absences. **Parents are requested to call the office at 620-568-5725 by 9:00 a.m.** if their child is unable to attend school that day. If parent contact is not made a note from the parent or doctor's office should be sent to the office when the child returns to school explaining the reason for the absence. **If the school is not notified the absence will be considered unexcused.** Students arriving after 9:30 a.m. or leaving before 2:00 p.m. will be counted as ½ day absent.

EXCUSED ABSENCE

An excused absence is one, which has been classified excused by the building administration. An absence, which falls under one of the 6 board approved reasons for absence, will be classified excused if the building attendance procedure is followed by the student and the parent or legal guardian. In-school suspensions are considered excused under board policies. Make-up privileges shall be allowed for excused absences (one make up day for every excused day).

Absences shall be excused for:

1. Personal illness. The school administration may, with due notice to the student or parent/legal guardian; require verification from a physician of absences due to reasons of health.
2. Serious illness or death of a member of the family.
3. Obligatory religious observances.
4. Participation in a Kansas State High School Activities Association activity, a district approved function, or a school sponsored activity.
5. Emergency situation requiring immediate action.
6. An absence, which has been requested in writing and approved in advance by the building administration. Activities of an educational nature or involving the student's family may fall in this category. Assignments are to be requested by the student before the absence occurs. Tests may be made up after the absence.

UNEXCUSED ABSENCE

An unexcused absence is one, which has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the board's six stated reasons for excusable absence or if the student and/or the parent or legal guardian does not follow the building attendance procedure.

Tardies

At AMES, a student is tardy if they are brought to school by parents/guardians after 8:05 a.m. Parents/Guardians are allowed two (2) tardies per semester. On the third (3rd) tardy, and for each subsequent tardy, the student will be given a ½ day UNEXCUSED absence

Truancy

Truancy is defined as any three (3) consecutive unexcused absences, or any five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year, whichever comes first.

The building principal is authorized to report students who are inexcusably absent from school to the appropriate authority. Prior to reporting the student truant to either S.R.S. or the county or district attorney, a letter will be sent to the student's parents/guardian notifying them of excessive absenteeism.

Discipline

School Behavior and Discipline

For a school to be effective it must maintain a safe and positive environment in which students may learn. Rules are established for the welfare and safety of the entire student body. Altoona-Midway Elementary School rules are:

1. Be polite and use good manners at all times
2. Walk quietly in the halls.
3. Respect school, individual, and private property.
4. Obey rules and procedures established for the classroom, playground and school events.
5. Use appropriate languages and gestures.
6. Obey and respect all reasonable requests by all school staff.

The detailed discipline policy may be different for each classroom due to the variety of students and differences in situations; therefore the consequences may vary slightly for each individual situation.

Classroom Teacher's Role in Discipline:

The classroom teacher will be the primary disciplinarian for his or her classroom, with the assistance of the principal when the teacher requests them. Each teacher's behavior plan may vary slightly due to the ages of the children. However, every teacher will keep track of individual student discipline using the Class Dojo Application or a form of Class Dojo.

The following six (6) behaviors will immediately result in:

- 1st offense-loss of special weekly activity and minimum ½ day ISS
 - 2nd offense-OSS (number of days determined by the severity of the offense)
 - 3rd offense-OSS for a minimum of three (3) days, more days out if warranted per severity of misconduct.
1. Continuous disruptive behavior or any behavior that keeps a classroom from functioning
 2. Defiance of authority or disrespect
 3. Fighting or any action done with the intent to harm other person.
 4. Spitting and/or biting
 5. Stealing or destroying property (their own or others)
 6. Use of profanity

General Information

Address Change

Please notify the office as soon as possible if any of the following change: phone numbers for home or parents' work; mailing or street address, or emergency contacts

Animals/Pets

All animals or pets must be approved through the office before entering the building. Requirements will include vaccination papers for the animal making sure that all rabies and other vaccinations have been administered. When animals/pets are approved in the building a "look and do not touch" policy will be the rule unless approved by the principal.

Assemblies

Award assemblies will be held at the end of each grading period. Other assemblies will be announced during the school year. Parents are invited to attend all school assemblies.

Bad Weather Notification and other notifications

If ice or snow should cause the school day to be shortened or canceled, notification will be sent out VIA Apptegy and the school app. Information will also be on the school web site and Facebook page. Notification will also be broadcast by KOAM TV in Pittsburgh.

Beginning and Ending School Schedule

School will begin at 8:00 a.m. and end at 3:15 p.m.

Crisis Management

Crisis management plan is located in each classroom.

Dismissal

All students will be dismissed out the front of the building by the office.

Students that ride the blue and yellow bus will be dismissed at 3:15

Students that are being picked up or walk and red bus riders will be dismissed at 3:20

Field Trips

Permission for field trips for the school year must be signed on the enrollment form. Each trip will have an itinerary approved by the principal and superintendent and sent home prior to the trip.

Notification Requirements

Phone calls or notes from parents are required for the following:

- To allow anyone other than a parent to pick up students from school

- To ride another bus

- To go anywhere other than normal routine.

Without a phone call/text/note your child will be sent home according to normal routine from school.

The school would prefer notification is done before 2:30 p.m.

Parties-Holidays

ALL EDIBLE TREATS MUST BE STORE BOUGHT AND PREPACKAGED

There will be three room parties a year (Approximately one hour each)-Halloween, Christmas and Valentine's Day.

Please notify your child's teacher when you will be bringing birthday treats. Treats will be handed out during the last part of the day. They may be brought to the office any time during the day, but please do not take them to the classroom. Birthday invitations will not be passed out at school unless every student in the class is invited.

Recess Time

Children generally enjoy recess time during the day. All students are expected to go outside during recess. If it is unusually wet or cold, recess will be shortened or held inside. If it is necessary for your child to stay inside because of health reasons, a note from the doctor is required. The privilege of recess may be taken away if misconduct in or out of the classroom occurs.

School Bulletins

A monthly newsletter is posted on the district website. Reminder notes will be sent home on an as needed basis. Notices will be sent out using Apptegy or the district app.

School Pictures

School pictures (individual) are taken each year in the fall. Parents will be notified in advance when pictures will be taken.

Class pictures will be taken in the spring. Payment must be made prior to the pictures being taken.

Student Visitor

No student visitors will be allowed to come to school without the advanced approval of the principal. No visiting student will be allowed to ride the school bus.

Toys

Toys are not to be brought to school unless requested by the teacher for show and tell. The school will not responsible for lost or stolen items.

Visitors

All visitors (parents, grandparents, patron, etc.) must report to the principal's office before going into a classroom. The visitor will pick up a visitors tag from the office. If a visitor is seen on school premises without a visitors tag he/she will be immediately escorted to the principal's office. This procedure is to ensure the safety of our students and faculty. Parents are to call the office in advance of coming to school to visit their child's classroom. This procedure is set in place to minimize the educational disruptions of the classroom and coordinate and compliment the presence of the parent with classroom activities.

Health and Safety

Birth Certificates Immunization Records

Kansas State Law requires that all children entering a Kansas school for the first time, prior to admission, present to the appropriate school authorities a birth certificate and certification that the child has had the following immunizations: Hepatitis A, Hepatitis B, Dtap, Polio, Chicken Pox, Measles, Mumps Rubella, (MMR) before being allowed to attend class. Every effort will be made to assist you in obtaining these records. However, if records have not been completed by the last week of October, the child will be excluded until records are received. (For a list of immunizations by grade level please ask in the office)

Emergency Drills

Crisis, Fire and Tornado:

Emergency drills will be conducted during the school year according to the Office of the State Fire Marshal.

Crisis plans are posted in each classroom.

Fire escape routes for each room are listed by the door inside the room.

Tornado shelter escape routes for each room are listed by the door inside the room.

Evacuation of disabled students: Each teacher will be responsible for assisting any disabled students in his/her charge to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any disabled visitor to the nearest accessible exit or safe refuge area. Disabled occupants will be assisted to the following meeting place outside the elementary building.

a. The disabled area will be located on the sidewalk on the south side of the school building.

b. An individual plan of evacuation will be written for each disabled student and will be posted in appropriate areas and kept on file in the office.

HEALTH SERVICES

The School Health Program is maintained to improve and promote the health of the student. A health record is established for each student. This includes the testing of eyes and ears and keeping records of diseases and immunizations of each student. The school nurse as needed may make home visits.

The school nurse will be at the elementary school two days a week. It is extremely important that a current information be on file in the office so that the school will know where and whom to notify in case of emergencies.

Illness and Accidents

If a student becomes ill, the nature of the illness determines the course of action by school personnel. The student will be taken to the school nurse or to the office.

1. At that time a determination will be made regarding the procedure to be followed. If the student has a fever or shows signs of distress, parents are contacted by the person responsible. If the parent or other designated person cannot be located, the student will be held until normal dismissal time. A student will not be taken home or allowed to go home without prior parent approval.
2. If the student appears to be significantly ill or shows evidence of acute distress, the parent will be notified. If parent contact is not possible, the principal (or other designated personnel) will determine the next course of action. This may include calling an ambulance, the family physician or some other similar positive action. Continued efforts will be made to reach the parent or other designated person to respond to the pupil's state of emergency.

A student must be fever free for 24 hours without medication in order to return to school.

If a student is injured at school, the following steps will be taken:

1. For simple injuries, such as minor bruises or abrasions, emergency first aid is administered by the nurse, principal, teacher, secretary, or other person in charge.

2. For serious injuries, rules of first aid are followed and the judgment of the nurse, principal, teacher, or other person in charge takes these factors into account. The parents will be notified immediately, if possible. If the parents are unavailable, the person designated by the parents to render assistance in the event of an emergency will be contacted.
3. The nature of a serious accident will determine the course of action, but generally the following will be done:
 - a. If indicated, an ambulance or some emergency agency will be called.
 - b. If indicated, a medical doctor will be called.
 - c. The parent will be notified immediately.

Lice

In accordance with the Kansas Department of Health, AMES will contact the parents/guardians of any student with a live louse and they will be asked take the student home. We will not send home students with nits (lice eggs), dead lice, or other evidence of lice.

On the first day a live louse is found, a student will be given an EXCUSED absence from school, either for a full day or a half-day absence, depending on if the live louse was found before or after 9:30 a.m. The student will not be allowed to return to their class, and the absence will be counted even if the office is unable to reach any parent/guardian or even if no parent/guardian comes to take the student home.

After the initial discovery of a live louse, the child will be checked at the beginning of the day AT LEAST for the next three consecutive days of attendance. Parents are welcome to observe these examinations, to see for themselves what is found. Head checks will only stop once a student has gone three consecutive days of attendance without a live louse being found.

If any of these follow-up exams reveal the presence of a live louse, the student will be given a full day of EXCUSED absence for each day a live louse is found.

However, If live lice are discovered for THREE CONSECUTIVE DAYS OF ATTENDANCE then ALL THREE absences will switch to UNEXCUSED, thereby triggering the Kansas truancy law. SRS will be notified that the student is truant.

The day of initial discovery will NOT count as one of those three days, and this three-day count will reset every time no living lice are found.

Medications

USD 387 requests in writing from parents permission to dispense any type of medication at school.

All medication needs to come to the office. Forms are available in the office and are required for any change in drug dosage or time. **Medications will not be dispensed at school without completed permission form.**

School Property

Lockers

Lockers are the property of Unified School District #387. Personal locks may not be put on school lockers. Students are prohibited from storing anything in their lockers that is not needed for school related activities. The marking on or abuse of lockers is prohibited and is considered vandalism and is subject to administrative and /or legal action. The use of any type of tape is strictly prohibited, as it will damage the paint. Money or other valuables should not be kept in an unlocked locker. The school is not responsible for lost or stolen money or valuables. The principal or their designated representative has the authority to search any locker upon reasonable belief that the locker contains items prohibited by law or school regulations. Such a search may be made without notice to the student to whom the locker has been assigned. The student is responsible for all items in his/her locker.

Use of trained dogs to search

At the request of the principal, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees. Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative"

Student Code of Conduct

Behavior Plan

Good behavior is conducive to better learning. This will be achieved by teaching and enforcing acceptable behavior in a three-step approach.

- A. Continual enforcement of high behavioral expectations
- B. Teaching positive and productive behavior skills
- C. Rewarding students for acceptable behavior

The following is a list of acceptable and unacceptable behaviors, including but not limited to:

ACCEPTABLE ACTIONS

Accountability
Appropriate language at all times
Be prepared
Being considerate of others
Caring
Citizenship
Dependability
Follow the rules
Honesty
Honor and respect others
Pursue excellence and quality work
Respect
Self-Discipline
Self-control
Teamwork
Tolerance and acceptance of differences
Trustworthiness

UNACCEPTABLE ACTIONS

Breaking Rules
Cheating
Defying authority
Destruction of property, stealing
Dishonesty
Disrespect
Inappropriate language
Incomplete Assignments
Interfering with others
Name Calling
Not being prepared-assignments and supplies
Not returning homework
Pushing, tripping, shoving, fighting
Off Task
Rudeness
Tattling
Unacceptable work
Uncooperative Attitude

Behavior Themes

The following behavior themes are designed to teach behaviors in ways that correlate with child development. These themes provide models for children to modify inappropriate behaviors.

- The students will learn how to follow rules by following classroom rules, school rules, playground rules and cafeteria rules.
- The students will learn the positive and negative results of self-discipline/self-control, by learning to maintain, self-control, to listen, to make positive decisions, to demonstrate appropriate behavior and by following directions.
- The students will learn about time management and how to be prepared by applying organizational skills and demonstrating the importance of staying on task.
- The students will learn the positive and negative results of accountability/dependability by producing quality work, completing assignments, and bringing supplies to class.
- The students will pursue excellence and quality performance in all of their endeavors, by doing their personal best.
- The students will learn the value of honesty and dependability by being trustworthy and reliable, and by not cheating, stealing, and lying.
- The students will learn the value of being considerate of others by respecting others and learning self-respect, and through the use of appropriate actions and language, such as apologies, compliments and gestures.
- The students will learn the value of respect and honor for themselves and others by taking care of personal property and the property of others, as well as following safety considerations.
- The students will learn the value of being considerate of others by respecting and obeying authority.
- The students will learn the importance of teamwork through group situations (including cooperative learning), getting along with others, practicing positive social interaction, and demonstrating proper etiquette.
-

Bullying

Bullying is defined as repeated and systematic intimidation, harassment, and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to, physical violence, verbal taunts, name-calling, put-downs, threats, extortion or theft, damaging property, and/or excluding a student from his/her peer group. Threats of violence may be reported to appropriate law enforcement agencies. The following are recommended disciplinary measures; the administration has final authority in determining the appropriate disciplinary measures.

1. First offense: 1 day ISS
2. Second offense: 2 days ISS
3. Third offense: 3 days ISS
4. Subsequent offenses: OSS as assigned by the principal or his/her designated representative.

A parent/student/principal conference must be held before the student will be readmitted. Any bullying by staff or third parties is strictly prohibited and shall not be tolerated. Bullying behavior by staff or third parties shall be reported to the building principal.

CYBER-BULLYING:

Cyber-bullying that impacts the school, its safety, and the safety and well being of its staff and students is strictly forbidden. The use of district-owned equipment and/or district computer systems for cyber-bullying will result in the suspension of the student, loss of technology privileges, and possible referral to law enforcement. Cyber-bullying which is dangerous or abusive that directly affects another student(s), the school, or its staff, whether district equipment or district computer systems are used or not, will be referred to law enforcement.

INTERVENING TO ADDRESS BULLYING

Responsibilities of Altoona-Midway and ANW Employees

All Altoona-Midway and ANW employees, including lunchroom staff and bus drivers, who witness incidents of bullying or school violence or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying, must:

- (1) Intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;
- (2) Report the incident of bullying or retaliation to the Principal/ Designee as soon as practicable, but within 24 hours, on the Altoona-Midway Bullying Complaint Form;
- (3) Cooperate fully in any investigation of the incident and in implementing any safety plan established by the Principal/ Designee.

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
3. has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
4. has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

Accused is defined as any district employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses, and at training facilities or training programs sponsored by the district who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing.

Complainant is defined as any district employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

Victim is defined as any district employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the district, who is reported to have been the target of an act of bullying during any

educational program or activity conducted by AMES.

NOTE: Administration will determine if an incident is severe enough to bypass any of the above listed offenses. Behavior that jeopardizes the safety of others and themselves will not be allowed.

Drug Use

Students shall not use or possess any illegal drugs, alcohol or tobacco products on school grounds or at school activities. Violators will be suspended out-of-school up to five days and maybe for expelled for repeat offenses.

Cafeteria Rules and Conduct

- *Enter and leave in an orderly fashion-quiet in the line while waiting
- *Do not talk across tables
- *Do not talk to students eating while you are in line
- *Use a quiet voice while in the lunchroom
- *Listen and follow directions
- *Use good table manners
- *Clean up after yourself
- *The lights will be shut off if students are not eating or are too loud. This means no talking.

Recess Rules

1. Coming to the Playground
 - a. Come out the north door, stay on the sidewalk
 - b. b. Once you reach the playground, ALL STUDENTS MUST STAY IN THE PLAYGROUND AREA unless the recess monitor gives you permission to leave the fenced area.
 - c. No unnecessary screaming
2. Basketball Court
 - a. No balls or other toys (ropes, Frisbee, etc.) on rubber mulch area
 - b. Keep balls or other toys inside of fence
 - c. If balls or other toys go outside of fence tell the recess monitor
3. Climbing Equipment
 - a. You may go as high as you are able to climb
 - b. You may sit on a bar, not stand.
 - c. You may hang upside down, but must keep your hands on the bar at all times.
4. Rocking Toys
 - a. Only sit on them, facing forward, one person at a time.
 - b. No pushing or helping others rock.
5. Slide
 - a. No pushing or cutting on the stairs leading to the top of the slide.
 - b. Go down the slide ONE AT A TIME
 - c. Keep your entire body inside the slide.
 - d. Go down feet first.
 - e. Only go down, do not walk up the slides.
6. Swings
 - a. Only back and forth
 - b. Only sitting
 - c. No "bumper cars," "helicopters," "under-dogs", "side to side", or "twisting"
 - d. No running in the swing area.
7. Handicap Swing
 - a. Vacate if needed
 - b. Only push from behind
 - c. No hanging from it
 - d. One person at a time
8. Leaving Recess

- a. Unless told to line up by the recess monitor, always ask permission before leaving the playground area.
 - b. Wait until the monitor or your teacher comes to pick you up before you leave the playground area.
9. Inside Recess
- a. Remain on the gym floor.
 - b. Stay out of the bleachers, staircases, and stage
 - c. One ball per person
 - d. No kicking

School Bus Procedures

Students in USD #387 who ride a bus are subject to bus regulations. Any misbehavior that distracts the driver is a very serious violation and jeopardizes the safety of everyone. Students must abide by the following:

1. The bus driver shall be in charge of all passengers while they are riding, loading or unloading. Students must obey the driver.
2. The bus driver shall have the authority to assign a seat to each student passenger.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
4. Students shall not extend any part of their body out of bus windows.
5. Students shall not get on or off the bus or move about while the bus is in motion.
6. Animals shall not be transported on the bus.

NOTE: The above six rules are Kansas Law (K.S.A. 1976 Supp. 8-2009)

7. Students in less desirable seats may move to another seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
8. Students are required to turn cell phones on vibrate or silent while being transported.
9. Students must be on time. The bus cannot wait for those who are late.
10. Unnecessary conversations with the driver are prohibited. Do not talk loudly or distract the driver's attention.
11. Student must not throw waste paper or other rubbish on the floor or out of the window of the bus. Help keep your bus clean and sanitary at all times.
12. Intentional or careless damage to the bus is in violation of the BEHAVIOR CODE. Any damage to the bus that you are in is to be reported at once to the driver.
13. The bus driver should be notified if a student does not intend to ride the bus.
14. Students will not be allowed to change busses unless permission is requested by the parents and approved by the principal and the bus driver in advance.

For violating these rules, students will be reported to the school principal who can deny the pupil the privilege of riding the bus.

School Bus Discipline Procedures

1. **1st Offense:** Student will receive a warning based on infraction. A discipline notice will be mailed to the parent/guardian.
2. **2nd Offense:** Student will be suspended from the bus for (1) one day, to begin on the next school day. Parent/guardian will be called to inform them, and a discipline notice will be mailed.
3. **3rd Offense:** Student will be suspended from the bus for (3) days to begin on the next school day. Parent/guardian will be called to inform them, and a discipline notice will be mailed.
4. **4th Offense:** Student will be suspended from the bus for (5) days to begin on the next school day. Parent/guardian will be called to inform them, and a discipline notice will be mailed.
5. **5th Offense:** Student will be suspended from the bus for the remainder of the school year. This will not include riding the bus to and from school activities.

Note: Administration will determine if an incident is severe enough to bypass any of the above listed offenses. Behavior that jeopardizes the safety of others and themselves will not be allowed.

Student Dress

Appropriate student dress and appearance help set the tone for a positive school climate. Dressing cleanly, and nicely shows pride in yourself, family, and in your school. A neat and clean person is more likely to be attentive in class. Those not wearing appropriate clothing will be given a change of clothing if available. A note will be sent home. If dress code continues to be a problem, parents will be called to provide students with appropriate attire.

We expect students/parents to use good judgment in their personal appearance and hygiene and follow these criteria.

1. Shorts/dresses/skirts may be worn during the regular school day. When arms are at your side, the shorts/dress/skirt should be at or below your fingertips.
2. All skintight pants are to be covered by a shirt or dress that is at or below your fingertips when arms at your sides.
3. No one will be allowed to walk barefooted in the hall at any time. Seasonal shoes such as sandals and flip-flops are regarded as seasonal clothing and should be worn with discretion.
4. No fishnet shirts, mid-drift tops, or spaghetti strap tops will be worn as outer garments, unless worn over an appropriate garment.
5. Shirts or tops exposing the mid-drift or back should not be worn at school (halter-tops, spaghetti straps or half t-shirts) Tank tops allowed if sleeves are 1 1/2 in. width (3 finger width) or wider may be worn.
6. No suggestive or inappropriate wording, signs, or pictures will be allowed on clothing, including gang related.
7. Hats, sweatbands, head bandannas, or any other head covering including hoods on a hooded sweatshirt are not to be worn inside the building during school hours. Unless designated as a "hat day"
8. Clean, neat and non-distractive hair style and color.
9. No lip, eyebrow, nose, labret, or tongue piercing.
10. No undergarment exposure.
11. No pajamas and or sleeping attire.
12. Pants will be worn at the waste line or above.
13. Spandex, leggings, tights, or other clothing similar in design are not to be worn alone. You must wear shorts, skirts, or shirts that are to your fingertips when your arms are at your sides if wearing any of the above.
14. Coats are not to be worn inside the building. Sweaters and light jackets are appropriate for cold days as rooms heat unevenly.
15. Skate shoes are not to be worn at school.
16. Sunglasses are not to be worn during the academic day unless prescribed by a doctor.

Telephone Usage

Any electronic devices that a student brings must remain with the power off and in the student's locker or backpack during the school day. Under no circumstances is a student to use their electronic devices during school hours.

Student Services

Breakfast/Lunch Programs

USD 387 Meal Charging Policy: The district's meal charging requirements are as follows:

- A charge account for Altoona-Midway students may be established with the district. Students may charge no more than \$20 to this account.
- Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of peanut butter, peanut butter alternative, or cheese sandwich and milk.
- At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy. If the debt is not paid within 10 days of mailing the final notice of the negative account balance it shall be considered bad debt for the purpose of federal law concerning unpaid meal charges.

- Payments for school meals may be made at the school. Students, parents, and guardians of students are encouraged to prepay meal costs.
- The district will provide a copy of this unpaid meal charges policy to all households at our before the star of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

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Offer versus Serve:

USD 387 participates in the National School Lunch and Breakfast programs. Our schools implement Offer vs. Serve. This means that a student may choose to refuse one or two of the five items served at lunch or one of the four items served at breakfast.

Free and Reduced Meals

Free and reduced meal prices are subject to completing application and approval of application. Contact the office for more information. Applications can be made anytime of the year as situations change.

Breakfast:

Breakfast service begins as soon as the first buses arrive approximately 7:30 a.m. The second round of service is at approximately 7:45 a.m. when the second bus group arrives.

Lunch:

Our lunch period is a closed lunch, therefore students are required to be in the cafeteria during the lunch period, whether they eat or not. Students may either purchase a hot lunch or bring their own lunch.

Menus will be listed on the USD 387 website and the district Facebook page.

Lunch and Breakfast prices:

	Regular Pay	Reduced	Adult
Breakfast	\$1.55	\$.30	\$2.30
Lunch	\$2.25	\$.40	\$3.85

Extra Milk and Afternoon Milk

Extra milk and afternoon milk are an extra cost and not covered through the free and reduced lunch program. If parents do not wish for their child to have extra or afternoon milk they need to contact the school.

Cost for extra milk: \$.40

Statement of Non-Discrimination:

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complain of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Guidance

Chelcey Sexton, K-12 Counselor, is available to assist students with personal concerns. From her, students may receive information about community resources to address personal concerns. Students who wish to meet with the counselor should make an appointment.

Library Books

Students are allowed to check out library books. Once a student checks out a book, it becomes his/her responsibility. Lost or damage books will be paid for by the parents /students.

GAAC Sexual Harassment

USD 387 Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts against discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment associated with the school is prohibited, whether or not the harassment occurs on school grounds.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant to the extent possible, confidentiality will be maintained throughout the investigation of a complaint. (The complete policy may be viewed at the Central Office.)

GAACA Racial Harassment: Employees/Students

USD 387 Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in USD 387. Racial harassment of employees or students is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events, whether or not the harassment occurs on school grounds.

Violations of district policy by any employee shall result in disciplinary actions, up to and including termination. Complaints received will be investigated promptly, and to the extent possible, confidentiality will be maintained. False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

(The complete policy may be viewed at the Central Office)

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

The board of education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

- "Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- "Mechanical Restraint" means any device or object used to limit a student's movement.
- "Physical Restraint" means bodily force used to substantially limit a student's movement.
- "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

GAAF Emergency Safety Interventions

Prohibited Types of Restraints

- All staff members are prohibited from engaging in the following actions with all students:
 - Using face-down (prone) physical restraint;

- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a license healthcare professional for treatment of a medical or psychiatric condition; and Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position.

Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

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

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

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal shall review the documentation of ESI students with appropriate staff members to consider the appropriateness of the use of ISI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

Weapons Policy

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, functions or event. This policy shall include any weapons, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by case basis under the provisions of JDC (Probation) Student violating this policy shall be referred to the appropriate law enforcement agency (ies) and if a juvenile to SRS.

As used in this policy, the term “firearm” means any weapon (including a starter gun) 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 such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term “destructive device” means 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 one-quarter ounce, mine, or other device similar to any of these devices. Weapon or firearm mean any object, material or substance which in the manner it is used, designed to be used, or intended to be used, is capable of producing death or bodily injury.

Examples of weapons include, but are not limited to:

- firearms—loaded or unloaded—including BB guns and pellet guns
- knives of any length or style
- brass knuckles, or other objects placed on the fist
- nunchucks or any other martial arts weapon
- slingshots
- bludgeons, including any instrument intended to strike another person

Weapon also means any object which is generally used for nonviolent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its intended or threatened use.

- rocks, bottles or cans
- chains
- shoes, belts, belt buckles
- aluminum or wooden ball bats
- ropes
- mace or similar noxious chemical substances used in a threatening or improper manner

Facsimile or replica of a deadly weapon is considered under this policy if used in a threatening, intimidating, violent or improper manner.

Examples of facsimile or replica weapons, but not limited to:

- water pistols
- cap guns
- any “look-alike” weapon

Elementary Technology Handbook (K-5th Grade)

INTERNET POLICY

Altoona-Midway Elementary School has the ability to enhance your education through the use of technology connected to the internet. You will be able to communicate through electronic mail and Internet. Internet allows you the opportunity to reach out to many other people, share information, learn concepts, etc.

With this educational opportunity also comes responsibility. It is important that you read the policy below and discuss it with your parents. When you are given a password and allowed to use the computers, it is extremely important that you keep that password secret and should under NO circumstances let anyone else use your password. Students are responsible for all actions that occur on their account(s). Hardware, software, and all computer media will be treated with respect by users. Inappropriate use is described below but is not limited to those items. Teachers, administrators, and the system administrator are all considered enforcers of this policy.

iPads will be assigned to each student and they will only be allowed to use the iPad assigned to them. If their iPad needs to be repaired, a loaner device may/may not be available for them to use.

In the event that iPads needs to be sent home for remote and/or hybrid learning, each student and their parent/guardian WILL be responsible for the device and all accessories in the event of damage/loss. If there is damage and/or loss, they will be responsible for the repair/replacement cost through our repair services and vendors.

Users shall not:

- Use the Internet to access and/or send offensive or objectionable material or messages. The Miller definition of obscenity will be used as a basis for judgment and may be obtained from the system administrator.
- Use the Internet for any illegal activity
- Attempt to infiltrate/access the district's computing systems and/or damage the software components
- Plagiarize, regardless of whether it is print or non-print media
- Share their password with anyone or leave their files open or unattended
- Install/use copyrighted software, files, or shareware on district computers
- Download files to the hard drive or network without prior approval of the system administrator
- Have expectations of confidentiality for E-Mail messages which are subject to review at any time
- Use e-mail for commercial, political or religious purposes

Receiving Your iPad

iPads will be distributed, within each classroom, at the beginning of each school year to students in the elementary building. iPads in the elementary school will remain in each classroom. Parents and students must sign and return the Student Pledge documents and pay the technology usage fee before the student can use an iPad or other district provided technology. In order for this endeavor to be successful, it will take a joint effort between the students, staff, and parents.

Taking Care of Your iPad

Technology Usage Fee/Responsibilities

- Students will be charged a \$20 non-refundable technology usage fee at enrollment time. In the event that an iPad or accessory suffers damage in the hands of a student or due to student misuse, students/parents will be held responsible for the repair or replacement of what was damaged. Instances of damage and misuse will be handled on an individual basis by administration.
- The iPad is school property and all users will follow this policy and the USD #387 acceptable use policy for technology.
 - Only use a clean, soft cloth to clean the screen, no cleansers of any type.
 - Cords and cables must be inserted carefully into the iPad to prevent damage.

- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of USD #387 Altoona-Midway.
- **Screen Care**
 - The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not put unnecessary pressure on the top of the iPad.
 - Do not place anything near the iPad that could put pressure on the screen.
 - Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any type of liquid or water to clean the screen or iPad.
 - Protective screen covers should be left on at all times

Using Your iPad at School

iPads are intended for use at school each day:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Appropriate music may be allowed on the iPad.
- Ear buds/headphones must be provided by the student and may be used in the classroom based upon individual teacher approval.
- Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability. Students will be given information and instruction on printing with the iPad at school.

Personal Health & Awareness

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every 15 minutes.
- Do not provide personal information (home address, home phone number, information about family members, etc.) to anyone over the Internet.
- Do not share your passwords with anyone.

Internet Access & Filtering

The school provides Internet filtering, but it cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet.

Software on iPads

- **Originally Installed Software**
The apps and operating system originally installed by USD # 387 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades. Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.
- **Inspection**
Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.

Acceptable Use

The use of the USD #387 technology resources is a privilege, not a right. The privilege of using technology resources provided by the Altoona-Midway School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Altoona-Midway School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. **Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

Parent/Guardian Responsibilities

- Share in your child's excitement about this great opportunity for learning
- Learn along with your child as they use this instructional tool to prepare for their future in the 21st century.
- Monitor your child's appropriate Internet use and adherence to Internet guidelines. Parents should ensure that your child adheres to Internet guidelines established at home and at school
- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities are to:

- Provide Internet and Internet filtering.
- Provide network data storage or cloud storage alternative. (These will be treated similar to school lockers. Altoona-Midway School District reserves the rights to review, monitor, and restrict information stored on or transmitted via Altoona-Midway School District owned equipment and to investigate inappropriate use of resources.)
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

Students are responsible for:

- Using iPads in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping Altoona-Midway School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Securing their iPad after they are done working to protect their work and information.
- Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- Not sharing the passwords they are given for different accounts with others.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Changing iPad settings in an effort to circumvent the filtering system.
- Downloading inappropriate apps.
- Using proxy sites to bypass web filtering.
- Videoing or taping on school property (not permitted unless it is related to a school assignment)
- Emailing or chatting during class when not related to a school assignment.
- Threats and/or cyber bullying of any kind.
- Spamming-Sending inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Vandalism to your iPad or another student's iPad.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

Student Discipline

If a student violates any part of the above policy, he/she may be subject to disciplinary steps, up to the practice of not having access to their iPad.

iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number and Altoona-Midway District identification number.

School Rights

- USD 387's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 387. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 387 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 387 technology.
- USD #387 Altoona-Midway reserves the right to define inappropriate use of technology.

Student Pledge for Technology Use

- I will take good care of the iPad (or other technology) I am using in my classroom.
- I will never leave the iPad unattended on the edge of my desk.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by keeping it in a protective case.
- I will use my iPad in ways that are appropriate, meet AMES expectations, and are educational in nature.
- I will not place decorations (such as stickers, markers, etc.) on the iPad.
- I will not deface the serial number.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the Altoona-Midway School District.
- I will follow the policies outlined in the *Student Handbook* at all times.
- I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the above documents including the Acceptable Use Policy and the Student Pledge for Technology Use.

Student Name (Please Print): _____

Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____