

# CGS Handbook

2018-19  
USD 401

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## **ADMISSION REQUIREMENTS**

### **Resident Students**

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. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

### **Non-resident Students**

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy.

### **Non-resident Students-Continued Enrollment**

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student’s ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than July 1.

### **Enrollment Restriction**

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

## **ADDRESS/PHONE NUMBER CHANGE**

Please notify the school secretary within seven days if any of the following change: phone numbers for home, cell, or parents' work; mailing or a street address; or emergency contacts.

## **SCHOOL DAY SCHEDULE**

Students in kindergarten through grade five will begin classes at 8:00 each morning. The elementary doors will not open until 7:30 each morning. Students should not arrive at school before 7:30. Breakfast will be served from 7:30 until 7:55 each morning.

Grades kindergarten through grade five will go to the lunchroom for lunch beginning at 11:00. Kindergarten through five will receive a vocal music and physical education period during the afternoon. There is no scheduled recess period in the afternoon.

Classes at the elementary school will conclude at 3:30 Monday through Thursday. On Friday school will be dismissed at 2:00. A bell will signal class changes during the day.

### **STUDENT IMMUNIZATION**

As required by the State Health Department, all children upon entering a Kansas school for the first time must provide a Certificate of Immunization. This form may be obtained from your family physician or the County Health Department.

Students will not be allowed to enroll in USD #401 unless the required inoculations have been given.

### **HEAD LICE**

Students at Chase Grade School are randomly checked for head lice. Head lice can spread very easily from child to child through the sharing of combs and brushes, hats, clothing, and personal contact. Students who are infested with head lice will be excluded from school until they have been treated with an adequate pediculicide. Parents will be notified by telephone that their child has head lice and that they need to remove their child from school immediately. Parents will be given information about the treatment of the child and the home environment. Students may return to school the next day after treatment with an adequate pediculicide. Students may be checked by the school nurse or designee or the Public Health Department before returning to school.

### **MEDICATION ADMINISTRATION**

The policy of the Board of Education of USD #401 is not to allow the dispensing of medication at school by any school personnel. This includes prescription drugs, non-prescription drugs, and injections. If prescription medication is essential for the student to remain in school, the following guidelines must be met:

1. A written request from the physician or dentist must accompany all medication to be administered. The request form must be dated, medication identified, specific dosage given, reason for medication, time of day to be administered, anticipated side effects, anticipated number of days to be provided. This form may be obtained from your school.
2. A written request from the parent/guardian must accompany all medication to be administered. This request must include a release of liability.
3. The school nurse must review all requests for medication at school before medication will be given at school.
4. The official prescription container must accompany all medication administered at school. Two containers should be requested from the pharmacist; one for home and one for school.

5. The medication must have been administered at home at least once to reduce the risk of a reaction at school.
6. Any changes in the type of drug, dosage, and/or time of administration must be accompanied by physician and parent permission signatures and a new labeled pharmacy container. Any changes must be assessed by the school nurse.
7. All medications to be taken at school must be administered through the office/school nurse. Elementary students **WILL NOT** be allowed to self-administer medications.

Failure to comply with the above requirements will result in the medication **NOT** being administered at school. Do not send medications to school with your child. He/she might share it, lose it, or have an unexpected reaction to it.

### **SCHOOL ATTENDANCE**

The attendance at the elementary school has been very good. We do have a few students who miss school for a poor reason or no reason at all. Therefore, all students who are absent shall have their parents notify the office by 10:00 a.m. or the absence will be unexcused.

### **TRUANCY**

The building principal will report students who are inexcusably absent from school to the appropriate authority; (students 13 and under will be reported to the local office of Kansas Department for Children and Families (DCF) and students over 13 will be reported to the county or district attorney.) 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. Students who are absent for more than 3 hours of any school day will be considered truant.

### **TARDIES**

We also have a few students who are negligent about being late to school or tardy. In a continued effort to cut down on tardies, we will be using the following policy again this year:

1. All tardies will be recorded by the office to include the amount of lost time.
2. **Four tardies will count as one day missed for all award purposes.**
3. Perfect attendance is ½ day or less absent from school with no tardies.
4. Excellent attendance is not more than 5 days absent from school.

### **AWARDS**

Student awards will be presented at the annual “Awards Assembly” that will be held within the last couple of weeks of school. The purpose of this assembly is to acknowledge the achievement of the

members of the student body. The awards will vary from year to year. However, some of the areas that will usually be covered are: Perfect Attendance, Excellent Attendance, Music, Reading Awards, Spelling Bee and Book It.

### **SCHOOL LUNCH PROGRAM**

All students will have the opportunity to receive a hot breakfast and lunch each day at school. Our school provides nutritious Class A meals which meet or surpass the requirements of the Food Service Section of the Kansas State Department of Education. Breakfast will be served the first day of school and menus will be published monthly. The cost of the meals are set by the USD #401 Board of Education.

Meals should be purchased in advance by the month. We are required by law to operate the breakfast and lunch program on a cash basis only. This means that the breakfast and lunch program cannot extend credit. Bills will not be allowed to carry past ten (10) school days. All bills must be paid by the end of the 10 day period or those students will be asked to discontinue use of the breakfast and lunch program. The cost for breakfast is \$ 1.05 and lunch is \$1.65. Adult lunch is \$2.60.

USD #401 is involved in the free and reduced price lunch program for those families who qualify. If your family qualifies, please fill out an application form and return it to the elementary office. Application forms will be given to all parents at enrollment or any time upon request. The free and reduced price program will also apply to the breakfast program.

### **STUDENT SNACKS**

Students are encouraged to bring healthy snacks and drinks to school for class parties, birthdays, and other special occasions. Examples of healthy snacks may include but not limited to the following: fresh/dried fruit and vegetables, yogurt, cheese, popcorn, nuts, whole grain cereals, pretzels, water, and real fruit drinks.

### **VOCAL MUSIC**

All grades in the elementary school will receive music instruction daily. All students are required to take music and will be graded each nine weeks for their participation.

### **INSTRUMENTAL MUSIC**

Instrumental instruction will be required by all fifth grade students. The band instructor will hold an orientation session to acquaint students and parents with the program and rental plan before classes start.

## **PHYSICAL EDUCATION CLASSES**

All elementary students will receive coeducational physical education. School physicals are not required for these classes. We do encourage parents to take their child to a doctor each year for a physical examination.

## **SPECIAL EDUCATION SERVICES**

USD #401 is a member of the Rice County Special Education Cooperative. This organization provides special classes at Chase for the learning disabled student (LD), behavior disordered (BD), and mild educable mentally handicapped (EM) student. Classes are held in Lyons for mentally handicapped (TMH) students as well as self-contained personal and social adjustment classes.

Students who attend classes at Lyons will be picked up by bus at the elementary school and returned to the school.

## **PROMOTION AND RETENTION**

It is the purpose of Chase Grade School that all students succeed. Every effort shall be made to assure students meet the desired outcomes and are promoted to the next grade.

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. On occasion, students fail to meet these outcomes and retention needs to be considered. Should promotion or retention be a possibility, it is an educational decision and the building principal will make the final decision based on information received from parents/guardians, teachers, and other appropriate school personnel.

## **FIELD TRIPS**

Field trips are intended for educational support of what is being studied in the classroom. These will be planned and sponsored by the classroom teacher with approval of the building principal.

All field trips will be educational in nature and will be directly related to the regular courses of study. Signed and returned permission slips are required by every student before the student is permitted to participate in the field trip.

## **PERSONAL PROPERTY**

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

## **LOST AND FOUND**

Books and other articles of any nature found by a student should be taken to the school office. Students seeking lost items should report periodically to the office to see if the lost item has been found.

## **STUDENT APPEARANCE**

The objective of the school is to help each student reach his/her highest level of achievement. Personal hygiene, good grooming, and proper dress are included in our curriculum. It is necessary then to establish certain standards that all students should follow. The following will be maintained:

1. Parents are responsible for sending their children to school clean.
2. All students will wear undergarments, shoes and socks, except when sandals are worn.
3. Lettered shirts may be worn unless they bear obscene gestures, obscene words, alcohol ads or tobacco ads.
4. No halter tops, tube tops, midriff shirts, midriff blouses, or tank tops with loose fitting armholes may be worn.
5. No spaghetti straps will be allowed. All straps must be one inch in width.
6. Shorts may be worn when appropriate for weather conditions.
7. Head garments or hats are regarded as inappropriate dress and are not to be worn during the school day.

Parents will be contacted if the proper clothing is not worn. Some exceptions to the above rules will be applicable during spirit weeks or during special events. The principal will make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

## **STUDENT RECORDS**

All student records will be treated as confidential and primarily for local school use unless otherwise stipulated. 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 that 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 other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - We have your prior written consent for disclosure;
  - The information is considered directory information and you have not objected to the release of such information; and
  - 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 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.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD #401 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.
- The right to obtain a copy of USD #401 policies for complying with FERPA. A copy may be obtained from USD #401 District Office.

### **ANIMALS IN SCHOOL**

We urge extreme caution be used in the selection of “things” to be shown at school – especially if they are in the animal family. We do not believe that all animals should be excluded from classroom presentation when the risks are mild, recognized, and have been weighed against the educational merit. However, this consideration should not be extended to the wild, biting mammals that are involved in the potential transmission of rabies. They should be absolutely excluded. If and when animals are brought to school for presentation, we ask that the following rules and regulations be followed:

- 1. The teacher and the principal will approve any classroom or school animal presentations.**
2. Parents will bring the animal to school.
3. Parents will stay for the presentation.
4. Parents will take the animal home as soon as the presentation has been concluded.

### **STUDENT INSURANCE**

USD #401 will provide each student in the district with a limited school accident insurance. The policy will provide for co-insurance type coverage. Any doctor, hospital, or medical expenses not covered by school insurance are the responsibility of the parents.

### **TITLE I READING AND MATH**

The Chase Elementary School maintains a Title I Math and Reading program. The Title I program is funded through the Federal Title I legislation. The yearly appropriations are administered through the Kansas State Department of Education. Various state and federal guidelines covering special reading are closely followed. The parents will be notified of this service.

## **GENERAL SCHOOL RULES**

Each classroom teacher will post and enforce their own classroom rules. Rules will be posted in each classroom governing the cafeteria, playground, and any other student areas.

## **VISITORS**

We encourage parents and interested community members to visit our classrooms. We are happy to have you make actual contact and better understand our programs. You must report to the office upon entering the building and sign the register which is located in the office before your visit.

## **TEACHER/PRINCIPAL CONTACTS AND CONFERENCES**

In almost all cases, the classroom teacher will contact the parent of a student who is having a problem at school. In many situations, the parent will have insight into difficulties that the student may be having. In some cases, the classroom teacher will ask for a conference with the parents.

Occasionally a problem may arise where the classroom teacher feels it is necessary to send a student to the office. Students are not sent to the office unless the instructor feels the student is disturbing the rest of the class or feels the need of assistance with the problem. When a student is sent to the office usually his/her parents will be contacted by phone, home visit, or letter.

## **PHILOSOPHY OF DISCIPLINE**

### **1. Basic Nature of Discipline**

Good discipline is usually positive rather than negative in nature. It is the result of keeping pupils interested and actively engaged in constructive and worthwhile learning activities, rather than punishing pupils for doing things which are destructive and antisocial. The purpose of discipline is to help the pupil to develop self-control and change behavior with due respect for others.

### **2. Importance of Good Discipline**

Good discipline in the school is extremely important to the whole community, but particularly important to pupils, teachers, principals, superintendents, board of education, and parents. In the end, good discipline is important to the educational process and, is a vital factor influencing the educational learning environment.

### **3. Discipline Procedures Must Be In Accordance With Good Educational Practice and Due Process**

The student discipline procedures are based on good educational practice and comply with due process in order to give support to the educational environment. Teachers and administrators must operate within the framework of the policies of the Board of Education.

#### 4. Discipline is Sometimes Necessary

Most students are well behaved, industrious, and eager to learn. However, the school district cannot permit a few pupils to waste time, upset classes, and distract others who wish to learn. For a small percent of the pupils who do not respond to a positive approach, discipline is sometimes necessary. When involving punishment or restraint, good discipline should be fair, dignified, and administered without anger or malice.

#### 5. Suspension and Expulsion

Suspension and expulsion are regarded as very serious matters and are the final disciplinary steps authorized by Kansas law. Suspension may be in-school, short-term, or extended. After any suspension, a parent/teacher/principal conference may be required before the student is admitted back into the classroom.

- A. The primary purpose of in-school suspension is to give the pupil, his/her parents, and the school time needed to resolve a problem while keeping the student in school.
- B. The primary purpose of the short-term suspension is to give the pupil, his/her parents, and the school time needed for resolving a problem.
- C. When it is deemed necessary to take decisive and firm action so that the education and welfare of the larger group will not be impaired, extended term suspension or expulsion may be invoked.
- D. The administrator and the staff of the school may make rules and regulations necessary for implementing this policy and for maintaining good discipline. Any rules and regulations made within the school must not be in conflict with the policy set forth by the board policy or state statutes.

#### 6. Acts of Behavior Considered Unacceptable

The following behaviors which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other students or staff with respect to school activities or on school property may result in a variance of the normal progression of discipline steps. Placement will depend on the severity of the incident and the student's placement at the time the behavior occurred.

- A. Breaking of school rules repeatedly
- B. Extortion
- C. Failure to comply with a reasonable request (willful disobedience)
- D. Fighting
- E. Intimidation
- F. Obscenity
- G. Open Defiance
- H. Possession, use, consumption or sale of narcotics or drugs
- I. Profanity

- J. Smoking
- K. Stealing
- L. Excessive tardies
- M. Temper tantrums
- N. Threats (by word or deed)
- O. Excessive unauthorized absences
- P. Unruly conduct that disrupts school
- Q. Possession, consumption or sale of alcoholic beverages
- R. Possession or use of illegal weapons
- S. Vandalism
- T. Any other behaviors which disrupt the learning environment

### **DISCIPLINE STEPS**

1. The teacher will have classroom rules posted. In most instances, the teacher will maintain the discipline of his/her own classroom. Teachers may issue detentions to students for discipline behaviors.
2. Students who repeatedly violate classroom rules will have their parents contacted by the teacher.
3. Continued rule violations by students may result in the student being sent to the principal's office.
4. Student discipline due to improper student behavior may include but is not limited to the following:
  - a. The loss of a privilege such as a field trip, field day, or special activity
  - b. A 30 minute session in the principal's office. Special activities may be assigned by the principal. The principal will determine the most appropriate time for serving the office visit after talking to the parents
  - c. Two or more 30 minute sessions in the principal's office
  - d. One or more days of in-school suspension
  - e. One to five days of out-of-school suspension
5. If needed, an individual discipline plan for a student may need to be written. This plan or contract will be reviewed, signed, and enforced by the building principal, classroom teacher, parents, student, and any other teachers in which the child would have direct contact.

### **WEAPONS AND FIREARMS**

A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon or instrument capable of inflicting bodily harm, incendiary device, or any contraband materials. Examples of such devices include, but are not limited to: knives, firearms, clubs, mace, chains, brass knuckles, blackjack, or firecrackers. School authorities have the right to confiscate the above mentioned materials.

Possession of a firearm or any of the items described in K.S.A.72-6131 shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

## **HARASSMENT**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It will be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- # Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- # Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- # Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

### **Sexual harassment may include, but is not limited to:**

- # Verbal harassment or abuse;
- # Pressure for sexual activity;
- # Repeated remarks to a person, with sexual or demeaning implication;
- # Unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

### **Specific examples of sexual harassment may include but are not limited to:**

- # Making sexual comments or jokes;
- # Looking or gesturing in a sexual manner;
- # Touching, grabbing, pinching in a sexual way;
- # Brushing up against;
- # Flashing or mooning;
- # Spreading sexual rumors about an individual;
- # Pulling clothing in a sexual manner;
- # Showing or giving sexual pictures, messages or notes;

- # Blocking passage in a sexual way;
- # Writing sexual messages or graffiti on walls, locker rooms, etc.;
- # Forcing a kiss on someone;
- # Calling someone gay or lesbian;
- # Forcing someone to do something sexual other than kissing;
- # Spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action will be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or grades. Confidentiality will be maintained throughout the complaint procedure.

## **BULLYING**

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

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 401 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district for any purpose.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources and character development or character education programs available for such purposes and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for bullying are as follows. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

## **CONSEQUENCES AND SUPPORT SERVICES**

Bullying behavior can take many forms and can vary dramatically in its seriousness and its impact on the target and other students and staff members. Accordingly, there is no one prescribed response to acts of bullying and retaliation.

Consequences and disciplinary action will be applied. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, reflective writing assignments intended to educate the aggressor, detentions, short-term or long-term suspensions from school as determined by the school administration,

subject to applicable procedural requirements. These actions may escalate in severity for repeated offenses or with the severity of the negative conduct. Actions may be accompanied by the referral to counseling or other therapeutic support. The specific action will be appropriate, concrete, and immediate. The nature and extent of disciplinary action imposed or consequences applied, is a matter within the sound discretion of the building administrator or designee and will be based on the facts gathered. The administrator will balance the need for accountability and safety with the need to teach appropriate behavior.

Nothing in this plan is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment. Disciplinary actions will be in the sound judgement of the administrator and applicable state and federal laws.

Consequences and discipline for acts of retaliation will be imposed at the same, or more severe, level as the underlying bullying, cyberbullying or inappropriate behavior. Students who are not primary participants in the reported act of bullying, cyberbullying, or retaliation but join in, may be subject to disciplinary action or consequences as if they were primarily involved. "Joining-in" or being a "by-stander" is a form of endorsing the behavior.

Consequences or disciplinary actions taken in an instance of bullying will be shared with the appropriate school staff members to ensure awareness that the behavior stops, there is no retaliation, and follow through.

When it is determined that a target is in fear or is being threatened, the administrator will develop a safety plan to immediately take steps to stop and control the behavior of aggressor(s) who are causing the threat. The safety plan will be developed in collaboration with the appropriate staff and parents to ensure enforcement and follow-up.

The administrator or designee will periodically follow-up with the target(s), and his/her parents when applicable, in an incident to ensure the student or staff member believes the situation has improved and that any threat or fear has been significantly reduced or eliminated.

The administrator or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others. It is up to the administrator or designee's judgment as to what steps may be taken to promote a safe school environment. The administrator may consult with the target, counselor or psychologist, teachers, etc. in determining the approaches used.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the administrator or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct so that the administrator may determine whether additional supportive measures are needed.

## **STUDENTS WHO FALL BEHIND ON THEIR WORK**

Homework will be sent home. If not completed, students may be required to stay after or come in before school to catch up on homework lessons.

## **STUDENTS DISOBEYING PLAYGROUND RULES**

Students will be seated on or beside the wall for time limits appropriate for their actions. Additional disciplinary consequences will be imposed if needed to stop the behaviors.

## **STUDENT ILLNESS OR ACCIDENT WHILE AT SCHOOL**

If your child becomes ill or has an accident at school, you will be called immediately. If you cannot be reached by phone, we will try to contact you through the emergency number you have listed on the enrollment form. Please make sure that we have your correct phone number at home and an emergency number.

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

## **DRUG FREE SCHOOL POLICY**

The unlawful possession, use, or distribution of illicit drugs and alcohol or substances purported to be drugs, or prescription drugs prescribed to some other person by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L 102-226. This policy has been approved by the USD #401 Board of Education and is on file in the District Office.

## **TELEPHONE CALLS FOR STUDENTS**

Students will not be allowed to receive a phone call at school except in an emergency. In the majority of cases, the office will give a message to a student.

Students will not be allowed to make outgoing calls except in cases of emergency. Emergencies do not include asking parents if a student can go home from school with a friend or stay overnight at a friend's house.

## SCHOOL BUS TRANSPORTATION

Students riding the school bus must observe the Kansas School Transportation Regulations, Standards, and Statutes set forth by the Kansas State Board of Education.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. Each student must be provided a seat. Students may not change seats unless permission is first obtained from the driver and the bus is not in motion. The driver has the authority to assign a seat to each passenger.
3. Pupils must be on time. The bus cannot wait for those who are tardy. The bus will wait no longer than 2 minutes. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention.
6. Outside of ordinary conversation, classroom conduct is to be observed. Concerning appropriate behavior, the school bus is an extension of the classroom.
7. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
8. The emergency door on the school bus is not to be used at any time for loading and unloading unless there is an emergency.
9. Pets or animals of any kind are not allowed on school buses.
10. No weapons of any type except side arms carried by a law enforcement officer shall be transported on a bus.
11. Only those riders that are assigned to ride a certain bus or those who have written parental permission will be allowed to ride unless there is a special permission granted from the principal.
12. Pupils must not at any time extend arms out of bus windows.
13. Pupils must not try to get on or off the bus or move about when the bus is in motion.
14. When leaving the bus, pupils must observe directions of the driver. If you cross the roadway, do so in front of the bus, after making sure the road is clear.
15. Any damage to the bus is to be reported at once to the driver.

16. During stormy weather students and parents are advised to listen to their home radio or television for reports on school being closed.

**PENALTY: FOR VIOLATING THESE RULES PUPILS WILL BE REPORTED TO THE SCHOOL PRINCIPAL**

### **SCHOOL BUS SAFETY AND YOUR CHILD**

All students of USD #401 who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle and as such jeopardizes the safety of all passengers.

Students can be cited for the following activities:

Failure to remain seated	Throwing objects out of the bus
Refusing to obey the driver	Throwing objects on the bus
Lighting matches	Hanging out the window
Smoking on the bus	Bothering others
Fighting	Profanity
Spitting	Vandalism
Any other behavior that may cause harm to themselves or others.	

If your child is reported for any of the listed activities, the principal may take but is not limited to the following disciplinary action:

First Offense: A warning to the student with a report to the parents. It is hoped that the parents will help prevent a reoccurrence.

Second Offense: One or more detention sessions. The length of time to depend on the seriousness of the infraction. A report to parents.

Third Offense: Automatic suspension of riding privileges. The length of time will depend on the seriousness of the infraction. A report to the parents.

We hope you will see these requirements as a reflection of our ever present interest in the personal safety and well-being of your child and an opportunity to review school bus conduct with your child so that he/she knows what is expected of them.

### **SCHOOL CANCELLATION AND SNOW ROUTES**

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students will be notified of school closings or cancellations by announcements made over the following radio/TV station(s):

KHOK (100.7 FM) Great Bend, KHUT (102.9 FM) Hutchinson, KVGB (104.3 FM and 1590 AM) Great Bend, KSN TV Channel 2, KAKE TV Channel 10, and KWCH TV Channel 12.

There may be times when weather conditions are such that we can have school, but road conditions are not good enough to run regular bus routes. Snow routes will be used on those days. Those students not reached directly by a snow route can meet the bus at a point on the snow route nearest to their home or can drive all the way into Chase or Raymond, or not come to school at all. Snow routes will be announced after enrollment is complete and routes are established.

### **STUDENT VISITORS**

Student visitors from other schools are not encouraged. The school day is very busy and allows little time except recess for visiting. Prior permission from the principal is required before any student visit will be permitted.

### **BICYCLES**

Students riding bicycles to school will follow all traffic regulations. All bicycles will be parked in the bicycle rack in an upright position. Bicycles will not be ridden on the playground.

### **PARENT INVOLVEMENT POLICY**

The Kansas State School Board of Education endorses the six National Standards for Family

-School Partnerships (NSFSP) to promote parent involvement in all Kansas schools. We are incorporating these standards into our parent involvement as well as the other schools in USD #401. The standards are listed below:

#### **WELCOMING ALL FAMILIES IN THE SCHOOL COMMUNITY:**

1. Office staff will be friendly and willing to help parents and community members in a positive way.
2. Signs are posted to help parents, students and community members navigate through the school.
3. Student work is shown in halls and exhibited in a user friendly way.
4. An annual meeting will be available for all parents to attend to discuss parental involvement and requirements through Title I. Parents will be encouraged to come through letters and food, if budget allows. The Schoolwide title program will be discussed.
5. A districtwide picnic is held each year to invite parents and students in to the school the week school starts.
6. Parents and grandparents are invited to have lunch with their child (ren) any time they desire.
7. Community in Schools Youth Friends participate in various classrooms every week to help students with learning activities.

## **COMMUNICATING EFFECTIVELY**

1. Letters are sent home with upcoming activities.
2. Student agenda books go home each day with daily information.
3. Information about school activities are posted on the school website and school calendar.
4. Teachers are to contact parents by phone, after school and/or at home (around town) with positive news regarding their child (ren).
5. Assessment results are offered and shared with parents and community.

## **SUPPORTING STUDENTS SUCCESS**

1. GOEDUSTAR is available and encouraged for parents to use. They can look up information such as grades and attendance as well as lunch balances and notes.
2. Parent Teacher Conferences are held twice a year. Students are encouraged to attend.
3. Library books are sent home starting with Kindergarten. Parents are expected to either read to or listen to their child read nightly.

## **SPEAKING UP FOR EVERY CHILD**

1. Site Council meets several times during the school year. Parents are encouraged to attend.
2. Parents are encouraged to be involved in their child (ren) s education by attending parent-teacher conferences, open house, and other school activities.

## **SHARING POWER**

1. Site Council meets several times during the school year. Parents are encouraged to attend.
2. Student, parent and faculty surveys are sent out in the spring each year to collect information on how to provide better services to our students.
3. USD #401 offers 3-5 year old services such as speech, SPED pre-school, and help with cognitive delays.

## **COLLABORATING WITH COMMUNITY**

1. Local businesses donate prizes to our students for various activities and events throughout the year.
2. The County Health department provides vaccines at a reduced rate to all students on designated days before school begins in the fall.
5. Local businesses allow class to visit for educational purposes. (mini field trips)