



Thunder Ridge Elementary School
Student Handbook 2022-2023

Thunder Ridge Elementary School
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Thunder Ridge will provide a challenging, progressive curriculum that is taught in a secure, cooperative environment and is managed by a highly qualified staff that is enthusiastic and compassionate. Our purpose is to educate all students academically, socially, physically, and emotionally, in order that they will achieve individual success and make constructive contributions to society. The product of our endeavors is competent graduates who meet or exceed established academic standards and who will continue to develop themselves and recognize the worth of each individual.

www.usd110.net

USD 110 District Mission Statement:

Regular and prompt school attendance is vital to a good education as well as to the development of responsibility and personal discipline. Regular attendance demonstrates respect of teachers and peers by minimizing the time used to help and student catch up after an absence. Opportunities for education and growth sometimes occur outside the school. USD 110 encourages you, with the guidance of your parents or guardians to evaluate these opportunities and take advantage of those that promote your personal development. Illness and family concerns may also require time away from school. Responsible use of this policy will give you and your parents a chance to arrange your priorities and provide for illness without the threat of disciplinary consequences. You must understand, however, that not every opportunity or need justifies an absence from school. We expect you to give school attendance priority over matters of personal convenience and desire. USD 110 will not excuse absences that serve no constructive purpose or which, regardless of the purpose, are excessive or general avoidable.

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ABSENCES & ATTENDANCE (Elementary School)

● ARRIVAL

School starts at 8:00 a.m. Our automatic door locks will unlock at 7:30 and lock again at 8 am. Students are to go the lunchroom when they arrive. **They are not to go into other parts of the building without a teacher's or the principal's permission.** The teachers will walk their students down to the classroom after the start of the day morning session. Children should arrive no earlier than 7:30 a.m. and will be counted tardy arriving later than 8:01 a.m. At 8:31, students will be counted absent for time missed. Tardiness should only occur under extreme circumstances. School doors will be automatically locked at 8:00. Students will need to be let in by office staff.

● ATTENDANCE POLICY

At Thunder Ridge Elementary School the day consists of four, quarter periods in which attendance is taken. Periods are as follows: 8-9:30, 9:30-11:15, 12:00-2:30, and 2:30-3:45. Absences (excused and unexcused) will be kept track of by quarters of a day.

Examples of Excused Absences

- Funerals
- Illness
- Medical appointments
- Family trips/activities - advance notice is to be given to the school and plan for work to be completed made
- Absences which a parent of the student requests in advance and which the principal feels will contribute in a substantial and educational way to the best interest of the student or the student's family

Examples of UNEXCUSED Absences

- Oversleeping
- Hair appointments
- Failing to call the school before 9:00 a.m. to notify them of an absence that day

**The administration realizes it is difficult to schedule appointments around school, but we request that parents make every effort to schedule appointments so their child misses as little school as possible.

**Exceptions for documented medical issues will be handled on a case-by-case basis by the principal. Doctor's notes stating the reason and duration of the absences will be required.

Parents/Guardian should notify the school by telephone if their child will be absent from school for **any** reason. This keeps the school informed about the health of the child and establishes good communication procedures so that both the home and the school know that the child is safe and where they are supposed to be.

● ATTENDANCE PROCEDURES

1. If a student is absent, the parent or guardian must contact the school between 8:00-9:00 a.m. on the day of the absence. The school office will contact the home after 9 a.m. to verify absence. **When this occurs, time missed will be marked as unexcused.**
2. Any illness of 4 consecutive days or longer will require a note from the doctor verifying the reason and length of the absence.
3. Students who know in advance that they are going to be absent are encouraged to advise the office one day in advance of the absence and make arrangements for make-up work with their teachers before they leave. **See Make-Up Work Policy.**
4. In the event of an unforeseen absence, parents and children must collect missed assignments so they can be completed. **See Make-Up Work Policy.**
5. A student may not leave school property during the school day unless parent contact is completed and permission is granted by school officials. All students who leave during the day must be signed out at the office by parents or guardians.

Regular and prompt class attendance by all children is strongly encouraged. Irregular attendance causes children to miss

important areas of information and results in an interruption in the learning process.

- EXCESSIVE ABSENCES

Attending school is currently the main job of your student. Attendance is necessary for effective learning, but it also teaches responsibility and creates habits that will carry them through school and life. We know things come up and students are required to miss school but we want to instill the philosophy with them now that school attendance is important.

The following chart will be followed for missed days and consequences per:

At 8 Absences/year	Attendance Alert Letter will be mailed to parents/guardians
At 14 Absences/year	Parent Conference will be held with principal and teacher
At 20 Absences/year	Second Conference to develop an attendance plan. Incompletes will be in place until all assignments are made up. See Make-up Work Policy

- TRUANCY POLICY

The Board of Education does not condone truancy for any reason and encourages all students to attend school on a regular and systematic basis. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. The superintendent of schools shall include in his annual report any information relative to truancy, which he feels should be called to the attention of the Board and to the community. The superintendent shall attempt to enlist the support and cooperation of the Kansas Social and Rehabilitation Services in dealing with the problems created by truancy. The superintendent of schools is authorized to report truancies to the administrative judge of the Kansas DCF (Department of Children and Families) for referral.

- MAKE-UP WORK POLICY

1. If the absence is excused or unexcused, the parent or student will need to get work from the teacher. Work not made up, even though the absence is excused, will be recorded as an incomplete until finished.
2. Advanced make-up work: if a parent knows of impending absence, assignments should be secured and work made up in advance. This is the parent's responsibility.
3. Missed assignments may be completed at home or in school during recess-at the teacher's discretion.
4. Students on Out-of-School Suspension (OSS) must have all work ready to turn in upon returning to school. It is the parent's responsibility to get work from the child's teacher.

- THUNDER RIDGE ELEMENTARY SCHOOL'S ATTENDANCE REWARD SYSTEM

To help encourage good attendance and to reward those students who maintain good attendance, the following reward system will be followed at TRES:

- o At the end of **each** quarter, all students with 2 days or less of absence and zero tardies will be recognized at morning opening with a certificate of attendance. Each quarter, the count will start over for **this** award.
- o At the end of each semester, all students with 2 or less days of absence will be recognized at morning opening with a certificate of attendance AND a gift card to Corner Corral. Each semester, the count will start over for this award.
- o At the end of the school year, students with Perfect Attendance will be recognized with a certificate.

BICYCLES

All bicycles should be parked in the designated area at the front of the building. No bicycles are to be ridden on the playground during school hours on school days.

BULLYING

● **BULLYING POLICY**

A. The Thunder Ridge School District has developed a plan to prevent bullying. Bullying is dangerous and disrespectful behavior that will not be permitted or tolerated.

The USD 110 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 in Kansas law.

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.

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' communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying may be posted on the district's website and copies of such documents shall be made available to parents of current students upon request.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under other sections of the discipline plan or a discipline policy. Some bullying behaviors may require a report to local law enforcement.

B. Bullying means any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows of or should know will have the effect of:

1. **Harming a student or staff member, whether physically or mentally;**
2. **Damaging a student's or staff member's property;**
3. **Placing a student or staff member in reasonable fear of damage to the student or staff member; or**
4. **Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or**

Any form of intimidation or harassment is prohibited by the USD 110 Board of Education in policies concerning bullying adopted pursuant to this section or subsection of K.S.A. 72-8205, and amendments thereto.

C. The following bullying policy was adopted by the USD 110 Board of Education at the regular meeting held on July 14, 2008:

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students 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 expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

“School vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

D. Each building in the Thunder Ridge School District will develop a character development program, as a way to encourage anti-bullying behavior that meets the following requirements:

1. A “Character development program” means a program which is secular in nature and which stresses positive character qualities.
2. “Character qualities” means positive character qualities which include, but is not limited to: honesty, responsibility, attentiveness, patience, kindness, respect, self-control, tolerance, cooperation, initiative, patriotism and citizenship.

E. The district will provide bullying training for all staff members each year.

F. Each building will gather bullying data and report the results to the Board of Education at the end of each school year. The data may be gathered from the following sources:

1. Bullying Discipline Referrals
2. School Climate Surveys

G. Students may report any bullying incident to any adult employee of the Thunder Ridge School District. Once they have received a report from a student, the employee is to promptly contact the principal of the building and inform him/her of the complaint. Once a report has been made, it is the responsibility of the building principal or his/her designee to investigate the incident, and act according to the policies of the Thunder Ridge School District.

● CYBERBULLYING

Cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technology or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. Once adults become involved, it is plain and simple cyberharassment or cyberstalking. Adult cyberharassment or cyberstalking is NEVER called cyberbullying.

The methods used are limited only by the child’s imagination and access to technology. A child may be the cyberbully one moment may become the victim the next. The kids often change roles, going from victim to bully and back again.

Cyberbullying is usually not a one time communication, unless it involves a death threat or credible threat of serious bodily harm. Kids usually know it when they see it, while parents may be more worried about the lewd language used by the kids than the hurtful effect of rude and embarrassing posts.

Cyberbullying may arise to the level of a misdemeanor cyberharassment charge, or if the child is young enough may result in the charge of juvenile delinquency. Most of the time the cyberbullying does not go that far, although parents often try and pursue criminal charges. It typically can result in a child losing their ISP or IM accounts as a terms of service violation. And in some cases, if hacking or password and identity theft is involved, can be a serious criminal matter under state and federal law.

BUS RIDING POLICY

USD 110 provides bus transportation for all rural students to and from school. Students who take the shuttle bus from Agra to Kensington must catch the bus prior to its departure or parents will be responsible for transportation. The shuttle buses normally leave around 7:40 a.m.

Elementary students regularly riding the school bus to and from school must ride the bus home from school unless picked up by a parent/guardian. If the parent/guardian wishes their child picked up by another adult they should notify the principal's office. Bus students are not to ride home with other students that are not siblings unless there has been a written or verbal request to the principal's office and that request has been approved.

BUS RULES FOR STUDENTS

Pupils are under the authority of the bus driver when transported to and from school and to and from activities. Refusal to obey the bus driver and the rules listed below will make the students liable to be reported to school officials and disciplined accordingly.

1st Offense: Written Warning is given to the student. The warning removes the student from bus privileges until the form is signed by the parent. The form should be given to the bus driver before entering the bus the next day.

2nd Offense: The student will be removed from the bus for one day and/or placed in ISS for one day.

3rd Offense: The student will lose bus-riding privileges for 5 school days.

4th Offense: The student will lose bus-riding privileges for 10 school days.

5th Offense: The student will lose bus-riding privileges for 20 school days.

6th Offense: Bus privileges will be suspended for the rest of the year.

**Steps may be skipped if the behavior warrants.*

- Pupils must be on time for the bus both morning and evening.
- Pupils must make sure the road is clear before crossing to the bus.
- Pupils must occupy the seats assigned to them by the bus driver or school official.
- Pupils must not extend their hands, arms, heads, or bodies out window or doors. Pupils must not leave the bus on the way to school or an activity without permission of the driver. The driver can give such permission except in the case of personal emergency or the pupil, or request of the pupil's parent, teacher, or guardian.
- Pupils will be permitted to converse in a normal tone, but loud and obscene language is prohibited.
- Pupils are never allowed to smoke, chew, or have alcoholic beverages on the bus.
- Pupils must not open or close bus windows without permission of the bus driver, nor shall they regulate or operate any part of the bus.
- Pupils must cooperate in keeping the bus clean, and must not damage the bus. Students shall not throw objects in or out of the bus, and not mar or deface the bus.
- With the exception of books, musical instruments, and gym equipment, pupils shall not transport anything without the permission of the driver.
- Pupils must be courteous to the driver and fellow pupils.
- Positively no extra riders without explicit permission from school officials.
- Absolutely no fighting of any kind.
- Absolutely no standing on the bus when it is in motion.

COMPUTERS

Each elementary student will receive instruction in the computer lab each day. The instruction will be in the academic areas of reading, writing, mathematics, social studies and science. Keyboarding skills will also be taught. Students **are not** allowed to bring their own computers, iPads, Ipods, or other electronic devices to school.

DISCIPLINE

PHILOSOPHY: The word "discipline" is derived from the word "disciple" which means, "to teach." The purpose of these discipline and attendance policies is to ensure a safe, child-centered learning environment, which is free of disruption. These policies involve parents, community members, and school personnel in the process, and hold students accountable for their

behavior. The goal of USD 110 is to develop those traits known as the Six Pillars of Character counts: Caring, Respect, Fairness, Citizenship, Trustworthiness, and Responsibility.

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintain an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment. This policy shall include circumstances related to racial harassment and racial discrimination and how each are related to student to student, student to school personnel, and school personnel to student incidents.

DISCIPLINARY REFERRAL PROCESS:

1. It is acknowledged that all staff members share in the responsibility for enforcing the discipline policies and creating an environment conducive to learning. All referrals shall be made in writing.
2. The principal and/or his/her designee shall conduct and document a confidential investigation to determine whether or not to proceed with charging the referred student with a violation of policy.
3. In investigating a referral, the administrator or designee shall interview witnesses as appropriate and necessary.
4. In processing disciplinary referrals, the administrator or designee shall utilize, as appropriate, Character Counts-focused counseling with students.
5. All disciplinary policy consequences described below accumulate throughout the school year unless otherwise specified. Parents will be contacted regarding each offense.
6. Any/all unlawful items shall be confiscated and will be turned over to a law enforcement agency as soon as possible.

● **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. A written or oral statement of the charges
 - b. If the student denies the charges, a summary of the evidence against the student will be presented.
 - c. The student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

● **EXPULSION PROCEDURES**

When a principal (designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at the expulsion meeting conducted by the superintendent of the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right of an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take an action found to be appropriate, and give notice of the action taken to the student and the student's parents.

- **IN-SCHOOL SUSPENSION**

In-School Suspension is used primarily for disciplinary situations. In-School Suspension involves removing a student from the mainstream of school activity and assigning him/her to a strictly supervised and restricted classroom.

The student assigned to In-School Suspension will be allowed to complete work (assignments, tests, etc.) for credit. The student cannot receive credit for participation in class lectures and discussion, or lab situations that are missed due to the ISS assignment. Teachers may send tests or other assignments to students to be completed during the ISS time, but they are not obligated to do so.

Students assigned to one period of ISS-Teachers may send students to ISS room upon notification of the office for the class period, if warranted. The ISS supervisor will keep a log of students sent directly from one classroom for a one period suspension.

The suspended student must report to the ISS room at 8:00 a.m. Suspended students must bring a sack lunch or purchase a meal while on ISS. The lunchroom will have available a table assigned to ISS students. The students will be escorted to and from the lunchroom by the lunch duty teacher (or designee). Students in ISS are always responsible for completing assignments for classes missed

- **OUT OF SCHOOL SUSPENSION**

Out-of-School Suspension is for disciplinary purposes. Out-of-School Suspension involves removing a student from the school premises for a specified number of days. Out-of-School Suspension is used for more severe disciplinary issues and repeated offenses. Students placed in Out-of-School Suspensions are not allowed on school grounds during the suspension and are not allowed to be involved in any school activities during the suspension. Students on Out-of-School Suspension will not receive credit for work missed during the suspension.

ALL DISCIPLINE POLICIES APPLY TO BEHAVIOR THAT OCCURS WHILE ON SCHOOL PROPERTY, IN A SCHOOL BUS/VEHICLE, OR AT A SCHOOL ACTIVITY, BUS STOP, ATHLETIC OR SOCIAL EVENT.

- **WEAPONS IN SCHOOL POLICY** (School Year)

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, or use of weapons by students or unauthorized personnel in or around school property.

This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1995, 33 U.S.C. § 3351 (a) (1) and it is the intention of the Board that it be interpreted to conform to provisions of the referenced laws.

Definitions:

Weapon: For purposes of this policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "look-a-like" object that resembles an object that has a potentially violent use, if under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

Firearm: For the purposes of this policy, and for purposes of compliance with Federal Gun Free Schools Act, a "firearm" is defined as 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; and firearm muffler or firearm silencer, or any destructive device.

Prohibitions: It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

Enforcement: This policy shall be enforced according to the Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by state statute.

Penalties for Violations:

Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and long-term expulsion.

a. In compliance with the Federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall at a minimum, be expelled from school for a period of not less than one year (186 school days), provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases in their discretion.

b. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA).

1. In accordance with the provision of 20 U.S.C. § 1415e(3) (B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction to the School Board may be placed in an interim alternative educational setting as specified by the IEP team.

2. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the tendency of such proceeding, unless the parents and school officials agree otherwise.

Elementary and Secondary Schools (K-12)

Any offense: Parental notification and notification to the appropriate law enforcement authorities and then refer the student to the Hearing Authority with a recommendation of long-term suspension for one (1) calendar year.

IF THIS HAPPENS

- **POSSESSION OF WEAPONS OTHER THAN FIREARMS:** (School Year)

THEN THIS HAPPENS

Elementary and Secondary Schools (K-12)

Any offense: Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of long-term suspension for the remainder of the current semester with the option of extending the long-term suspension for one (1) calendar year.

IF THIS HAPPENS

- **THREAT OR ATTACK WITH A WEAPON** (School Year) (Student to Student/School Personnel/Other Persons)
A threat with a weapon or an attack with a weapon with the obvious intent to harm school personnel, another student, or other persons attending a school function or on school property. A weapon is defined as any instrument such as a knife, gun, ice pick, razor, or any substance used with the intent of inflicting bodily harm.
- **THREAT TO USE A WEAPON** (School Year) (Student to Student/School Personnel/Other Persons)

THEN THIS HAPPENS

Elementary and Secondary Schools (K-12)

Any offense: Parental notification and notification of the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of long-term suspension for one (1) calendar year.

IF THIS HAPPENS

- **DISRUPTIVE AND DANGEROUS TACTICS** (School Year)
Offenses that are considered dangerous or disruptive: arson, playing with fire, calling in a bomb threat, possession or explosion of fireworks or explosives, riot, walk-outs, strikes, setting off fire alarms, discharging fire extinguishers are included in this section. Also, other acts that are equally as disruptive or dangerous might be charged as an offense in this policy, such as students obstructing school personnel from responding to a dangerous or potentially dangerous situation.

THEN THIS HAPPENS

Elementary and Secondary Schools (K-12)

Any offense: Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority who will have the prerogative of long-term suspension for the remainder of the current semester with the option of extending the long-term suspension through the succeeding semester and/or district behavior contract, depending on the nature of the offense.

IF THIS HAPPENS

- **SEXUAL ATTACK** (School Year) (Student to Student/School Personnel)
The act of abusing the personal rights of another by the imposition of sexual acts. Various forms of touching may be interpreted as assault.

THEN THIS HAPPENS

Elementary and Secondary Schools (K-12)

Any offense: Parents of both students and the appropriate law enforcement agency shall be notified. The student responsible for the assault shall be referred to the Hearing Authority and suspended from school until the hearing is held. The Hearing Authority may expel the student for up to one (1) calendar year (186 school days) or place the student on a behavior contract. The student responsible for the assault must begin counseling, at student expense with a mental health agency prior to returning to school.

IF THIS HAPPENS

- **PHYSICAL ATTACK** (School Year) (Student to School Personnel)
An actual attack on school personnel, or other persons on school property or at a school activity. This may include any form of intentionally forceful, harmful, hurtful, or clearly offensive physical contact administered upon or directed to the body of another, including, but not limited to:
 - a. Striking, kicking, squeezing, pushing, or pinching any part of the body, or forcefully grabbing the body or attempting to do any of the foregoing; or
 - b. Restraining or restricting physical movement through physical contact, or attempting to do either.

THEN THIS HAPPENS

Elementary and Secondary Schools (K-12)

Any offense: Parental notification and notification to the appropriate law enforcement agency, and then refer the student to the Hearing Authority who will provide an opportunity for a hearing with the parents and student present with recommendation to expel for up to one (1) year (186 school days).
The student shall be suspended for a minimum of five (5) days or until the hearing, whichever is longer.

IF THIS HAPPENS

- **PHYSICAL ATTACK** (School Year) (Student to Student)
The act of inflicting bodily injury of a serious nature to another student. This would include using part of your person, including, but no limited to the following: fist, head, elbow, foot, knee, or teeth.

THEN THIS HAPPENS

Elementary Schools (K-3)

1st offense: Parental notification and mandatory conference, notification of appropriate law enforcement agency, and then either a three (3) day in or out of school suspension, or a chosen alternative form of discipline.
2nd offense: Parental notification and mandatory parent conference, and notification of the appropriate law enforcement agency, and five (5) days in or out of school suspension, or a chosen alternative form of discipline.
3rd offense (and subsequent): Parental notification and mandatory conference, notification of appropriate law enforcement agency, and then referral to the Hearing Authority with recommendation for district behavior contract and/or long-term suspension for the remainder of the semester.

IF THIS HAPPENS

- **AGGRESSIVE CONFRONTATION** (School Year) (Student to Student)

The act of verbally or physically confronting another student in a disruptive manner. Shall include, but not be limited to, the acts of intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student however no punches are thrown.

THEN THIS HAPPENS

Elementary Schools (K-3)

- 1st offense: Principal-Student conference unless more serious consequences are warranted.
- 2nd offense: Parental notification and either one (1) day in-school suspension, or a chosen alternative form of discipline. Mediation and counseling required.
- 3rd offense: Parental notification and either a three (3) day in-school suspension.
- 4th offense (and subsequent) Parent notification and mandatory conference, and either five (5) days in or out of school suspension, or a chosen form of discipline.

IF THIS HAPPENS

- **FIGHTING** (Elementary only) (School Year)

The act of physically confronting another student in such a manner where punches are thrown but does not result in serious bodily injury.

THEN THIS HAPPENS

Elementary Schools (K-3)

- 1st offense: Parental notification with principal discretion in notifying appropriate law enforcement agency, and either a one (1) day in or out of school suspension.
- 2nd offense: Parental notification with principal discretion in notifying appropriate law enforcement agency, and either three (3) days in or out of school suspension.
- 3rd offense: Parental notification with principal discretion in notifying appropriate authorities and five (5) days in or out of school suspension, or a chosen alternative form of discipline.
- 4th offense: Parental notification with principal discretion in notifying appropriate law enforcement agency, and referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student present to discuss the possibility of long term suspension (long-term suspension) for the remainder of the current semester with the option of extending the period of long-term suspension through the succeeding semester. The student shall be suspended a minimum of five (5) days or until the hearing, whichever is longer.

IF THIS HAPPENS

- **MISBEHAVIOR** (School Year) (K-3)

Behavior which creates a willful and significant interference with the educational process. Misbehavior may include repetitive disruptions for which the classroom teacher has exhausted classroom consequences, including parental notification. The misbehavior may occur on school property, school bus/vehicle, at a bus stop, or at an activity, athletic or social event. The principal or his/her designee will use their discretion in the processing of student referrals. Misbehaviors include, but are not restricted to the following definitions:

1. The use of profane language, or gestures, which are disruptive, but not directed at school personnel.
2. The willful refusal to identify one's self upon request from school personnel.
3. The failure to disperse or leave any school facility or school event after being requested to do so by authorized school personnel.
4. The refusal to follow a reasonable direction issued by authorized school personnel.
5. The theft of minor items such as school supplies.
6. The wearing of clothing which is disruptive to the educational process or in poor taste.

THEN THIS HAPPENS

Elementary School (K-3)

- 1st offense: Principal-student conference. If the principal or his/her designee felt he student behavior warrants a parent conference, then the student may be suspended until a conference can be arranged.
- 2nd offense: Parental notification and then either one (1) day in or out of school suspension OR a chosen alternative form of discipline.
- 3rd offense: Parental notification and parent conference, and then either three (3) day in or out of school suspension OR a chosen alternative form of discipline.

- 4th offense: Parental notification and parental conference, and then five (5) days in or out of school suspension, or a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or a local behavior contract.
- 5th offense: Parental notification and referral to the Hearing Authority who will provide the opportunity for a hearing with the parent and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension and/or district behavior contract at this hearing. The student will be suspended until the hearing.

IF THIS HAPPENS

- **THREAT** (School Year) (Student to School Personnel)
Threatening physical harm, harassment or intimidation toward school personnel either by spoken or written word or by gesture or expression.

THEN THIS HAPPENS

Elementary School (K-3)

- 1st/2nd offense: Parental notification with mandatory parental conference. At principal discretion, appropriate law enforcement agency notified, if warranted. Refer for counseling. Suspension, in or out of school, not to exceed five (5) days per incident, or other disciplinary action to be administered at the discretion of the principal.
- 3rd offense: Parental notification, notification of appropriate law enforcement agency, and then refer to the Hearing Authority who will provide an opportunity for a hearing with the parents and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority will have the prerogative of long-term suspension and/or a district behavior contract at this hearing. The student will be suspended until the hearing.

IF THIS HAPPENS

- **THREAT** (School Year) (Student to Student)
Threatening physical harm, harassment or intimidation toward another student or a guest of the school either by spoken/written word, by gesture or expression, or by signing to intimidate another student or students.

THEN THIS HAPPENS

Elementary Schools (K-3)

- 1st offense: Parent notification and then either a one (1) day in-school suspension, or a chosen alternative form of discipline.
- 2nd offense: Parental notification, and either three (3) day in-school suspension or a chosen alternative form of discipline. Law enforcement contacted if warranted.
- 3rd offense: Parental notification and mandatory parental conference, and either five (5) day in-school suspension or a chosen alternative form of discipline. Law enforcement contacted.
- 4th offense: Refer the student to the Hearing Authority who will provide an opportunity for a hearing with the parents and student present to discuss the possibility of long-term suspension. The Hearing Authority would have the prerogative of long-term suspension and/or district behavior contract for the remainder of the semester or the year at this hearing.

IF THIS HAPPENS

- **HAZING/INTIMIDATION** (School Year) (Student to Student)

Any willful act done by a student, whether individually or in concert with other, to another student(s) for the purpose of subjecting such student(s) to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace.

THEN THIS HAPPENS

Elementary Schools (K-3)

- 1st offense: Parental notification and mandatory conference, notification of appropriate law enforcement agency, and then either a three (3) day in or out of school suspension.
- 2nd offense: Parental notification and mandatory parent conference, and notification of the appropriate law enforcement agency, and five (5) days in or out of school suspension
- 3rd offense (and subsequent) Parental notification and mandatory conference, notification of appropriate law enforcement agency, and then referral to the Hearing Authority with recommendation for district behavior contract and/or long-term suspension for the remainder of the semester.

IF THIS HAPPENS

- **SEXUAL HARASSMENT** (School Year) (Student to Student/School Personnel)

Behavior (including gestures) or words (oral or written) that are directed at a student or school personnel because of his/her sex that are uninvited, unwanted, or unwelcome which would cause the person of that sex to feel uncomfortable or offended or when the conduct by its nature is clearly unwelcome or inappropriate. A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcomed in order for such subsequent conduct to be deemed unwelcome.

Examples include, but are not limited to:

- a. Comments about body parts or rating a person's body.
- b. Spreading of sexual rumors, stories or jokes.
- c. Using sexual orientation as an insult.
- d. Staring or pointing at a person's body parts.
- e. Making obscene gestures.
- f. Displaying of sexual materials.
- g. Verbal sexual advances including subtle pressure for sexual activity.
- h. Repeated or persistent unwelcome requests for dates, meeting, or other social interactions.

NOTE: If sexual touch occurs, the Sexual Attack policy can be enforced.

THEN THIS HAPPENS

Elementary School (K-3)

- 1st offense: Parents of both students shall be notified, parental conferences may take place, referral to counseling, and principal discretion to impose a one (1) day in-school suspension.
- 2nd offense: Parental notification with a parent conference, mandatory counseling referral, and a two (2) day in-school suspension. Law enforcement will be called if warranted.
- 3rd offense: Parents of both students shall be notified, parent conference, mandatory counseling referral, and either a three (3) day in or out of school suspension. The Student Assistance Team will be involved. Law Enforcement will be contacted. The Hearing Authority will have the prerogative of long-term suspension or a discipline contract.

- **MULTIPLE DISCIPLINE VIOLATIONS**

It is possible under these policies to be referred to the administration on several occasions in the various classifications without reaching the level of recommended long-term suspension. In order to discourage such a practice, students in elementary schools who are referred to the administration for disciplinary action eight (8) times during a semester will be considered for long-term suspension for the remainder of the semester. Students attending mid or high schools who are referred to the administration for disciplinary action four (4) times during a semester or six (6) times during a school year, will be recommended to the Hearing Authority for long-term suspension for the rest of the semester/year. The Hearing Authority would have the prerogative of long-term suspension at this hearing. If the student is allowed to remain in school and subsequent offenses occur, a recommendation for long-term suspension will be made by the administration.

DISCRIMINATION

USD 110 does not discriminate against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission to access to, or treatment of individual students in the district's programs and activities. The Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Right Act of 1964; The Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972; The Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973, and the Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to the students building principal or the appropriate compliance coordinator. Unresolved complaints and complaints against the superintendent should be addressed to the board of education.

DRUG FREE SCHOOLS

USD 110 adheres to the Drug Free Schools policy required by the 1989 amendments to the Drug Free Schools and Communities Act which states that: "The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity is prohibited."

To remain in enrollment in USD 110, students must abide by the terms of the following policy:

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to the following sanctions:

1. A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension.
 - b. Suspension from all student activities for a period of not less than one month.
2. A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension;
 - b. Suspension from all student activities for a period of not less than one semester or four months.
 - c. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)
3. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year.
 - b. Suspension from participation and attendance at all school activities for the year.
 - c. A student who is expelled from school under the terms of policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

EMERGENCY SAFETY INTERVENTIONS (ESI)

- “Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents immediate danger to self or others. Violent action that is destructive or property may necessitate the use of emergency safety intervention.
- The Board of Education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.
- “Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

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

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. The intensity of the training provided will depend upon the employee’s position.

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 shall be provide within two (2) days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation much include the following:

1. Date of time of the intervention,
2. Type of intervention,
3. Length of time the intervention was used, and
4. School personnel who participated in or supervised the intervention.

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

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 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 both the parents and the Superintendent, who will retain a copy of the report at the school. The Superintendent will share the informal resolution with the Board of Education and provide a copy to the state department of education.

If the issues are not resolved informally with the Building Principal and/or the Superintendent, the parents may submit a formal written complaint to the Board of Education by providing a copy of the complaint to the Clerk of the Board and the Superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report the findings to the Board as a whole. The assigned 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 the report containing 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.

ENROLLMENT

All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation that the board determines to be satisfactory. Students enrolling in grades K-3 shall provide records from previous school.

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

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent if staff, facilities, equipment and supplies are available. A non-resident student will not be admitted to the district unless approved by the board.

Each year during enrollment, parents and students must fill out a pupil information form including the following information: name(s), home number(s) and address of the student's parent(s)/guardian(s); name of individual(s) to contact in case of emergency; name of the student's physician; and description of any medical conditions of which the staff needs to be aware. This information is kept on file and made part of the student's record.

Please notify the school secretary within seven days if any of the following change:

- 1) numbers for home or parent's work
- 2) mailing or street address
- 3) emergency contacts

FOOD SERVICE

- **Food Service Policy**

USD 110 believes that good nutrition is vitally important for helping children grow a strong body and mind, establish healthy lifetime eating habits, and succeed in school. The USD 110 Food Service Department offers balanced and nutritious meals at a reasonable price for its students.

The District participates in the Child Nutrition Program and the National School Lunch and Breakfast programs. These programs help qualifying parents/guardians by providing free or reduced priced meals for students. Applications are available yearly for each household any time after July 1st, at enrollment, and at any time throughout the school year. You may call and request one be mailed to you or sent home with your student as each building secretary will have copies available to you. Federal requirements dictate that a new application be completed every school year.

- **Breakfast**

Breakfast will be served from 7:30 a.m. – 7:55 a.m. The purpose of the breakfast program is to make a nutritious breakfast available to all students at a reasonable cost. Free/reduced meals are available for those that qualify. Extra milk or juice is available at breakfast for \$0.40 per carton. The doors to the elementary building will not open until 7:30 a.m.

- **Lunch**

A balanced nutritious hot lunch program is available to all students, however, any student may bring a sack lunch to school. Free/reduced meals are available for those that qualify. Lunch period starts at 11:15 and runs until 12:00. The students go to the playground for recess after eating lunch. Extra milk is available at \$0.40 per carton

FIRE/TORNADO EMERGENCIES

Pupils and teachers have been instructed as to how to evacuate the building in case of a fire and the safety places to go to in the building in case of a tornado. Periodic tests are conducted so that students will know what is expected when the alarm is given.

The usual fire alarm is a continuous ring of the fire alarm system. A tornado alarm is sounded with a repeated short blasts from a horn carried down the hall. When a tornado warning is given the students in each room will take their assigned place for immediate protection.

FIRST AID

A small amount of first aid supplies are kept in the school office. Teachers and the school secretary will administer aid to minor injuries.

In the event of a serious accident, the parents/guardian will be notified immediately. Should the school be unable to locate the parent/guardian, an attempt will be made to locate the emergency contact listed on the enrollment form. If this person cannot be located, school personnel will exercise their best judgment in contacting the doctor or hospital listed on the enrollment form. Local emergency telephone numbers should be given for all students.

HEALTH AND IMMUNIZATION

Any student up to age 9 entering a Kansas School for the first time shall be required to present to the building principal or his/her designated representative of a physical assessment completed within 12 months of school entry. A copy of this law is available upon request.

Any student entering school for the first time shall be required to present to the building principal or his/her designated representative proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. A copy of this policy shall accompany applicable state law which shall be distributed to all students when they begin school. Students who fail to provide said documentation as required by law may be excluded from school by the superintendent based on Board of Education Policy or the designated representative until statutory requirements are satisfied. Notice of exclusion shall be given to the parent/guardian as prescribed by law.

Exceptions to this policy are permitted only under the following conditions:

- a. Certification from a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger life or health of the child.
- b. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations, accompanied by a signed letter from the leader of the local denomination stating that the parent/guardian and/or child is a member of such denomination, and that such denomination does, in fact, oppose such tests or inoculations.

ILLNESS POLICY (District wide)

Keeping your child home from school is not always an easy decision. Please follow district guidelines if you have any concern about keeping your child home. Following are the guidelines USD 110 abides by. If your child is showing any of the following illnesses then we will call you to come to the school and pick up your child. If your child continually comes to the office, we will call you to discuss how your child feels and how they've felt in class. It may be determined that you need to come pick them up. Our goal is to keep students and staff as healthy as possible and we appreciate your cooperation.

- **Fever:** a fever of 100* or more will require the child being sent home. If they go home with a fever they will need to be 24 hours fever free WITHOUT the use of fever reducing medicine before returning to school.
- **Flu:** if your child has Influenza/COVID symptoms, please seek medical attention as soon as possible and do not send them to school. These are very contagious and we do not want an outbreak of it in school if at all possible. With the flu (Influenza A or B) your child will need to stay home at least 5 days after obtaining test results. If your child has COVID then they need to stay home at least 14 days after obtaining test results before returning to school.
- **Diarrhea/Vomiting:** please keep your child home if they have had 2 or more bouts of either vomiting or diarrhea. Your child may return to school after 24 hours of no diarrhea or vomiting.
- **Pink eye:** crusty, swollen, red, itching, hurting eyes. Eye infections are extremely contagious and need to be taken care of by a health professional. Children may return to school the next day after treatment has started.
- **Sore/strep throat:** if your child is complaining of a sore throat, know that they will do so to their teacher and they'll be sent to the office. We may end up calling you to come get them, so use caution before sending your child to school if they have a sore throat. If it is accompanied by swollen glands or a fever, keep them home.
- **Earaches/infections:** please keep your child home if they are complaining of earaches. It is hard for them to focus in school if they are fighting an earache. If they are sent to the office complaining of an earache, with or without a fever, you may be called and will need to come pick up your child.
- **Coughing:** it is ok to send cough drops to school with your child. They can be given to their teacher when they arrive at school so they can be accessed throughout the school day. Excessive coughing, however, is disruptive to your child and others around them so if they are experiencing this please keep them home.
- **Runny nose/discharge:** if your child is suffering from allergies, please give them allergy medicine before they come to school. We do realize that children have allergies, but sometimes it takes a toll on your child and they feel miserable and cannot focus, this is when you will be called to come pick them up. We encourage them to blow their nose as often as possible, but when the discharge becomes greenish tinted, then that may indicate an infection that will need to be taken care of.
- **Lice:** if your child has lice they will need to stay home until the lice has been treated.
- **Rashes/Wounds:** if your child has open wounds-please cover them with appropriate bandages. Children should not be sent to school with bleeding or oozing wounds of any kind without properly covering them first. If your child has a rash, please know what it is before they come to school so we can be assured it is not contagious.
- **Splinters:** school staff are not equipped to dig out splinters, so please try to remove these at home, especially if they are under the skin.

OVERVIEW: please keep your child home or make appropriate child care arrangements if they have body aches, fever, any flu-like symptoms, strep throat, vomiting, diarrhea, lice, excessive coughing, or are continually complaining of any ailments.

ONCE HOME STAY HOME: if your child has gone home/stayed home from school, please keep them home and avoid any after school or evening activities at the schools. We would like to keep any illnesses or diseases from spreading.

We realize this is may be an inconvenience but we take the health and safety of all students and staff very seriously. We ask for understanding and cooperation in the event that your child is ill.

KANSAS SCHOOL SAFETY HOTLINE

The Kansas Legislature appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. **This hotline would give students the opportunity to anonymously report any potential violence.** The Kansas School Safety Hotline Number is **1-877-626-8203**.

LIBRARY

1. Students can check out books for up to 2 weeks at a time. Books need to be returned before the student will be allowed to check out more.
2. If a book is lost or damaged, the librarian should be notified immediately and the student is responsible for the cost of the replacement. If a book is lost and a student pays for it, then finds the book again, the student will be reimbursed the amount they paid.

LOST AND FOUND

Many articles of good clothing are placed in the "Lost and Found" box each year. Parents/guardian can help their children avoid such losses by carefully marking the child's name on any loose article for easy identification.

MEAL/MILK ACCOUNT POLICY

Students of USD 110 are required to pay for meals in advance. Payments will be accepted at each building in the district, one check may be written for multiple children and the building secretary will disperse funds into each child's account. When a student's meal account balance gets near or falls below \$10.00, the student will be given a meal account balance letter to be given to their parents. Reminder notices for meal accounts will be printed and handed out to the students to take home until payment is made.

If a student's meal account balance becomes negative, the student will only be allowed to charge a maximum of 5 meals (this will include breakfast charges as well). Because the student meal cost is different per grade, the allowable charge amount will vary. If a student's account balance is negative they will not be allowed to charge the purchase of extra milks at lunches until their balance has a positive standing. Grade School students with negative balances will not receive milk or juice during snack time, as this is an optional program separate from the Child Nutrition Program.

Once an account balance is negative, parents/guardians must provide a sack lunch from home until there is a positive balance in the student's meal account. If arrangements cannot be made for a student to bring a sack lunch from home and/or a positive balance can't be maintained in their meal account then the case will be turned over to DCF (Department of Children & Families).

The current meal prices for the school year are available on our school website at www.usd110.net or by calling any school office.

MEDICATION ADMINISTRATION

The school encourages parents to give prescription medication at home whenever possible. Parents or guardians are encouraged to ask the physician or dentist if prescription medications can be given before and/or after school.

The following guidelines and forms will be used when it is necessary for school officials to administer medication to students of USD 110.

- ❖ Written permission from the physician or dentist shall accompany **ALL** prescription medication to be administered.
- ❖ The physician permission form shall be dated and shall identify: the student, the medication, dosage, time of day to be given, and anticipated number of days to be provided.
- ❖ Written permission from the parent/guardian shall accompany all medication.
- ❖ The parent permission form shall identify the student, date permission given, and parent signature. Instructions to parent/guardian may be included as well as a liability statement.
- ❖ The original prescription container shall accompany all medication. Two containers, one for the home and one for the school, should be requested from the pharmacist.
- ❖ Only oral medications shall be administered except in emergency situations.
- ❖ An individual record shall be kept on each medication administered. The record shall include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and a section for comments.
- ❖ Any change in type of drugs, dosage and/or time of administration shall be accompanied by new physician and parent permission signature and a newly labeled pharmacy container.
- ❖ Tylenol and other non-aspirin, non-prescription, over the counter medications, will only be administered according to written directions received from parent/guardian.

**See MEDICATIONS GIVEN AT SCHOOL AND PERMISSION FOR MEDICATION form at the back of this handbook. Please print and fill out if necessary and return to the school office.*

● **STUDENT SELF-ADMINISTRATION OF MEDICATIONS**

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims, relating to the self-administration of such medication.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall **annually** complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms must be updated yearly (**during enrollment**).

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements

- The school district shall require that back-up medication provided by the student's parent/guardian be kept at the school, in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;

- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

MILK PERIOD

The K-3rd grades have an afternoon snack time where they are allowed to get a milk or juice. The afternoon milk/juice is optional and **not** covered by free or reduced price meal applications.

MONEY PAID TO THE SCHOOL

In order to assist the secretaries in keeping accounts in order, parents are asked to observe the following method of paying for items:

Food service monies sent for milk, breakfast, and lunch is recommended to be paid by two-week periods (10 meals).

Any money for pictures, field trips and assemblies needs to be separate. Money sent to school for book orders is handled by the teacher and the checks should be made out to the book company.

PARENT-TEACHER CONFERENCES

Reporting to parents is done on a regular quarterly basis. The first quarter report cards will be given to parents during Parent-Teacher Conferences. Conference periods are fifteen minutes long and are scheduled so that parents may confer with all their children's teachers in one visit to school. Parent-Teacher Conferences will be held as soon as possible after the first 9-week grading period.

Report cards will be sent home with students at the close of the second and third 9-weeks. At the end of the fourth 9-weeks (end of school year) report cards are mailed home.

The school staff is available between these scheduled times for other conferences.

PARTIES AND BIRTHDAYS

1. We ask that no birthday invitations be brought to school and passed out unless every student in the class receives one.
2. The treating of students by other students for birthdays or other special occasions should be arranged with the classroom teacher.
3. Room parties will be held upon four occasions during the year Halloween, Christmas, Valentine's Day and Easter.

PICTURES

Pictures will be taken of all students for the purpose of developing class composites and for school records. Various purchase options are available to the parents but there is no obligation to purchase these pictures. Please do not send cash or combine the money with another payment.

PLAYGROUND SUPERVISION

Whenever the weather permits, play periods are outside in the fresh air. Should your child have a health condition which makes it necessary to limit strenuous activity, please provide his/her teacher with a doctor's note. In situations when a child has just recovered from an illness at home, a parent/guardian's note explaining the situation and requesting that the student be kept indoors will be sufficient.

Supervision is provided on the playground during recess and the lunch period. Teachers/Aides are assigned supervisory duties for recess periods.

PLANNING TO VISIT SCHOOL

We welcome adult visitors to school. We encourage parents to visit frequently and to take an active part in the education of their child. You may arrange to visit during class time by contacting the teacher in advance. For reasons of safety and to

help us keep track of school visitors, **come to the office before going to your child's classroom.**

Should you desire a conference with the teacher, please schedule it for a time after school. It is not possible for the teacher to confer during the time she is responsible for the entire class.

Students from other schools are not permitted to visit class with your child unless arrangements have been made in advance with the building principal.

PROTECTION REPORT CENTER

If you suspect a child is being abused or neglected, please call the Kansas Protection Report Center at 800-922-5330. The Protection Report Center (PRC) will have trained staff to receive calls from the public regarding abuse and neglect concerns 24 hours a day, 365 days a year. The responsibility for taking reports of suspected child abuse and neglect will switch from the local DCF offices to the Protection Report Center. They will also accept reports of adult abuse.

You may also contact the PRC by fax at: 1-866-317-4279, by email at: KSPRC@dcf.ks.gov. or by mail at: Protection Report Center, Docking State Office Building, 915 Harrison Street, 5th Floor South, Topeka, Kansas 66612. If you would like additional information, you can contact the Commission of Children & Family Services 785-296-4653.

RELEASE OF CHILDREN DURING THE SCHOOL DAY

If it is necessary for your child to leave school during the school day for health or other urgent personal reasons, please inform the school office or the child's teacher in advance.

We require that you come to the OFFICE to pick up your child. **Dismissals from the classroom must be cleared through the office before check out.**

SCHOOL HOURS

GRADES K-3 Building Opens: 7:30 a.m. with automatic door unlock
Classes in Session: 8:00 a.m. to 3:45 p.m. everyday
Lunch/Recess: 11:15 to Noon

SPECIAL EDUCATION/FERPA

North Central Kansas Special Education Cooperative

Special Education Child Find

This school district and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, that has developmental delays or may be in need of special education. If you have a child or know of a child who you think has development delays or special needs, contact the administrator in your district or Debra Reha, Director for the NCKSEC at 205 F St. Suite 235; PO Box 369; Phillipsburg, KS 67661 (785-543-2149).

Areas of special education include: birth through age two (infant-toddler), early childhood - disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you have a child or know of a child who may need special education services, please notify the school district or the NCKSEC.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a

request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202.

Disclosure of Directory Information under FERPA

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. If you do not want your student's directory information released, please notify your local school district office of your desire to "opt out".

STUDENT APPEARANCE

The objective of the elementary school is to help each student reach his highest level of achievement. We feel that personal hygiene, good grooming, and dress should be included in our curriculum. It becomes necessary to establish certain standards that all students should follow.

1. No student should dress or adorn himself in such a manner as to distract other students from their learning activities.
2. All students will wear shoes and socks, except when sandals are worn.
3. Dress Guidelines:
 - a) Halter tops, tank tops, and cropped tops are not to be worn. Tops worn shall be hemmed and cover the front, back, and sides of the body. All tops are to have sleeves. No biker shorts are to be worn unless they are covered by a pair of appropriate shorts or pants.
 - b) Tops having alcohol or tobacco pictures or words, suggestive pictures or words, double meaning words, or other distasteful decorations are not to be worn.
 - c) Shorts must be of good quality, hemmed, and of appropriate length. The length of the short is judged based on the student extending his/her arms and hands. The shorts must be at least as long as where the fingertips touch.
 - d) Hats are not to be worn in the buildings.

- e) Any student whose dress is inappropriate to the classroom learning activity will be sent to the office by the teacher. The student's parents/guardian will be called and requested to bring their child something more appropriate to wear.
- f) Any dress that disrupts the regular activities of school will not be allowed.
- g) Safety should be considered when selecting a child's clothing and shoes for school.

STUDENT RECORDS

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

The right to review and inspect all of your educational records, except those which are specifically exempted.

The right to prevent disclosure of personally identifiable information contained in your educational records to others persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:

- a) we have your prior written consent for disclosure;
- b) the information is considered directory information and you have not objected to the release of such information (see Directory Information below);
- c) disclosure without consent is permitted by law.

The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

You have the right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 110 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

• DIRECTORY INFORMATION (JRB)

For purposes of FERPA, USD 110 has designated certain information contained in educational records as directory information that may be disclosed for any purpose without your consent.

Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 110 at District Office, 128 S. Kansas, Kensington, KS. 66951 on or before August 31. If refusal is not filed, USD 110 assumes there is no objection to the release of the directory information designated.

SCHOOL CLOSINGS

In the case of inclement weather, please tune-in to one of the following radio/TV stations for school closing information. Please note: sometimes it is necessary to send students home during the school day due to declining weather conditions. In these situations, the radio stations will be notified and a textcaster will be sent out.

School closing information and announcements will be on the following:

*Textcaster (sign up for text alerts and emails at www.usd110.net). Textcaster is the best way to receive important school information. We use this method the most for updating parents/community members about information regarding the school and athletic events.

*KKAN/KQMA RADIO *KWCH 12 Eyewitness News

TEXTBOOKS

Students are responsible for the proper care of the books that are checked out to them. Fines will be charged to the students for damage to books that is beyond normal wear and tear. Students will be charged the replacement cost of a book that is destroyed, lost or stolen.

TOYS, PLAY EQUIPMENT AND PETS

1. Children are not allowed to bring their own equipment to school. All equipment to be used will be furnished by the school, except ball-gloves. If a child chooses to bring their own equipment, the school is not responsible for any damages it may sustain.

2. For the safety of the children and the animals, students are not to bring pets to school.

If such a request is made, the teacher will get in touch with the parent(s) by written communication or by a phone call.

USE OF TELEPHONE/CELL PHONE

1. Students are discouraged from using the office telephone unless it is absolutely necessary.

2. Students will not be called from class to the telephone except in case of an emergency.

3. Students are not allowed to use personal cell phones or other electronic devices such Ipods, MP3 players, and other similar devices that distract a student during the school day. If a student is observed with a cell phone or electronic device the following will happen:

A. The student is required to give the cellphone or other electronic device to the office where the device will be kept until the end of the day. Students will not be allowed to have the devices in their possession during the school day. These type of devices are a major distraction to the student(s) and should not come with the student to school.

1000 SW Jackson, Suite 200
 Topeka, KS 66612-1274
 Phone: 785-296-1270 Fax: 785-559-4244
 Website: www.kdheks.gov/kidsnet

Authorization for Dispensing Medications to Children and Youth Long-Term Medications (Prescription and Non-Prescription)

Prescription medications must be in their original containers labeled with the child's/youth's first and last name; the name of the licensed physician, physician assistant (PA), or advanced practice registered nurse (APRN) who ordered the medication; the date the prescription was filled; the expiration date of the medication; and specific, legible instructions for administration and storage of the medication. Administer the medication only to the child designated on the prescription label in accordance with the instructions on the label. **Non-prescription medications** can be given with written permission and direction from the parent or legal guardian. Administer nonprescription medication from the original container labeled with the first and last name of the child/youth and according to the instructions on the label.

First and Last Name of Child/Youth		Date of Birth	
Name of Medication (only one medication per authorization)		Prescription OR Non Prescription	
Reason for Medication			
Dose	Time to be Given	Start Date	Stop Date**
Name of Licensed Physician, PA or APRN prescribing the medication		Phone # of Physician, PA or APRN I	
allow the above medication to be given to my child/youth by the designated person.			
Parent's Signature		Date Signed	

****Stop date not to exceed one year from the start date. A new authorization is to be completed any time the medication, dosage, times to be given, or instructions from the parent or health care provider change from the information included on this form. Additional copies of this form may be attached to this page if more space is needed to record the administration of the medication for up to one year if there are no changes in instructions. Above information must be completed on each page but the parent's signature is required only once per year.**

THIS FORM IS TO BE USED TO DOCUMENT ADMINISTRATION OF ONLY THE MEDICATION IDENTIFIED ABOVE. Designated Person to note any comments or remarks about the child's/youth's appearance and/or condition on the back of the form.

Date mm/dd/ yy	Time	*Initials	Date mm/dd/ yy	Time	*Initials	Date mm/dd/ yy	Time	*Initials

***Each designated person administering medication is to sign on the back side of this form and identify initials used above.**