

2025-26
GRADES
K-5
STUDENT
HANDBOOK



USD 473

Blue Ridge Elementary, Chapman Elementary,
Enterprise Elementary & Rural Center
Elementary

INTRODUCTION

Welcome to Unified School District 473 for the **2025-26** school year. Each year brings with it high expectations that we all must strive to our utmost to achieve. In order for each child to have a successful learning experience, we suggest that you take the time to learn, and make a sincere effort to follow the guidelines set forth in this handbook. Get involved in your school's activities, study hard, and prepare to have a great year. Remember that your success during this school year will depend on how much effort you put into each day.

Within this handbook is information about rules, policies, academic requirements, and student privileges and responsibilities. **It is impossible to anticipate every situation within this handbook, and the administration certainly reserves the right to announce and initiate policies throughout the year to meet unanticipated situations. Acknowledgement of Receipt of Handbook MUST BE SIGNED DURING ONLINE ENROLLMENT OR TURNED INTO YOUR BUILDING PRINCIPAL.**

Parent involvement is the most important variable in the development of a child. Parents can enhance that development by being positive, by showing interest in the child's school activities, by listening, by building on previous experiences, by encouraging and expecting high performance in school work and other responsibilities.

Parents should praise for successes, no matter how small they may be, read books, magazines, and newspapers in the home, provide proper nutrition and rest, and set a good example by supporting the efforts of the school. MEMBERS OF THE USD 473 staff are highly qualified and dedicated to providing excellence in education. The faculty represents a blend of recent graduates and experienced teachers.

VISION

We do what's best for ALL kids!

MISSION STATEMENT

Irish educators and students will collaborate together to provide a well-rounded educational experience by challenging students to maximize their potential for success in life.

CORE BELIEFS

- All staff will do whatever it takes to reach every student.
- Student failure is not an option.
- All staff members will be positive role models in the lives of our students.
- All staff will differentiate to ensure all students will achieve high standards.
- All students learn when the environment is safe

NONDISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The superintendent or his representative, USD 473 Education Center, 822 N Marshall, Chapman, KS, (785-922-6521) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Policies of USD 473 clearly state that discrimination and harassment based upon race, ethnicity, religion or gender will not be tolerated.

EDUCATION CENTER
PO Box 249, 822 N. Marshall, Chapman, Kansas 67431
785-922-6521
Kevin Suther, Superintendent

IN USD 473, A BOARD OF EDUCATION is responsible for ensuring that schools provide the best possible education for students. The board is composed of seven members who are elected for four-year terms. Six persons are elected from specific areas of the district while the seventh person is elected from at-large. The Board of Education meets at the Education Center, 822 N. Marshall, Chapman, on the second Monday of each month. Meetings begin at 6:30 pm, unless otherwise announced. Any interested individual is welcome to attend the meeting. The administrative staff includes a Superintendent of Schools and individual building principals. Chapman High School also has an assistant principal.

ATTENDANCE CENTERS

Blue Ridge Elementary School (PreK-5) Afton Diehl, Principal
1539 Hwy 18, Abilene, KS 67410 785-598-2226

Chapman Elementary School (Pre K-5) Ashley Stearns, Principal
500 Irish Drive, PO Box 249, Chapman, KS 67431 785-922-7171

Enterprise Elementary School (K-5) Laurie Rutherford, Principal
302 S. High, PO Box 247, Enterprise, KS 67441 785-263-8248

Rural Center Elementary School (PreK-5) Kara Wilkins, Principal
902 1400 Avenue, Abilene, KS 67410 785-479-2213

Chapman Middle School (6-8) Mary Wright, Principal
622 N. Marshall, PO Box 249, Chapman, KS 67431 785-922-6555

Chapman High School (9-12) Kate Thornton, Principal
400 W. 4th, PO Box 249, Chapman, KS 67431
Clint Merritt, Asst. Principal & AD 785-922-6561

Wee Lads & Lasses and Wee Irish Preschool - Rylee Schlesener and Shelby Banks
(Located at Chapman Elementary School) 785-922-7171

Wee Clovers Preschool - Christy Bogart
(Located at Rural Center Elementary) 785-479-2213

Little Shamrocks Preschool - Afton Diehl
(Located at Blue Ridge Elementary) 785-598-2226

ENROLLMENT / WITHDRAWAL FROM SCHOOL

Admission Requirements- 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 according to Kansas guidelines, 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 and residency. Students enrolling shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling shall provide a certified transcript or similar pupil records. The enrollment documentation shall include a student's permanent record with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. Guardians must provide legal documentation to verify the status of guardianship. If the proof of identity is not provided within 30 days, the board must notify the local law enforcement agency who will then promptly investigate the identity of the child.

Kindergarten - The Kansas law stipulates that a child must be age five on or before August 31 to enroll in kindergarten and that all students be enrolled by age 6. Parents or guardians must bring a social security card and a birth certificate or other legal proof of date of birth before enrolling a child in school for the first time.

Kindergarten Screening - An assessment will be made of all children at the kindergarten level during Kindergarten Roundup the previous spring or upon enrollment. The purpose of the screening is to aid teachers in pinpointing educational needs of the students at an early age. The students will participate in enjoyable activities that measure development in body movement, attention span, memory, vocabulary, coordination, and the ability to discriminate between subtle differences in sounds. The testing is done in cooperation with the Central Kansas Cooperative in Education and district personnel. Parents will be informed of the results of the screening and are encouraged to contact their school if they have any questions.

Non-Resident Students

USD 473 Board of Education defines their Non-Resident student policy in JBCC. You can find JBCC of the master policy book found on pages 378-384 and on the front of the www.usd473.net website.

Homeless Students- Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement of Homeless Students - The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated.

Student Data Form - Each year during enrollment, parents and students shall fill out all requested Student Data forms which includes the following information:

- name(s), phone 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.

Elementary School Enrollment- New and returning students should enroll each year on dates and places designated that are published by the district for enrollment. Non-resident students will enroll in the assigned attendance center. Online enrollment for returning students will be available. New students will need to contact the assigned school for enrollment information.

Address/Phone Number Change - Parents are asked to notify the school immediately if there is a change of address or telephone number during the school year including work numbers and emergency contact numbers.

Assignment to School/Classes- Assignment to a particular grade level or particular class shall be determined by the building principal. The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the board.

If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Withdrawal from School- Students withdrawing prior to the end of the school year should check out through the building secretary. Upon departure from USD 473, all district assigned technology (to include iPads and chargers) shall be returned. If technology is not returned, they will be assessed a fee for replacement. All books belonging to the school shall be turned in, including library books. All fees owed to the school shall be paid. A request/permission to transfer records with the name and address of the student's new school shall be completed and signed by the parent/guardian.

Records - All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

FERPA (Family Educational Rights and Privacy Act) - 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. Those rights 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 (see “Directory 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 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.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 473 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.

Surveys- Protection of Pupil Rights Amendment (PPRA) governs the administration to students of a survey, analysis, or evaluation as specified below.

PPRA(Protection of Pupil Rights Amendment) - The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires USD 473 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

USD 473 will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Directory Information - For purposes of FERPA, USD 473 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent:

- Student’s name, address, and telephone number
- Student’s attendance center and teacher’s name
- Student’s picture
- Parent or guardian, date and place of birth
- Student’s major field of study
- Student’s weight, height, participation in & 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 473 at the Education Center, 822N. Marshall, Chapman, KS 67431, on or before September 20, of each school year. If refusal is not filed, USD 473 assumes there is no objection to the release of the directory information designated.

Pictures- School pictures are taken within the first few months of school. Students are not required to purchase school pictures. School pictures will be used in the elementary/middle school yearbook.

Testing Program - The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests. There will be a basic testing program designed to evaluate the outcomes of the educational program and to provide information needed in working with individuals. The basic testing program will be supplemented by such individual tests as the needs of the educational program and the district would seem to indicate. This program will be coordinated from preschool through grade 12 in order to provide continuity in the total program.

Title 1- The Kansas State Department of Education has a “Parents Right To Know” requirement that any school utilizing Title I funding notify parents annually of the parent’s rights.

Promotion and Retention - Students may be promoted when they have demonstrated mastery of the board approved learning objectives. At the elementary level, parents shall make the final decision after receiving information from school personnel.

Grade Cards - Reporting student progress to parents is important since both teacher and parents share responsibility with students for their learning. Parents have access to student grades and progress updates through PowerSchool. Students will receive a printed grade card at the end of each nine weeks. Teachers may choose to call or send progress notes at any time. Parents may request information or a conference with teachers concerning student performance. Preschool-5th grade have standard based grade cards.

Parent/Student/Teacher Conferences- Parent-Teacher Conferences are scheduled twice each year - one in the fall and one in the spring months. Parent/Guardian involvement is encouraged throughout the year. Conferences at each elementary building may be scheduled in different formats to best meet the needs of the parents and staff involved.

It is not necessary to wait for the regularly scheduled conference time if a parent/guardian has a special concern. Parents/guardians and students are encouraged to request a conference with teachers at any time convenient to all parties.

Homework - Students are expected to complete homework assignments on time.

Make-Up Work - It is the student’s responsibility to obtain make-up assignments from teachers following an absence. Teachers should be notified 3 days prior to known absences so that planned assignments may be given. Assignment modifications may be approved by the principal.

After suspension, students should be allowed to make up work. Students should be prepared to turn in work due while on suspension or make-up tests missed immediately upon return.

Academic Dishonesty - Cheating, defined as copying another student’s work and claiming it as your own and plagiarism, defined as the use of another person’s original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for

the work in question, as well as other disciplinary measures. (see “Disciplinary Measures”)

Health - Wellness and Sexuality Curriculum - Health-Wellness and Sexuality curriculum is available for inspection from the school nurse.

- **Opt Out** - A parent/guardian (or student eighteen years of age or older) may use the district opt-out provision to remove a student from some portion or all of human sexuality classes included in the district’s required curriculum. To receive information on the opt-out provision, contact the school nurse and/or principal.

Special Education Programs- A wide variety of special education programs are available in USD 473 Chapman schools through the Central Kansas Cooperative in Kansas, which is sponsored through USD 305, Salina Schools. Students that need special education programs are involved in Multi-Tier Systems of Support- Response to Intervention for determination of needs in the educational setting. Children are required to go through an evaluation process, which is inclusive of parent involvement and written permission if not on an Individual Education Plan (IEP).

USD 473 is part of the Central Kansas Cooperative in Education, which is coordinated by the Salina School District. The Cooperative provides services to exceptional children. Placement of students in special programs is done by referral and testing only. Children will not receive these services unless parents have been previously informed and have given written consent for an evaluation.

Special education programs are provided for those with intellectual disabilities, learning and visually impaired, orthopedically handicapped, emotionally disturbed, and the gifted. In addition, school psychologists, hearing consultants, learning disabilities specialists, speech therapists, and social workers are employed to serve all districts in the cooperative.

Interrelated classrooms are available at all grade levels.

ATTENDANCE

Compulsory Attendance Requirements - As per Kansas Statute 72-1113, Kansas law requires students to attend school until the age of 18. Sixteen- and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma or GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or
- a court orders exemption; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

Any student who is not exempt shall be reported as truant.

Attendance/Truancy - Regular and punctual attendance is expected and required of all students. Parents should notify the school by 8:10 a.m. when their child will be absent. When a student is absent from school, without notification from the parent, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. This procedure is for each child’s protection. (see “Truancy”)

Excused/Unexcused Absences - The State attendance laws are very explicit in their definition of valid excuses from school. Excused absences will be given for illness and injury to the student. All other absences will be unexcused unless arrangements are made by the parent with the principal's office. When a student is or will be absent, the school expects parents to call or write a note stating the reason for the absence. Failure to do so will result in an unexcused absence. The principal will determine the acceptability and validity of excuses presented by the parent(s) or the student.

All work missed while students are absent must be made up within 3 days. When students return to school following any absence, they must report directly to the office. If no phone contact has been made between the school with their parents, students must bring a note from them before returning to school.

Significant Part of the School Day - Absences for two (2) or more hours in one day will be considered a significant part of a school day, or 2 hours in elementary.

Prearranged Non-Emergency Absences - To receive an excused absence for a non-emergency absence from school, students must provide a request from parent or guardian, in the form of a note or phone call. It shall be the general policy not to approve non-emergency requests following the sixth (6th) absence in a semester. Any deviation from this policy will require a parental meeting with the principal to present overriding reasons for approval of the request. Students will be required to arrange makeup work with teachers in advance of a non-emergency absence. If a non-emergency absence is not approved in advance as per this policy, it will be considered unexcused.

Consequences For Excessive Absences - Excessive absences will affect a student's success in school. Whenever a student has missed 6 days during a semester, a letter may be sent home expressing the school's concern. The building administrator may use some discretion as to the sending of this letter. If all absences of the student have been for documented medical or legal reasons or pre arranged non-emergency absences, the administrator may choose to postpone sending the letter unless further non-documented absences occur.

The letter sent will clearly state the following:

A. The student and parent will be formally notified that the school has concerns about the attendance of the student.

B. The parent and student will be informed that the only acceptable excuse for absence will be a doctor's statement or statement from a legal authority or a mutually agreed upon reason discussed in a personal conference by the parent and a school administrator prior to the absence.

C. The parent and student will be informed that failure to comply with the above conditions will result in the school contacting the District Attorney, Police and/or Department of KS Children & Families and reporting the student as truant. Each absence thereafter, which does not comply with the conditions, will also be reported to the local authorities as truancy.

D. Parents will be encouraged to contact the administrator signing the letter about this matter. Future absences of this student that do not meet the criteria set forth in the letter are liable, at the discretion of the building administrator, to be ruled as unexcused. Unexcused absences will be cause for reporting of truancy. Unexcused absences will also make the student liable for disciplinary actions, including in-school suspension, out-of school suspension, and expulsion, at the administrator's discretion.

Truancy - Kansas Statute defines a truant as a student under the age of eighteen who is absent without a valid excuse for the absence. Students shall be reported truant after three consecutive unexcused absences, five unexcused absences in a semester or seven unexcused absences in a year, whichever comes first. Students subject to the compulsory attendance laws shall be reported to the proper county authority if suspected of

truancy. Students who are absent for a significant part of any school day shall be considered truant (see "Definition of a Significant Part of the School Day"). If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Tardies - Students that are tardy must report to the office. Parents/guardians will need to sign in their child. All students reporting late for school must report to the office. Please make every effort to get students to school on time! If students arrive after 10:00 AM, they will be counted absent half a day for the AM. If students leave at or before 2:00 PM, they will be counted absent half a day for the PM.

Sign In/SignOut- Parents Must Sign out their child in the office before leaving school premises during the school day. Parents must sign in their child when arriving at school after the beginning of the school day.

STUDENT CONDUCT / DISCIPLINE

Behavior/Conduct- All classroom management plans will be centered around a school-wide code of conduct adopted by all attendance centers.

Definition Of Discipline - A process designed to promote responsibility for one's behavior to ensure that all children experience a safe and productive learning environment. Discipline is defined as training that corrects, molds or strengthens moral character.

Belief Statements:

- Self-discipline is the expected outcome.
- Parents have a responsibility to assure that their students' behaviors do not take away from a safe and productive learning environment.
- Staff will act respectfully to students, parents, colleagues, and peers at all times by teaching and modeling appropriate behavior regardless of the students' and/or parents' behavior.
- Students have a responsibility to act respectfully to all adults.
- Student behavior should not be allowed to interfere with the learning opportunities of other students.

School-wide Code of Conduct:

Safety: Are my actions safe for myself and for others?

Respect: Do my actions show respect for myself and for others?

Honesty: Do my words and actions represent truth?

Responsibility: Do my actions meet the expectation to take care of myself and be a dependable member of the community?

Courtesy: Do my actions help make this a nice place, where people feel welcome and accepted, and where they can do their work without disruptions?

Students may be disciplined for any of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Consequences for Violating School Behavior Codes- May include restrictions, time out, loss of privileges.

- Warning and opportunity to immediately change behavior
- Teacher intervention directly related to misbehavior
- Written notification of misconduct to parents
- Phone call to parents - initiated by student, teacher or administrator
- Parent conference and written Student Behavior Plan
- Removal from setting
- In-School Suspension*
- Out-of-School Suspension*

*Occurs only with principal approval

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined in Policy GAAF - Emergency Safety Interventions. (See Appendix A)

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (see “Suspension/Expulsion”)

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

School Authority - Students are under the authority of staff personnel at any time they are on school grounds or at a school sponsored activity. Any student who is insubordinate to any staff personnel or creates any disturbance which restricts or alters the learning process of themselves or other members of the class or activity is subject to disciplinary action by the teacher/administrator in charge. Teachers/Administrators have the right to detain students as a disciplinary measure.

Disrespect - Disrespect of any student toward another student or staff member will not be tolerated. Disrespect will be determined by the teacher/administrator. It will include but not be restricted to: profanity, inappropriate gestures, back talk, arguing, and defiance. It may result in an out-of-school suspension.

Substitute Teachers - Substitute teachers will have the same authority as that of any district personnel concerning student conduct and discipline policies.

Respect Personal Items - Any student caught in another student’s desk, bag or cubby without that student’s expressed approval is subject to disciplinary action. Certain situations may result in suspension or expulsion.

Respect of Property - Excellent School facilities have been provided for using the school district. The student may be required to pay a dollar amount including labor cost for repairing damages.

Respect of Others - All students are expected to demonstrate respect for others and their physical space. Physical contact (fighting) or violations will result in consequences. Law enforcement may be involved as per USD 473 Policy JDDDB and Kansas Statute 72-89b04 School Safety and Security Act.

Hallway Procedures - Students are expected to comply with hallway procedures as directed in each elementary building.

Language - Any written/spoken language or gestures that are inappropriate, obscene or vulgaris not permitted in the building or on the grounds. Repeated violations will result in punitive consequences and/or suspensions.

Firearms and Weapons - Possession of a firearm shall result in expulsion from school for a period of one school year, except the superintendent may recommend this expulsion requirement be modified on a case-by-cases basis (see “Suspension/Expulsion” and “Probationary Status,”). Expulsion hearings shall be conducted by the superintendent, other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

A Dangerous weapon is any article that is commonly used or designed to inflict bodily harm. Examples Include but are not limited to, firearms, knives, explosives and fireworks. Firearm facsimiles may be in the school with the explicit permission of the administration. Students accused of bringing firearms, weapons or

any suspicious materials to school or to a school activity will be turned over to the local law enforcement for further investigation and follow up. Any behaviors that are not in compliance with the elementary Code of Conduct are subject to disciplinary actions.

Policy on Drugs, Tobacco, and Alcohol - Students shall not manufacture, distribute, dispense, possess, use, consume, or be under the influence of illicit drugs, controlled substances, tobacco, or alcoholic beverages on school property or at any school activity as outlined in USD 473 policy JDDA.

First time violators shall be suspended from school for not less than five days. Students will also be suspended from school activities for the length of their out-of-school suspension or up to four months. Repeat offenders may face expulsion from school and/or longer suspension from participation in school activities. First time offenders may be offered a diversion class provided they attend the Dickinson County Council on Substance Abuse. The cost of attending this diversion will be paid by the student.

A written complaint will be filed with the local police department in the cases when school officials and staff are aware of violation of laws pertaining to controlled substances.

The School Board of USD 473 reserves the right to allow law enforcement agencies to conduct periodic, unannounced searches of school facilities and parking areas for illegal drugs using trained drug dogs. Students in possession of illegal drugs through these procedures will face all penalties as outlined in the USD 473 substance abuse policy and shall be liable to legal penalties.

The School Board of USD 473 reserves the right to allow periodic breathalyzer checks at school functions, particularly student dances. In these cases, students and guests' submission to the check will be mandatory before attendance to the dance is allowed. Any student who tests positive through these checks shall be liable to the USD 473 substance abuse policy.

Students are not to congregate in the area around the school grounds after they arrive at school or in the evening afterschool. Basic school rules as outlined in this handbook should be followed after students arrive at school in the morning or after school in the evening even when in the vicinity of school but off of school grounds.

Lewd, Immoral, Disrespectful Acts - Students who commit illegal, lewd, immoral, or disrespectful acts at school, school events, or while involved in school activities may be subject to discipline up to and including short term suspension and expulsion. Students involved in these situations may be suspended from participation in activities at the discretion of the administration. The administration may involve activity sponsors or coaches and may involve students in recommendations concerning activity suspension.

Restroom Policy - Students will be allowed to leave class to go to the restroom, with district personnel permission. Parents need to notify the school if there is medical reason for frequent trips to the restroom.

Cell Phones and Smartwatches - Elementary school students are not allowed to have cell phones or smartwatches at school unless prior approval has been made by the building administrator. If a student is found with a cell phone or smartwatch while at school, it will be turned off and placed in their bookbag. If issues continue the phone or smartwatch will be confiscated and returned to the parent/guardian only.

Public Display of Affection (PDA) - Students are not to participate in any displays of affection at the elementary level.

Fireworks - The use of fireworks in the City of Chapman and Enterprise is a violation of city ordinances and a misdemeanor. It is a violation of law to discharge fireworks/explosives into or within a public building. The possession and igniting of fireworks at school by students will result in their automatic and immediate suspension from school for three (3) days, and law enforcement may be contacted.

Disorderly Conduct - Any individual creating a substantial disruption of normal school operation may be reported to law enforcement for further investigation and follow up. Charges may be filed. Suspension or expulsion of students may take place.

Novelty and Nuisance Items - Students are not to bring items to school that will interfere with the education of others. Any article or novelty of this nature will be taken and/or may not be returned to the student.

Drink Containers - Students are encouraged to drink water at school. Containers from home must be approved by teachers/administrations. The building administrator has the discretion to make the final determination on drink containers brought to school. No glass containers will be permitted into the school building.

Hats- Hats (or other head coverings) are not to be worn in the building. Students must remove hats as they enter the building. (see "Dress Code") Any item unnecessary to the education of students shall not be brought to school or school activities.

Snowball Throwing - Students throwing snowballs on school property, including the street surrounding the school, may be suspended for no less than one day.

District-Wide Behavior Code

Vandalism - The board shall seek restitution according to law for loss and damage sustained by the district. When a student is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Restitution payments shall be made by students or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action. The theft or destruction of another's property is a crime and should be reported to the police as such. Students found to have participated in theft or destruction of property will be subject to suspension and/or an expulsion hearing.

Bullying - As per Kansas State Statute 72-8256, and USD Board of Education Policy JDDC, the Board of Education prohibits acts of harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any gesture or written, verbal, or physical act that takes place on school property, at any school-sponsored function, or on a school bus that:

- A) is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or mental, physical or sensory disability; or,
- B) by any other distinguishing characteristic; and
- C) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging a student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- D) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation, or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behavior, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavior intervention up to and including suspension and expulsion. In each school, the principal or principal's designee is responsible for receiving complaints alleging violations of this policy. All School employees are required to report alleged violations of this policy to the principal or principal's designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. While submission of a report form is

not required, the reporting party is encouraged to use the report form available from the principal of each building. Oral Reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous reports.

Sexual Harassment- Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district is strictly prohibited. It shall 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:

- 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 extra-curricular activities, etc.
- singing or rapping sexually implicit words
- "sexting"

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing 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 shall 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 complaint or otherwise reporting sexual harassment

shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

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

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

Racial Harassment is racially motivated conduct which:

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

Racial harassment may result from verbal or physical conduct or written graphic material.

Dress Code- JCDB Dress Code JCDB Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited. Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled. Dress codes shall be published in the appropriate student handbooks. Approved: KASB Recommendation—7/96; 4/07; 12/15 ; 7/18

Safe Schools Act - The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students 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 Schools and Communities Act, P.L. 102-226, 103 St. 1928.

All district students shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol are both wrong and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, 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 will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

First Offense -First time violator shall be subject to one or more of the following sanctions:

- Punishment up to and including short-term suspension.
- Suspension from all student activities for a period of not less than two weeks.
- An evaluation from an acceptable drug and alcohol program.

Second Offense -Second time violator shall be subject to the following sanctions:

- Punishment up to and including long-term suspension.
- Suspension from all student activities for a period of not less than one month.
- 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.)

Third and Subsequent Offenses-A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- Punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. 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 will be borne by the student and his or her parents.

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 program to determine the cost and length of the program. Compliance with this policy is mandatory. (see "Suspension/Expulsion", and "Rules for Student Athletes")

Tobacco - Possession and/or use of any tobacco product by students is prohibited in any attendance center, school-owned vehicle, at school-sponsored events or on the school grounds. Consequences can result in out of school suspension and/or contact with local law enforcement.

Bus Regulations- Bus Transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons. Students that are suspended from bus transportation will not be allowed to ride the bus during special activities, or events on field trips. Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations.

All bus drivers meet state requirements and are trained in defensive driving and first aid. Each driver holds a commercial driver's license and must submit to a physical examination every other year.

Students are to be at the stop waiting for the bus. The bus cannot wait for pupils who are tardy. If someone is not riding, the bus driver should be notified in advance or motioned to go on. Bus drivers have been informed that if a student is not in a designated pick-up place in the morning, he/she is not to wait. Students missing the bus after school will be asked to report to the office so the parents can be notified to come after their child.

Students are allowed to ride different buses when necessary as long as the bus driver is given written permission from the parent and school and the bus does not become overloaded. State regulations prohibit

standing or overloading the bus. Kansas law states that no animals will be transported on school buses.

Elementary students must go directly into the school and will not leave school grounds unless they have written permission from their parents. After boarding a bus, the student is expected to remain on the bus to either the school or home. Any deviation from the above should be accompanied by a letter or call from the parent.

Students are expected to follow the rules and regulations established by the school and individual bus drivers. Remember that your safety is in the driver's hands.

- The bus driver is in charge of the students and the bus. Students must obey the driver promptly..
- The driver may assign a seat to each passenger.
- Students shall not stand in the roadway while waiting for the bus. Students should wait in an orderly manner and never push a fellow student.
- Outside of ordinary conversation, classroom conduct is to be observed. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention.
- Students must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
- Students shall not get on or off the bus or move about while the bus is in motion.
- When leaving the bus, students must observe the directions of the driver. If you must cross the road, do so at least 15 feet in front of the bus after making sure the highway is clear.
- Students shall not extend any part of their body out of the bus windows.
- During the stormy season, students who ride the bus should monitor USD 473 website and local media for cancellations and postponements
- Consumption of food, beverage, and the chewing of gum on regular bus routes is not permitted. Glass containers shall not be transported.
- Smoking inside a bus shall be prohibited.
- Intoxicating liquor or alcohol, or illegal drugs shall not be consumed or carried in a bus.
- No weapons of any type, except side arms carried by law enforcement officers, shall be transported on a bus.

Safety is the responsibility of each bus driver. Bus rules are posted in each bus, and acts of misconduct cannot be tolerated. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Bus Evacuation Drills- During one week in September and one week in February, bus drivers will conduct an evacuation drill. The purpose of the drill is to acquaint students with the procedures to be followed when disembarking from a school bus in case of an accident or some unusual circumstance.

Gangs- Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- shall not present a physical safety hazard to self, students, staff, and employees;
- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or

threat of violence; or

- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

Hazing/Initiations- Incidents involving initiations, hazings, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. Such action will be considered a serious breach of school conduct and dealt with accordingly. Parents or students who know of such activity should let the office know immediately.

DISCIPLINE MEASURES

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. Also see discipline measures listed under "Consequences for Unexcused Absences," "Tardies," "Gangs," "Firearms and Weapons," "Vandalism," "Sexual Harassment," "Racial Harassment," "Dress Code," "Drug Free Schools," "Bus Regulations," "Computer Use," "Food Service," "Make-Up Work," "Academic Dishonesty," and "Behavior/Conduct".

In-School Suspension -In-school suspension will be assigned by administration as cases may warrant. During in-school suspension, students may complete class work but must abide by the rules of the in-school suspension or face immediate out-of-school suspension. If a student is absent on the day of the assigned in-school suspension, he/she will make up that date upon the day of returning to school.

Suspension/Expulsion

Suspension and Expulsion Procedures - A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal. A suspension may be for a short term not exceeding five school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish

appropriate requirements relating to the student's future behavior at school and may place the student on probation.

- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

The days a student is suspended or expelled are not subject to the compulsory attendance law. During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant, or observer.

Reasons for Suspension or Expulsion - Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension Procedures - Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Long-Term Suspension or Expulsion Procedures- Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the Hearing and that notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law

by persons appointed by the board.

- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas Law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Student Rights During a Long-Term Suspension/Expulsion Hearing - The student shall have the right:

- to counsel of his/her own choice; to have a parent or guardian present; to hear or read a full report of testimony of witnesses; to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses; to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student or the student's parent or guardian file a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board, or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Corporal Punishment- Corporal punishment shall not be used in the district.

Searches of Students- Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness. (see "Personal Property")

Interrogations and Investigations- Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the administrator shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administrator shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian, or representative shall be documented by the administrator involved. If a student's parents, guardian, or representative is not present during questioning of a student, the administrator shall be present.

ACTIVITIES

Transportation to and from Activities - When the district provides transportation to an activity, participating students are prohibited from riding in personal automobiles or riding in a vehicle other than the school provided transportation to and from district-sponsored activities held during or after the school day unless a written request is made by the parent and approved by the coach, sponsor, and/or administrator.

Assemblies - All-school assemblies are scheduled periodically. Assemblies are an integral part of the school day and are a learning experience. Every student and teacher is required to be at assemblies just as they are at other classes. Students are expected to follow the Elementary Code of Conduct.

Insurance - Basic health and accident insurance is considered a parental responsibility. At the beginning of the school year, the district sends home a form and a flyer from a company that offers student insurance for families that do not currently have health insurance. The form must be returned to the school office whether you accept or decline this insurance. In case of an injury, claim forms for this insurance are available from the athletic director or the principal. Claims must be filed within 90 days of the injury. The claimant is responsible for providing all necessary information to have a claim successfully approved. USD 473 **does not** take responsibility for any medical expenses incurred during school even though coaches, sponsors or administrators may, in the best interest of the child, initiate a treatment procedure.

Fundraising & Solicitations - Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Parties/Social Events/Dances- All classroom parties and other school social events must be approved in advance by the principal.

When a student has been absent for a portion or the entire school day, attendance at after school programs or activities will be determined by administrator discretion.

HEALTH AND SAFETY

Vision Screens - Students in Grades K-5, 7, 9, 11, new students, and IEP students are screened for visual defects during the school year. If the visual screening indicates a need for further examination, parents will be notified. Students in Grades 6, 8, 10 and 12 will be screened upon request.

Hearing Screens- Students in Grades K-3, 5, 7, 10 new students, and IEP students are screened for hearing defects during the school year. Should a test indicate a hearing loss, parents will be notified with the recommendation that their child's ears be examined by a doctor.

Dental Screens – Students in Grades K-8 will have a dental screening, if you do not want your child to participate in the dental screening the parent or guardian must notify the school nurse in writing. Fluoride treatments and dental sealants are available to students with signed permission from the parent or guardian. If the dental screening indicates a need for further examination, parents or guardians will be notified with the recommendation that a dentist examine their child's teeth.

Illness and FirstAid - First aid will be given at school as necessary. The parents will be informed if it is advisable for their child to see a doctor. No medication will be administered at school (over the counter or prescription) unless the "Request to Administer Medication at School" form has been filled out and signed by the parent or guardian and physician. Any child with a fever of 100 or above or vomiting will be sent home. Students must be fever free without fever reducer (Tylenol, Ibuprofen) and vomit free for 24 hours before returning to school.

Communicable Diseases - 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. K.S.A. 65-122; 65-128. The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Many illnesses of children are contagious. Very often when a child shows signs of fever, sore throat, cough, or nasal discharge, it may be the incubation or beginning signs of a contagious disease. K.S.A. 65-118 requires mandatory reporting of certain contagious diseases and/or symptoms of contagious disease to local health authorities, the Kansas Department of Health and Environment and/or the Center for Disease Control.

The following guide published by the Kansas State Board of Health shows the number of days it may take for a child to develop a disease. This guide also indicates how long a child should remain out of school after the disease has been diagnosed by a doctor.

- Chicken pox - 2 to 3 weeks (10-21 days). Students should be excluded for six days or until the lesions are crusted over.
- Influenza (Flu) - Usually 1 to 4 days, with an average of 2 days. Persons with influenza are required to remain in home isolation for 5 days following onset of illness or until fever free for 24 hours without the aid of fever reducing medications, whichever is longer, except when seeking medical care.
- Measles - 7 to 18 days (rash usually day 14). Students should be excluded a minimum of four days after the appearance of the rash.
- Mumps - 12 to 25 days (usually 16-18 days). Students should be isolated for at least nine days from the date of onset and until the swelling is gone.
- Strep Throat - 1 to 3 days. Students should be excluded from onset until recovery - about ten days unless on antibiotics for twenty-four hours.
- Pink Eye - 1 to 3 days. Students may return to school once any prescribed therapy is implemented, unless their behavior is such that close contact with other students cannot be avoided.
- Impetigo - 4 to 10 days. Students may return to school as soon as a child is under medical care or on antibiotics for twenty-four hours. Any drainage must be covered.
- Ringworm - 10 to 14 days for ringworm of the scalp; 4 to 10 days for ringworm of the body. Students may attend school if receiving treatment but should not participate in athletic activities involving skin-to-skin contact until skin lesions are completely healed.
- Head Lice - Nits hatch within one week, reach maturity in approximately two weeks. Students should be excluded until treated with adequate shampoo (insecticide) and all live lice have been removed.
- Mononucleosis - 30 to 50 days. Students may return to school with a physician's permission.
- Fifth Disease - 4 to 14 days. No exclusion from school unless the student has a fever. Children with fifth disease may attend school once the rash appears because they are no longer contagious.
- Hand Foot and Mouth Disease - 3 to 6 days. Students with fever and rash should stay home from school until fever free.

Decisions regarding the type of education and the setting for provision of educational services for a student with a communicable disease of extended duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Health Assessments- In compliance with KSA72-5214, as amended, the Board of Education of USD 473, in cooperation with the Kansas State Department of Health and Environment, has established the following guidelines. All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in a Kansas school for the first time. Students not in compliance with this requirement will be denied the privilege of attending school. As an alternative to the required health assessment, the student shall present a written statement signed by one parent or guardian of their objection because of religious beliefs or that said assessment will be completed within 90 days of school entrance.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination. (see "Inoculations")

Physicals - Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing, and vision screening required under Kansas law.

Safety - Students shall observe the following safety rules:

- Students who ride bicycles are required to follow all safety and traffic rules. Bicycle riding will not be permitted on school grounds during the school day. Due to increased motor traffic around Enterprise Elementary, upon reaching school grounds, students will need to walk bicycles, scooters or motorized scooters to the designated parking rack.
- If parents transport their children to or from school, they can do so before or after the loading of the buses. Students are expected to wait at the entrance in an orderly fashion both before and afterschool. All roller skates, roller blades, and skate boards are not allowed at school.
- Students shall observe bus safety rules as listed under "Bus Regulations".
- All students who are transported in a district owned car or suburban shall wear a safety belt.

Drills - Students shall be informed of emergency drill procedures at the beginning of each school year. Drills shall be held at times determined by the building principal.

Emergency Planning Procedures - A set of emergency plans has been developed for each attendance center. There are some basic administrative regulations that all buildings follow and general guidelines for parents that are applicable, district-wide.

FIRE - Each attendance center will follow the regulations of the State Fire Marshall and hold 4 fire drills per year.

TORNADO/SAFETY - Tornado and safety drills will be held in accordance with state law.

CONTACTING THE SCHOOL - Parents are asked not to call the school during severe weather conditions. The safety of the students may depend upon telephone lines being kept open to transmit warnings and directions to school by Civil Defense and school officials.

STUDENT DISMISSAL - As a general rule, school will not be dismissed early. In instances where tornado warnings are in effect for the immediate area at the time of regular dismissal, students will be held until the tornado warning is lifted.

CHILDREN REMAIN AT SCHOOL - Parents of children in school are encouraged to leave their children in school during severe storm warnings, rather than attempt to pick them up. The confusion that might result could possibly lead to more injury and disastrous damage than if all students participated in the planned safety measures to be followed in school.

Weather Emergencies - The first concern of ALL employees of USD 473 is the safety of the students. Kansas weather sometimes makes it impossible to have school on all the scheduled days.

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements on the district School Messenger system by texts/calls, and/or emails, USD 473 Facebook page and also made over the following radio/TV station(s):

Radio: KSAL, KABI, KJCK **Television:** KSN TV-3, KSNT, KWCH (Channel 12), WIBW (Channel 13), KAKE

Please do not call these stations as they will be periodically announcing information as soon as it has been received. Only in extreme conditions will a decision be made the previous night to delay or cancel school. If a public announcement is not made, school will be in session. Please make arrangements with your children if you plan to be away from home on stormy days.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day (see "Release of Student During the School Day"). If the buses need to be sent home early, school will be called off at all attendance centers at the same time, and all drivers will be notified.

Asbestos - An asbestos management plan has been developed for the school district. A copy of the management plan is available from the District Maintenance Supervisor or from the board clerk, 822 N. Marshall, PO Box 249, Chapman, KS 67431 or by telephone 785-922-6521.

Pest Control - The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the District Maintenance Supervisor, 822 N. Marshall, PO Box 249, Chapman, KS 67431 or by telephone 785-922-6521.

Accidents, Reporting of - Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor. When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, staff shall seek emergency medical treatment.

FirstAid - If a student has an accident that requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive;
- and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

Administering Medication - The district nurse or a district approved staff member shall be responsible for the general conduct of all health programs deemed advisable by the Board of Education and required by current law.

Supervision of Medication - The supervision of oral medications shall be in strict compliance with the rules and regulations of the Board of Healing Arts as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses. In certain circumstances when medication is necessary in order that the students remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance. Parents and or guardians are responsible for bringing student medication (prescription and over-counter) to the school office. Arrangements can be made with the school principal or school nurse if a hardship arises. No medicine will be accepted in any school office without prior approval from the school principal and/or school nurse. Medications of immediate need (such as inhalers and Epi-Pens) can be transported by student with prior approval from the school principals and/or school nurse.

Guidelines for Administering Prescription and Non-Prescription Drugs - Prescription and non-prescription medication shall be examined by the school employee administering the medication to determine that it appears to be first in the original container, properly labeled and proper dosage for the child's age. Prescription and Nonprescription medication needs to be authorized by the written order of a licensed medical person, and parent or guardian. Prescription medication should have two containers, one for home and one for school. They should be requested from the pharmacist. Only oral medications and inhalers should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, prescribing medical person, name of medication, dosage, route, time and date administered, and the signature of the person administering. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom. In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Inventory of Medication - All medication, except emergency medication (inhaler, Epi-pen) maintained in the school setting should be kept in a locked container. This includes medications requiring refrigeration. Medications should be inventoried every semester. Out-of-date medication shall be returned to parent or destroyed. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless accompanied with the "Request to Administer Medication at School" form signed by the parent or guardian and physician. The parent or guardian must pick up all prescription and/or non-prescription medication on the last day of school or the nurse will destroy the medication.

Inoculations - All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. In order to comply with KSA 72-5209, as amended 1994, and the Kansas Department of Health and Environment, USD 473 has

adopted the following policy and procedures for compliance:

All students must show proof **upon entry within 30 days from their first day of enrollment into school, to provide documentation required by law** of immunizations in proper sequence required by the American Academy of Pediatrics:

- 5 Diphtheria, Tetanus, Pertussis (DTaP) doses are required. Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6 months. Dose 4: 15-18 months (4th dose may be given at 12 months provided at least 6 months after Dose 3) and Dose 5: prior to Kindergarten entry. Four doses are acceptable if Dose 4 is given after age 4 years.
- 4 Polio (OPV/IPV) doses are required. Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6-18 months, and Dose 4: must be given 6 months after 3rd Dose, after 4 years of age and prior to Kindergarten entry. Three doses are acceptable with one dose after 4 years of age, 6 months between 2nd and 3rd dose and final dose prior to Kindergarten entry.
- 2 Measles, Mumps, Rubella (MMR) doses are required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Minimum is 12 months of age and the interval between doses may be as short as 28 days.
- 2 Hepatitis A doses are required. Doses should be given at 12 months with a minimum interval of 6 months between the 1st and 2nd dose
- 3 Hepatitis B doses are required. Dose 1 given at birth, Dose 2: 2 months, and Dose 3: 6-18 months of age.
- 2 Meningococcal doses are required. Doses should be given at entry to 7th grade (11-12 years) and 11th grade (16-18 years). For children 16-18 years, only 1 dose is required
- 2 Varicella (chickenpox) doses are required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Students 12 years old and younger a 3-month interval is recommended however, upon record review the interval between doses may be as short as 28 days for the 2nd dose to be counted as valid. Students 13 years and older, a 28-day interval between doses is required. Regardless of students' age, if the 1st dose is at 12 months of age with 2nd dose 28 days after 1st dose, both doses are valid. No doses are required when a student has a history of varicella disease documented by a licensed physician.
- 1 Tdap is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since last Td.
- Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. (Kansas State Statutes #72-5209 and 72-5211 and 75-5209(b). Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

Alternatives to required inoculations:

- Religious Alternative -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 inoculations.
- Medical Alternative - The student shall present annually a signed statement by a physician that specific inoculations would seriously endanger the life or health of this child.
- Either alternative shall be presented upon school enrollment.

GENERAL INFORMATION

Complaints-Any student/parent may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Distribution of Materials - The superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school. The principal may establish rules and regulations which control the time, place and manner in which non school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools. The board encourages responsible use of political materials as part of the board-approved curriculum.

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

Gifts

Student Gifts to Staff Members - The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Faculty Gifts To Students- A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School - Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. Any student organization gift to the district shall become district property when accepted by the board.

Personal Property - The district is not responsible for student's 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. Students are strongly encouraged not to bring personal property, such as personal stereos, expensive jewelry, etc., to school. While assistance will be given to students who lose personal property at school, the administration and staff cannot be responsible for the loss of such property.

Students are not to bring items to school that will interfere with the education of others. This includes, but is not limited to, laser pointers, pagers, cell phones, water guns, rubber bands, fireworks, toys, knives and weapons of any kind. Any article or novelty of this nature will be taken and may not be returned to the student. Personal electronic devices, cell phones, and jewelry are not to be brought to school without permission of the administration. Elementary students should not have a cell phone out or turned on at school unless approved by the teacher or administrator. Any other type of equipment brought to school may be confiscated and returned to the parent/guardian only.

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

Staff-Student Relations - Staff members shall maintain professional relationships with students which are conducive to an effective educational environment.

Visitors- Patrons and parents are encouraged to visit the district facilities. As a courtesy, visitors are requested to let the teacher know. All visits shall be scheduled with the building principal.

To ensure safety and security, all visitors must check in at the office before proceeding to contact any

other person in the building or on the grounds.

Parents are invited to eat lunch with their child but should call the school office before **8:30** a.m. to be included in the lunch count. The adult lunch price will be charged.

Students are not allowed to bring visitors to school without prior permission of the principal.

Persons on school grounds without authorization are loitering and face a possible misdemeanor charge of trespassing.

Students are encouraged to have their parents/guardians or grandparents visit class with them sometime during the year. Other visitors to class, except those visiting through specific exchange programs are not approved. This means that students should not invite other relatives or friends to attend class with them. With specific permission from the office, students may invite visitors at lunch time.

Office - The school office is a place of business. Students are asked to respect this and be in the office only if they have a specific purpose.

Lost and Found - Students should put their names (or mark in some way) on everything brought to school. All articles found should be turned into the office where the student may reclaim them. If an item is lost, it should be reported to the office immediately. Objects not claimed at the close of the year will be given to a charitable organization. If an item is lost, students/parents should check with the office to see if that item has been turned in. Large amounts of money should not be brought to school.

Pets- Pets should not be brought to school, except with the permission of the teacher and approval of the principal. All pets should remain only during the sharing time. Kansas law states that no animals will be transported on school buses. All animals should be leashed or in carriers with up to date vaccinations.

SCHOOL PROPERTY

Building Opening and Closing Time - Students are discouraged from arriving earlier at school than what is necessary. Supervision is not provided before arrival times nor is it provided after school unless students are required to stay for a teacher or a scheduled activity. Students are not allowed in the building prior to school starting as staff are not on duty.

Bus students must enter the building immediately upon being discharged from the buses and report to a designated area if arriving before 8:00 a.m. Students residing in Chapman will be permitted to enter the building foyer at 7:30 a.m. but must report and stay in their assigned area until they are dismissed for breakfast or into the gym at 7:30. Blue Ridge Elementary and Enterprise Elementary Elementary doors unlock at 7:40 a.m. for student entrance to breakfast or the gym. Rural Center Elementary doors unlock at 7:45 a.m.

Students will be expected to leave the building by 3:30 p.m. unless involved in a school activity or under the direct supervision of a staff member.

Because of transporting students to the various attendance centers, the time schedules are adjusted so that buses will make connections. The times for each attendance center are:

Blue Ridge Elementary 8:00 a.m. 3:30 p.m.

Chapman Elementary 8:00 a.m. 3:30 p.m.

Enterprise Elementary 8:00 a.m. 3:30 p.m.

Rural Center Elementary 8:00 a.m. 3:30 p.m.

Appropriate Use of Equipment and Supplies- Use of equipment and supplies for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be

responsible for any damage they cause to school equipment or supplies.

Internet/Network - At enrollment, students and their parents will be required to fill out an Internet/Network Use Agreement Form. USD 473 schools are committed to respecting student privacy and recognize the need for appropriate protection and management of personally identifiable information on our Internet Web sites. Private student information is private and protected by password. It is accessible to only the authorized parent or guardian of the student.

WideArea Network and InternetAccess is a privilege, not a right. Access entails responsibility.

The District shall always strive to be in compliance with the Children's Internet Protection Act (CIPA). In doing so, it is noted that students in grades K-5 should not expect to have access to, or be provided access to, individual email accounts, chat rooms, blogs, and their derivatives originating outside the District Intranet.

Student likenesses and pictures on our published Websites will not be identified with first and last names. Student pictures may at times be displayed on the website or in teacher training sessions and identified by grade level only with no surnames and could be grouped by teacher name.

USD 473 schools will provide experiences and lessons to our students that incorporate the use of Internet resources. Technology in the schools including the Internet and the WideArea Network make global resources available and accessible to our students. Teachers and Administrators will produce, compose and maintain WEB pages that contain and provide additional resources that reference daily classroom lessons. Teachers and Administrators will update and maintain these pages. Web pages will be in compliance with the District Acceptable Use Policy and may not link to any pages that violate this policy.

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources around the world. USD 473 expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to the students in its use.

Students utilizing District provided Internet access must first have the permission of and must be supervised by USD 473's professional staff. Students utilizing school provided Internet access are responsible for good behavior on-line just as if they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Users should not expect that files stored on school-based computers will always be private. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Textbooks - Textbooks and instructional materials support the district's instructional goals and learning objectives. Library Materials Support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

All students shall use texts on a rental basis. The rental charges will be established by the board. Fees will need to be paid at enrollment. If fees cannot be paid at this time, arrangements for payment need to be made with the school office.

The cost to the student for a lost or destroyed text will depend on the number of years the text has

been used. The law provides that a system of fines and penalties may be established for lost or damaged books. The administration of such a system is, of necessity, up to the judgment and direction of the teacher and principal.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy. Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved the principal shall notify the superintendent and ask the complainant to use a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint. If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

STUDENT SERVICES

School Counselor- Counselors are available to help students with concerns or problems. If students are having difficulty with school work, friends, or just going through a tough time and need to talk with someone, these counselors are available. Counselors provide classroom guidance to students.

Personal Counseling- The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns.

Library- The library is open during regular school hours and classes have regularly scheduled weekly visits. The outlying elementary schools are serviced by a bookmobile, which makes regularly scheduled visits to each attendance center.

Lost, damaged, or stolen books and other library media resources are the responsibility of the user who must pay when there is damage or loss.

School Nurse- The District School Nurse covers all schools in the district. The Nurse's Role is that of implementing:

- Health control procedures
- Direct health care
- Teach health education
- Provide consultative and referral services

It is also the nurse's goal to provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in district schools. (see "Health Services")

Food Service- The district shall provide a school food service program. Students should clean their table areas and return their trays following their meal. Students are encouraged to eat during meal times.

Special Diet Procedures and Forms- Federal Child Nutrition Program regulations require substitutions to the standard meal requirements ONLY for participants who are considered disabled under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act. They define a disabled person as any person who has a "physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment." Major life activities are defined as "functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working."

The School district is NOT required to provide substitutions for students who are unable to consume regular meals because of medical or other special dietary needs such as food allergies or

religious restrictions. A student with disabilities shall be provided food substitutions ONLY when supported by a statement signed by a physician licensed by the state. The supporting statement shall identify:

- the individual's disabling condition and an indication of how the disability restricts the student's diet
- the major life activity affected by the condition
- the food or foods to be omitted from the child's diet and the food or choice of foods that must be substituted.

The school district may make a substitution for individual students who are not disabled/handicapped but are unable to consume a food item because of medical or other special dietary needs. Such substitutions may only be made on a case by case basis when supported by a statement signed by a recognized medical authority. The medical statement shall include ALL of the following:

- an indication that the medical or other special dietary need restricts the child's diet
- the food or foods to be omitted from the child's diet
- the food or choice of foods that may be substituted

The medical statements should be updated whenever the recognized medical authority changes the student's diet and at the beginning of EVERY school year. Please contact the school office to obtain the appropriate forms for meal substitutions.

Free or Reduced Price Meals- Free or reduced-price meals shall be provided for students who qualify under state and federal regulations. Parents are encouraged to apply for free or reduced lunches if family circumstances indicate a need.

Breakfast Program - The breakfast program is available to everyone in grades PreK-12, but all students do not have to participate.

Elementary Lunch and Breakfast - Fees are paid in advance in the school office. Students will receive credit for each day missed. Parents are encouraged to make monthly payments on the last Friday of each month for the following month. The amount due will be the cost per meal times the number of days in the month less credit for days missed during the previous month. A day missed is interpreted as a day a student is absent from school or attending a school function away from the attendance center.

Process - Each student is assigned a bar code. When the code is scanned in the lunch line, the price of the lunch is deducted automatically from the student's account. Parents are assigned a personal username and password which gives them access to their students lunch account information from any computer that's connected to the internet.

Students may bring lunch from home but may not store it in the same refrigerator with food prepared in the school kitchen (Page 22-11 of KSDE Food Service Manual). Students are discouraged from bringing pop and candy in sack lunches and are not to share food with other students. Students who bring their lunch from home may purchase milk in the lunchroom.

Guidelines for Notification Of Delinquent Payments - Payments for school lunches are to be made in a timely manner. The parent/student will be responsible for providing payment for hot lunches and/ or milk.

MISCELLANEOUS

Recess/Playground Safety Rules- The school staff will supervise recesses. The playground IS NOT supervised before or after school.

- Students are to follow the directions of the playground supervisor.

- Children must stay in sight of recess teachers at all times.
- Permission must be obtained to enter the building during recess.
- Students are not to tease, use profanity, or throw snowballs, rocks, or other harmful Objects.
- **FIGHTING, WRESTLING, OR TACKLING WILL NOT BE TOLERATED.**

Safety Rules For Playground Equipment

- Balls - Only designated balls may be kicked. Students may not retrieve balls that go across the driveway or street.
- Slide -Only one person at a time shall be on the slippery slide. The person sliding must slide feet first. Climbing up the slide portion will not be permitted.
- Swings - Students are to swing forward and backward, no side to side swinging. Jumping off the swings, standing in the swings, or running around or playing beneath the swings will not be permitted.
- Jungle Gym - No pulling other children off bars. Stay off the top of the bars. Hanging is allowed on the low bars only. No playing tag.

Physical Education - Physical activity is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. Students should be prepared for these classes wearing appropriate clothing and tennis shoes. If a child is not to participate in vigorous exercise, a written statement from the family physician or parent will be required.

Injured Students – If your student is injured and you would like them to NOT participate in PE, you must provide a note requesting them to sit out. Parents are able to request “no physical activity” for three days. After that point, if a student is to continue to sit out, a doctor’s note is required. Students that need to sit out of PE cannot participate in sports practices.

Music - Music is offered daily to students Kindergarten through fifth grade.

Birthday Treats - Parents may bring treats for student birthdays after the date and time are approved by the classroom teacher. Summer birthdays may also be celebrated at school. Birthday celebrations will be celebrated at the end of the school day.

Invitations- Invitations to private parties are not to be distributed at school unless the whole class is invited.

Holiday Parties- Classroom parties for various holidays are held throughout the year. If a parent prefers that a child not participate in a classroom party, the child will be given activities outside the classroom during the party. Requests to dismiss a student from a party must be made in writing to the principal.

Parent Volunteers- The elementary schools consider volunteers to be a very special resource and we encourage volunteers to be involved at USD 473. It is now the policy of the district to require anyone interested in being a school volunteer to complete a volunteer screening process online through the Background Investigation Bureau’s Secure Volunteer service.

You can find details, resources and outlines of this process on our website at: www.usd473.net, click on the Parent Resources tab and look under the Secure Volunteer heading. To get started with volunteering go to the USD 473 website and under the Parent Resources tab, click the Secure Volunteer button (see below) “I want to Volunteer.” There is no cost to the volunteers to complete this process. We look forward to seeing you in the schools!

PTO - The Parent Teacher Organization is active in supporting improvement of the district's schools. Parents are urged to actively participate. Meetings are scheduled throughout the school year and are usually posted on the school calendar. Each year, PTO sponsors various money-making projects. Only with the help of parents can these projects be successful. The Chapman Booster Club also involves parents in grades K-12 district-wide. Please contact your school and learn how to get involved.

Emergency Safety Interventions(Appendix A)

The board of education is committed to limiting the use of Emergency Safety Interventions("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

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

- "Emergency Safety Intervention" is the use of seclusion or physical restraint.
- "Seclusion" means placement of a student in a location where all of the following conditions are 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 he or she 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.
- "Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor. -
- "Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.
- "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:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare

professional for treatment of a medical or psychiatric condition; and

- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - o Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such a medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

Emergency Safety Interventions

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such a room shall be free of any condition that could be a danger to the student and shall be well ventilated and sufficiently lighted.

Training - All staff members shall be trained regarding the use of positive behavioral intervention strategies, de escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation - The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than

the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

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

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

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal 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.

Reporting Data - District administration shall report ESI data to the state department of education as required. Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

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

If the issues are not resolved informally with the building principal and/or 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 within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigators may be a board member, a school administrator selected by the board, or a board attorney. Such investigators 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 written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.