

*USD #112 Elementary  
Student Handbook*

*2020-21*



# U.S.D. 112 CENTRAL PLAINS

## MISSION STATEMENT

*Unified School District #112, in partnership with home and community, is dedicated to motivate, challenge, and educate students to become responsible, productive citizens in a diverse, global society. The district will provide educational experiences in a nurturing, student-friendly environment, which will empower each individual to achieve his/her greatest potential.*

## **Equal Employment Opportunity and Notice of Nondiscrimination Applicable to All District Programs and Activities**

Unified School District No. 112 shall hire all employees on the basis of ability and the needs of the District. Unified School District No. 112 is an equal opportunity employer.

Unified School District No. 112, Ellsworth County, State of Kansas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Superintendent of USD No. 112  
District Office,  
P.O. Box 168  
600 South Main Street  
Holyrood, Kansas 67450  
[785-252-3695](tel:785-252-3695)

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# WELCOME

Dear Parents and Students,

Learning is an exciting life-long endeavor, and at Wilson and Central Plains Elementary we are proud to continually strive to create positive educational experiences. On behalf of the faculty and staff, it is our pleasure to welcome you.

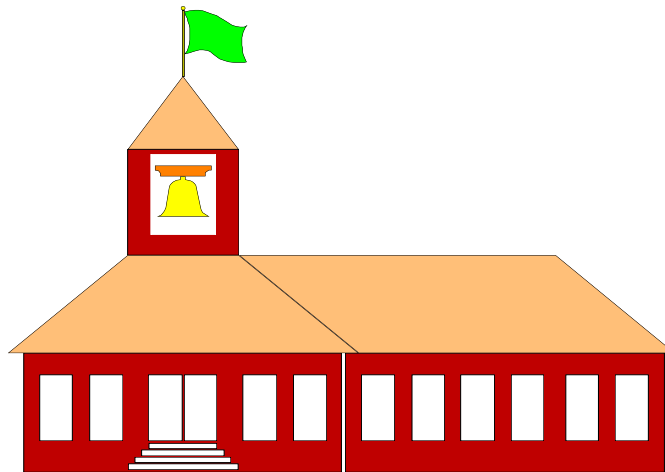
The purpose of this handbook is to inform you of some of the policies, practices, and related information concerning our elementary schools. An attempt has been made to provide information that will be helpful to you; however, please realize that the answers to all questions may not be found in this handbook. In the event you cannot find an answer in the handbook, feel free to contact us.

This handbook is merely a guide and it should be realized that many of its provisions could be supplemented at any time by the administration.

Thank you for being a part of our learning community. We look forward to working with you.

Sincerely,

Adam Niedens, Wilson Principal  
Jane Oeser, CPES Principal



## **ABSENCE/TARDY**

The staff and administration believe regular attendance in school is of extreme importance. Students should make every effort to be in school each day that school is in session. **If a student is absent from any part of the school day due to illness or an unexcused absence, he/she may not be able to participate in evening activities.**

EXCUSED ABSENCES--are granted in case of illness of the student or members of the immediate family. Two days are allowed to make up work for each day of absence due to illness.

Contact the school office **by 9:00 a.m.** if your child is absent. Messages can be left on the school's answering machine during non-school hours. If your child is not in attendance, and the school has not received parent/guardian notification, the absence may be recorded as unexcused. Contact by parent/guardian does not automatically excuse the absence. The building principal has the discretion to excuse or unexcuse the absence. As the parent, you have the right to appeal an unexcused absence in writing. For the safety of the child, an attempt will be made to contact the parent. **If the school initiates this contact, the absence may be recorded as unexcused.** Any absence that is verified by a medical or legal note will not count towards truancy reporting. Please bring back medical or legal verification from any medical or legal appointment to the school office. When leaving early from school, parents are asked to notify the office in advance so assignments can be given to the child. If advanced notice isn't given the child may receive zeros for the missing assignments. One-day notice would be the best, as this would give the teacher(s) time to get the assignments ready.

Excused absences will also be granted for other legitimate purposes. Arrangements for such absences should be made at least one (1) day (24 hours) in advance with the principal or secretary. Make up work for these absences are due upon return.

UNEXCUSED ABSENCES--are those whereby the student is absent from class or school without the knowledge or consent of parent or administration. Students will be asked to make up all missed work but may not receive credit.

- \*Parents may be requested to meet with the principal to discuss excessive or unexcused absences or tardies. An attendance contract may be drawn up between the parents, student, and principal. A doctor's note may be required in order to excuse the child, if excessive absences have occurred.
- \*Students having 3 consecutive unexcused absences, any 5 unexcused absences in a semester or 7 unexcused absences in a school year, whichever comes first will be considered truant and reported to the proper authorities.
- \*Students that are tardy should report to the office.

## **ACCIDENTS**

When a student under the supervision of a teacher/coach is injured or involved in an accident, the supervising employee must report the accident to the principal, school nurse and/or secretary. An accident report must be completed by the teacher/coach with the following information supplied; the nature of the injury, time, date, place of the accident or injury, and the specifics of how the accident or injury occurred.

### **ADMISSION REQUIREMENTS/ENROLLMENT**

Students enrolling in the district for the first time must provide proof of identity as required by Kansas State Law. The acceptable document is a state certified birth certificate. If proper identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law. A pre-entrance health assessment (physical) conducted within six months prior to enrollment shall be required for each child. Every student up to the age of nine years who has not previously enrolled in any school in Kansas, prior to admission and attendance in school, shall present to the school office the results of a health assessment (physical) which shall have been conducted within twelve months of school entry by a nurse who has completed the KDHE training and certification or by a physician or by a person acting under a physician's direction.

Non-Resident/Out of District students are those who do not meet the qualifications to be considered a resident student. Requests to attend school in the district will be handled on an individual basis with final determination to be made by the building administration.

### **ATTENDANCE**

By the Compulsory School Attendance Law, K.S.H. 72-1111, all students must attend school on a regular basis between the ages of 7-18 years.

### **BREAKFAST/LUNCH**

For those individuals who want breakfast, it will be served between 7:30 and 8:05. No more than five (5) charges may be made on a student's lunch account. After the fifth charge, if no payment is received, a sandwich and milk may be served to the child.

### **BREAKFAST/LUNCH RULES**

1. Talk quietly at your table.
2. Use good table manners.
3. Please don't share food.
4. Pick up around your chair and table.
5. Sit properly on your chair.
6. Keep your hands and feet to yourself.
7. Pop or soft drinks are not allowed.
8. Assigned seats may be given by the principal.

### **BULLYING BY STAFF (GAAE)**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

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.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

### **BULLYING (JDDC)**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. **Online reporting forms will be available on each school’s webpage.**

## **BULLYING BY PARENTS (KGC)**

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. This policy and the district bullying plan will be posted on the district’s website and copies of such documents shall be made available to parents of current students upon request.

## **BUSSING**

If your child needs to ride a different bus other than the assigned bus a written note or telephone call from the parent to the office is required. A note will then be given to the driver.

## **DRESS AND APPEARANCE**

The board advocates a dress code for all students attending the district’s schools during the school day and while representing the district in an activity. For students, personal grooming and dress is an individual responsibility and subject to the restrictions and limitations imposed by parents. The district’s dress and appearance rules will serve as guidelines for students and parents in interpretation of what is appropriate school dress and appearance. The following rules are intended to reflect the district’s desire that clothing be appropriate for school wear: Teachers are requested to enforce the dress code regulations. If a conflict occurs, please notify the administration.

1. Proper footwear shall be required.
2. Caps and/ or head coverings are not to be worn during the school hours.  
Caps and/ or head coverings should be left in the locker.
3. A student’s dress or appearance shall not present a danger to his/ her physical health or safety, or the physical health and safety of others.
4. A student’s dress or appearance shall neither be obscene or indecent. It shall not contain implied indecent meanings or messages that promote alcohol, tobacco, other drugs, and racial or sexual harassment.
5. A student’s dress or appearance shall not present a distraction to the educational process. This includes revealing clothing for both males and females. The torso must be covered, including the midriff and underwear must not show. Examples of inappropriate dress include, but are not limited to, spaghetti strap tops, slant tops, low cut tops, etc.
6. The appropriateness of dress and grooming is the final decision of the principal. In these instances, the school will assume its delegated authority to protect the physical health, safety, and well being of the students and to preserve its intended purpose as an educational institution. Students representing the district in an elective activity, apart from the required school program, will be expected to adhere to the dress and appearance requirements set forth by the coaches and sponsors of the activity.



**EMERGENCY PREPAREDNESS**

State regulations require periodic drills to be held for fire and emergency preparedness. All classes, students and teachers are expected to participate in these exercises and treat them as real occurrences.

If at any time a parent/guardian feels that the road conditions in his/her area are unsuitable for travel, they are encouraged to keep the child at home and call the office by 9:00 am.

The following procedures will be used when inclement weather conditions prevail. All announcements pertaining to school closings, late starts or early dismissals, etc., because of hazardous weather conditions, will be directed from the District Office. The superintendent will call the building principals, the bus drivers, and the lunchroom supervisor. The District Office will make every effort to have the announcement made on the 6:30 a.m. news by the following stations:

<b>TOWN</b>	<b>RADIO</b>	<b>AM</b>	<b>FM</b>	<b>TV STATIONS</b>
Salina	KSAL	1150		KSNW Ch. 2 / 22
Great Bend	KVGB	1590	104.3	KAKE Ch. 10
Great Bend	KZXL		107.9	KWCH Ch. 12
Great Bend	KHOK		100.7	
Russell	KRSL	990	KCAY 95.9	

**EMERGENCY PREPAREDNESS**

The building principals will be responsible to contact their building staff.

The above procedures will be followed whenever conditions allow. Because of changing weather conditions, there may be times when the above procedure cannot be followed.

**Parents are asked to make certain that children are dressed for the demands of the weather in case of unforeseen difficulties involving bus transportation.**

**EMERGENCY SAFETY INTERVENTIONS (GAAF)**

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. 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. This policy can be found on our district website at [www.usd112.org](http://www.usd112.org).

**EMERGENCY PREPAREDNESS DRILLS**

Emergency preparedness drill procedures will be posted in each classroom by the door. Teachers will also cover these procedures with their students at the beginning of the school year.

### **FREE & REDUCED LUNCHES/BREAKFAST**

Free or reduced lunches and breakfasts will be available for those who apply and qualify under federal guidelines. Guidelines and applications are available to each family. For those who want to apply for free or reduced lunches:

- 1) Only one application is needed regardless of how many children you have in any of the district's schools.
- 2) The application should be completed accurately, in full, and given to the building principal.
- 3) You will be notified within 10 days from the date it is received by the school whether the application was approved or disapproved.
- 4) Recipients of free or reduced lunches & breakfasts are kept in confidence.

### **HEALTH SERVICES**

The school nurse will maintain all health records, as well as name of family doctor, hospital choice, emergency telephone number(s), in case of illness or injury. If the parents are not available, then the person designated to be called in an emergency will be contacted. Be sure to keep the school notified of any changes in telephone numbers, addresses, places of work, and emergency contacts.

Students should not be sent to school when they are ill. This includes a vomiting, diarrhea, sore throat, fever, **(temperature should be normal for 24 hours, without fever reducers, (Tylenol, Ibuprofen) before returning to school)** skin eruption, or other signs of illness. If you have questions on this matter, we ask that you call the school nurse.

The school nurse will conduct vision and hearing screenings throughout the coming school year for students. Hair/scalp checks are also done as needed for head lice. Parents will be promptly notified by phone and/or mail if any problems are detected during these screenings. If only nits are found youth may stay in school until the end of the day. Child will need to be treated and may return to class after appropriate treatment has begun. If lice are found, the child will be sent home. Youth will be treated and lice removed prior to returning to class. The school nurse will perform hair/scalp checks after treatment to monitor progress.

Parents may request at any time for their child to have additional rechecks for vision and hearing if they have a concern.

The teachers and school nurse would appreciate help from the parents in providing health information regarding allergies, medication, illness or emotional problems. This information will be most helpful to the school so that the best possible learning environment can be provided for each individual student. Please feel free to visit with the teachers and the school nurse at enrollment or throughout the school year as concerns may arise.

## **HEALTH SERVICES, Con't**

**Medication Policy: When it is necessary for a student to take a prescription medication at school, a signed form from the doctor and a parent are required. School personnel have no authority to give medicine without written permission from both the prescribing physician and a parent.**

The entire medication policy is available from your school principal, but a brief overview of major emphases in current policy follows:

1. Where prescription medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication for students, but written permission to do so must be provided by the medical prescriber and the parent. The District form, Permission for Medication, is available from the school nurse and on the district's website.
2. Medication must be provided in the original container, properly labeled and properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.
3. Any change in type of drugs, dosage and/or time of administration must be accompanied by new physician and parent permission signatures and newly labeled pharmacy container.

**Note: For "over-the-counter" (non-prescription) medications, written permission from the parent is required. The parent must provide the medicine in the original, properly labeled container.**

## **IMMUNIZATIONS**

The state law requires that all children entering Kansas schools for the first time shall provide the superintendent or his designated representative with proof of immunization of certain diseases according to law. Students who fail to provide said documentation as required by law may be suspended from school by the superintendent or his designated representative until proof of immunization is given to the appropriate administrator. Notice shall be given to the parents/guardians as prescribed by law K.S.A. 72-5209

The appropriate principal shall forward evidence of compliance with health tests and the inoculation to other schools when requested by parents.

Kansas State Immunization Law and School Board Policy requires all students in grades Pre-K-12 to have completed or be in the process of completing state required immunizations before attending school. Immunizations are not required by law if a doctor signs an annual statement that the immunizations will seriously endanger the student's health or if a parent/guardian signs a statement that the child is adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations. 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. On or before May 15<sup>th</sup> of each school year, the school board 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 any policy regarding the implementation of the provisions of this act adopted by the school board. The law requires all students in grades PK-12 to be fully immunized against tetanus, diphtheria, pertussis; measles, mumps, rubella; chicken pox; poliomyelitis; Hepatitis A; Hepatitis B; Hib (haemophilus influenza B), Prevnar (pneumococcal conjugate) and Meningitis.

### **MODIFICATIONS OF MEALS**

A student needing modification of meals at school due to a disability, food allergy intolerance or other medical condition that does not rise to the level of a disability must have a Medical Statement to Request School Meal Modification form filled out and on file. This form can be found on the Kansas State Department of Education website or obtained from school. This must be filled out and signed by a medical authority authorizing modification annually PRIOR to the start of school year.

### **PARTIES (Invitations)**

Invitations to birthday parties, slumber parties, etc. are not to be handed out during school hours unless the entire class is invited. Students must get permission from their teacher before handing out the invitations.

### **PLAY DAY**

An elementary school play day **may** be held in the spring.

### **PRESCHOOL**

A three-year-old program will be offered at Central Plains-Holyrood (Monday and Tuesday -12:40-3:35 p.m.) and at Wilson Elementary (Wednesday and Thursday – 12:30-3:20 p.m.).

The four-year-old preschool class at Wilson Elementary will meet Monday through Friday from 8:00-11:15 a.m.

The four-year-old preschool class at Central Plains –Holyrood will meet Monday through Friday from 8:15-11:10 a.m. & 12:40-3:35 p.m.

Children must be three years of age for the PK3 program and four years of age for the PK4 program on or before August 31 in order to attend the preschool programs.

### **PROGRESS REPORTS/REPORT CARDS**

Report cards will be sent home with the children after each nine weeks period. Progress reports will be sent home midway through each nine-week period beginning with third grade.

### **RACIAL HARASSMENT (JGEC-A)**

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 or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contract with the 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. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

## **RACIAL HARASSMENT (JGEC-A), Con't**

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with, or limits, the ability of the student to participate in, or benefit from, the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in, or benefit from, the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district superintendent. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute harassment, may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident immediately to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD) To the greatest extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

## **RACIAL HARASSMENT (JGEC-A), Con't**

The filing of a complaint or otherwise reporting racial harassment shall not reflect negatively upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to, and including, expulsion for a student or termination of employment for an employee. False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

## **RETENTION**

In general, children will be placed at the grade level where they are best adjusted academically, socially, physically and emotionally. Ideally, retention should be considered when the child is in the lower grades, PK-1. The teacher makes the recommendation, but the decision will ultimately be up to the parents/guardians.

## **RULES (BUS)**

Parents have the responsibility of supervision until their child boards the bus in the morning, and after the child leaves the bus at the end of the school day. Once the child boards the bus, he/she becomes the responsibility of the school district, and is subject to school rules and regulations. Rules and regulations are a necessity for pupil safety, which is what the district is most concerned about. In cases when a child does NOT conduct himself/herself properly on the bus, the driver is to bring this matter to the attention of the principal immediately upon arrival at the school building. A bus discipline referral will be filled out and action will be taken.

### **ACTION TAKEN:**

**1st Offense: “Warning,” the student is on “probation.” Future incidents will result in consequences**

**2nd Offense: The student may be denied the privilege of riding the school bus for up to \_\_\_\_\_ school attendance days.**

**3rd Offense: The student and his/her parent/guardian may need to meet with the principal. The student may be denied the privilege of riding the school bus for a period of \_\_\_\_\_ school attendance days.**

\*If a first offense is serious enough to warrant consequences, a student may lose bus privileges immediately.

1. Stay in your seat and face forward with feet on the floor while the bus is in motion.
2. Students must use seat belts on busses that are equipped with them.
3. Keep all parts of your body and all objects inside the bus. Do not yell or stick your head out of the bus when windows are down.
4. Keep hands, feet and objects to yourself.
5. Do not bring glass containers or sunflower seeds onto the bus.
6. Eating or drinking on the morning or afternoon route will be allowed with the permission of the bus driver.
7. Be on time – the bus can only wait 1 minute.
8. Students will not litter, write on, or damage the bus in any way. Before leaving the bus, pick up trash, close window, and clean your area.
9. Students will not curse, swear, or talk loudly, make rude gestures or tease anyone, or make threats on the bus.
10. Students will not bring harmful objects (animals, weapons, dangerous toys, etc.) onto the bus.
11. Students will exit the back door only during an actual emergency. Always keep the aisle clear.

### **RULES (PLAYGROUND)**

1. Children **MUST** stay on the playground.
2. Playground ropes are only for jumping rope.
3. Throwing of snowballs, rocks, etc. is not allowed.
4. Swing in the swing as it was intended. (back and forth)
5. Only push another student from behind.
6. Do not jump out of swing.
7. On the slide, sit down, with feet first.
8. Do not walk up the slide.

### **RULES (SCHOOL)**

1. Walk quietly in the building, do not disturb others or classes that are in session.
2. Treat others with respect.
3. Respect the property of others as well as the schools property.
4. No abusive or foul language allowed.
5. Dress appropriately for school, weather and activity.
6. Follow safety rules in and around the building.
7. Gum, sunflower seeds, etc., are not allowed in school.

The following are some examples of unacceptable behavior:

1. Excessive tardiness
2. Harassment of fellow students
3. Destruction of school property
4. Lack of cooperation
5. Rude, discourteous, defiant, etc.
6. Bully type of behavior
7. Fighting
8. Stealing and cheating
9. Excessive talking in class

### **RULES (SUSPENSION)**

The following rules apply for an In-School Suspension:

1. Student has no contact with his/her classmates.
2. Suspended student will be responsible for all class assignments.
3. A substitute teacher may or may not be hired for the student on suspension. The decision will be based on the rule violation.

The following rules apply for an Out-Of-School Suspension:

1. Student has no contact with his/her classmates.
2. Parents must meet or visit with the principal.
3. Suspended student will be responsible for all class assignments.
4. No substitute teacher will be obtained for a student on an out-of-school suspension.

## **SCHOOL HOURS**

**CPES:** PK3 year olds – (Monday & Tuesday) – 12:40-3:35 p.m.  
PK4 year olds – (Monday-Friday) 8:15-11:10 a.m. & 12:40-3:35 p.m.  
Elementary -- 8:15 a.m. - 3:35 p.m.

**WES:** PK 3 year olds (Wednesday & Thursday) – 12:30-3:20 p.m.  
PK 4 year olds (Monday-Friday) – 8:00-11:15 a.m.  
Elementary – 8:00 a.m.-3:20 p.m.

Students are asked to not be in the building after school hours, unless they are under direct supervision of their teacher.

## **SEXUAL HARASSMENT (JGEC)**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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 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 sexually 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.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term of condition of the individual's education; (2) submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to, verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified/classified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.



### **SEXUAL HARASSMENT (JGEC), Con't**

If the building principal is the alleged harasser, the complaint shall be reported to the district superintendent. The building principal or district superintendent shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN) Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may, or may not, constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute sexual harassment, may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report it immediately to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD) To the greatest extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect negatively upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to, and including, expulsion for a student or termination of employment for an employee. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

Sexual/racial harassment will not be tolerated in the school district. Harassment of students of the district by board members, administrators, staff members, students, vendors, and any others having business or other contact with the school district is strictly prohibited. The district encourages all victims of sexual/racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of harassment and take prompt, corrective action to end the harassment. Any student who believes that he or she has been subjected to harassment should report it to the building principal, another administrator, the counselor, or another certified/classified staff member. Any report not made in good faith or made with malice is also a violation of this policy.

### **STUDENT ATTENDANCE AT ACTIVITIES**

Unified School District No. 112 requests that all children up to the 6th grade be accompanied by and seated with their parents or a responsible adult at all school activities.

### **STUDENTS LEAVING THE SCHOOL (During school hours):**

Students will not be allowed to leave the school grounds with any person other than those legally responsible for him/her, unless we have been authorized by those legally responsible to release the student to that person. Parents or persons authorized to pick up a student at school must report to the office to sign out the student. The office will call the classroom to have the student come to the office.

### **TELEPHONE/ELECTRONIC DEVICES**

The telephone is for necessary business use of students, teachers, and other school personnel. We ask that students and teachers not be interrupted in their classrooms to answer the telephone, unless the message is of an urgent/important nature. Instead, the caller may leave his/her telephone number and/or message with the secretary. The students or teachers may return a telephone call at their first opportunity, or class break (recess, lunch time, etc.)

Students' telephones will be allowed in the building; however, they may not be seen or heard before or during school hours unless given direct permission by the instructor.

### **TOBACCO**

The use and/or possession of tobacco products or facsimile thereof (including e-cigarettes, JUULs, Vape Pens, or other similar materials, products or devices) and/or their accessories, is prohibited at all times in, or on, all district-owned, leased, personal or real property, including all school events. Possession will result in law enforcement notification for students under the age of 18 and may result in suspension or expulsion.

### **VALUABLES/OTHER ITEMS BROUGHT FROM HOME TO SCHOOL**

Items, such as toys, sports equipment, electronic games, etc., should not be brought to school except with prior permission from the teacher. If brought without permission, and causing a distraction, it may be taken from the student and kept in the office.

### **WEAPONS (JCDBB / JCDBB-R)**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon, except with prior administrative approval (see BOE policy or specific definitions).

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar 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.

Any student who uses an article that is not commonly used or designed to inflict bodily harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm shall be subject to immediate suspension and possible expulsion.

Board policies relating to a Weapon Free School will apply and students may be subject to suspension or expulsion from school in accordance with board policy, state and federal law.

