

**U.S.D. #399 Paradise-Natoma-Waldo
Natoma Elementary School 2013-2014**

Parent-Student HANDBOOK



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PreSchool-12th Grade Principal/Superintendent

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Secretary

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TABLE OF CONTENTS

Acknowledgment of Receipt of Handbook (to be detached)	viii
Introduction	5
Nondiscrimination	5
Mission Statement	6
Staff Names	6-7
Board of Education Members	7
Important Phone Numbers	7
Copyright “Fair Use”	8-9
Enrollment/Withdrawal from School	10
Admission Requirements	10
Address/Phone Number Changes	10
Assignment to School/Classes	10
Schedules	11
School Supplies.....	11
Transferring Credit.....	11
Withdrawal from School.....	11
Records	11
Directory Information	12
Pictures.....	12
Academics	13
Testing Program.....	13
Promotion and Retention	13
Grading/Grade Classification.....	13
Report Cards	13
Parent/Student/Teacher Conferences	14
Awards and Honors.....	14
Homework.....	14
Make-Up Work	14
Academic Dishonesty	15
Human Growth & Development.....	15
Special Programs	15-16

Attendance	16
Compulsory Attendance.....	16
Attendance/Truancy.....	16-17
Absences.....	17
Tardies.....	18
Sign In/Sign Out.....	18
Perfect Attendance.....	18
Student Conduct/Discipline	19
Behavior/Conduct.....	19-20
Weapons.....	20
Vandalism.....	21
Sexual Harassment.....	21-22
Electronic Devices.....	22
Dress Code.....	23
Drug Free Schools and Communities Act.....	23-24
Tobacco.....	24
Transportation.....	24
Discipline Measures	25
Detention.....	25
Suspension/Expulsion.....	25
Searches of Students.....	26-27
Activities	27
Assemblies and Pep Rallies.....	27
Athletics.....	27
Fund Raising.....	27
Parties/Social Events.....	27
Extra Curricular Activities Participation Requirements.....	28
Eligibility.....	28
Field Trips.....	29
Health and Safety	29
Accidents, Reporting of.....	29
First Aid.....	29
Medications, Administering.....	30-31
Inoculations.....	31
Health Assessments.....	32
Physicals.....	32
Communicable Diseases.....	32
Safety.....	32
Drills.....	32
Weather Emergencies.....	33

General Information	33
Calendar	33
Distribution of Materials.....	33
Insurance.....	33
Orientation	33
Personal Property	34
Staff-Student Relations.....	34
Telephone Calls	34
Visitors.....	34
School Property	35
Building Opening and Closing Time	35
Appropriate Use of Equipment and Supplies.....	35
Computer Use	35,36,37
Lockers.....	37
Student Services	37
Counselor	37
Library.....	38
Tutoring.....	38
Food Service	38-39
Other	39
Birthday Treats.....	39
Room Parents.....	39
Accelerated Reader	39
Show & Tell.....	40
Safety Hotline	40
Church Night.....	40
Recess	40
Musical Instruments.....	40
Appendices	
Accident Report Form.....	A
Medication Guidelines	B
Permission for Medication.....	C

This handbook is designed to assist with communicating to students and parents important issues, whether law, regulation, board policy or practice requires them. These rules are to serve as guidelines for parents and students to follow. The principal has the final decision on implementing these guidelines.

INTRODUCTION

It is with great excitement that I welcome you all to Natoma Elementary! New curriculum changes are upon us with the Common Core Standards that have been approved by the State Board of Education. They are going to be an adjustment for us all, and with hard work, understanding and working as a team, our kids will be educated to a higher level.

I would like to congratulate Mrs. Jessica Lang on being USD #399 2012-2013 Teacher of the Year! We award this honor to one of our educators every year. Please take the time to stop by and congratulate her. We have two new teachers in the building, Mr. Cody Dunlap in First Grade and Ms. Katelyn Kerbaugh in Third Grade. Be sure to stop and welcome them to the USD #399 Family.

If you have any questions please feel free to stop by or call. I am looking forward to another great year here at USD #399!

Educationally Yours,

Mr. Aaron T. Homburg
K-12 Principal/ Superintendent

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. Superintendent of Schools, P.O. Box 100, Natoma, KS 67651, 785-885-4849 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. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Mission Statement

Our district's mission statement is to provide an environment that ensures the achievement of each student's maximum potential in academics and social experiences, enabling all students to become productive, creative, and responsible members of society throughout their lives.

Our mission for Natoma Elementary is to create an effective teaching and learning environment that will encourage all students to reach their maximum potential in academic and social experiences. We will strive to enable each student to become a productive and responsible citizen involved in a lifetime of successful learning.

Staff Names

NATOMA ELEMENTARY EMPLOYEE ROSTER 2013-2014

<u>NAME</u>	<u>POSITION</u>	
Barry Baxter	Adaptive P.E.	baxvot@yahoo.com
Martha Becker	Fourth Grade	mhammerschmidt399@ruraltel.net
Felisha Bland	Special Education	fwise399@ruraltel.net
Marceilla Brown	Paraprofessional	marceilla@ruraltel.net
Cody Dunlap	First Grade	codunlap399@ruraltel.net
Catherine Elliott	Gifted	oesspedgi@ruraltel.net
Carmen George	Paraprofessional	
Lorie Griffin	Paraprofessional	
Leasa Hrabe	Speech-Language	
Aaron Homburg	Principal/Supt.	ahomburg399@ruraltel.net
Arla Homburg	Vocal	vocal399@ruraltel.net
Katelyn Kerbaugh	Third Grade	kkerbaugh399@ruraltel.net
Keshia Laffery	Paraprofessional	
Jessica Lang	Second Grade	jlang399@ruraltel.net
Corinne Masters	Fifth & Sixth Grade	cmasters@ruraltel.net
Audrey Maupin	Paraprofessional	
Marcia Mehlhaff	Psychologist	mmehlhaff@usd392.com
Kristi Mettlen	Title One	kmettlen@ruraltel.net
Rhonda Murphy	Counselor	rmurphy@ruraltel.net
Troy Ostmeyer	Physical Education	trostmeyer@ruraltel.net
Bonnie Schamberger	Band	bschamberger399@ruraltel.net
Nyla Seaman	Library Aide	nseaman399@ruraltel.net
Calee Wick	PreSchool	cwick399@ruraltel.net
Annette Zeigler	Kindergarten	azeigler399@ruraltel.net

TRANSPORTATION DIRECTOR/CUSTODIAN

Dale Eickhoff deickhoff399@ruraltel.net

SECRETARY

Shawna Dunlap sdunlap@ruraltel.net

COOK

Cathy Cameron

BUS DRIVERS

Richard Elliott
Lois Lund
Iva Maier
Marlene Murphy
Jean Tatkenhorst

SUBSTITUTES

Keith Tatkenhorst
Bill Murphy
Catherine Elliott
Lori Lyle

Board of Education Members

Mr. Jay Casey
Mr. Justin Krug

Mrs. Melissa Chrisler
Mr. Brad Murphy

Mrs. Theresa Ginther
Mr. Rick Pfortmiller

Important Phone Numbers

Natoma Elementary School:	885-4478 or 885-4473
Natoma Elementary School FAX:	885-4479
Natoma High School:	885-4749 or 885-4849
Natoma High School FAX:	885-4523
Clerk's Office:	885-4843
Natoma High School Kitchen:	885-4858
I-CAN Office:	885-4860
Kansas School Safety Hotline	877-626-8203

Copyright Regulations and “fair use”

Suggested Handbook Language

In accordance with school board policy ECH, the following regulations will be observed to comply with the copyright laws of the United States.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

The Purpose and Character of the Use

The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair use would probably allow teachers acting on their own to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

The Nature of the Copyrighted Work

Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

The Amount and Substantiality of the Portion Used

Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies can result in greater penalties.

Prohibited Practice

No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice

A teacher may make—for use in scholarly research, in teaching or in preparation for teaching a class—a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons, or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or

periodical.

A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. "School days" are school session days—not counting weekends, holidays, vacations, examination periods or other scheduled interruptions—within the 45 calendar day retention period.

Off-air recordings may be made only at the request of and used by individual teachers any may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other nonevaluation purpose without authorization.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

Computer Software

District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be rightful.

When software is used on a disk-sharing system, efforts shall be made to secure this software from copying.

Illegal copies of copyrighted programs shall not be made or used on school equipment.

Approved by Board of Education: Sept. 9, 2002 Date (2003-2004)

Enrollment/Withdrawal from School

Admission Requirements

JBC

All resident students shall be admitted to attend school in the district unless they have been expelled. A transportation waiver will need to be signed by the parents and administrators from the previous school.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity and up-to-date immunization records. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. Students enrolling in the elementary school for the 1st time **MUST** provide a copy of their original birth certificate, immunization record and physical. These 3 records must be brought to the school before the 1st day of attendance by the student!

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, 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.

A textbook fee of twenty-five dollars will be collected at enrollment. If you qualify for reduced lunches the fee for textbooks will be fifteen dollars. If you qualify for free lunches, there will be no charge.

Address/Phone Number Change

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

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

Assignment to School/Classes

JBC

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. 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.

Schedules

Students should arrive no earlier than 7:50 a.m. to school. Arrival between 7:50-8:10 a.m. will allow students to eat breakfast and be ready for the start of school. Students are only allowed to come earlier if they have made arrangements with a teacher for tutoring. Students are to wait quietly outside of their classroom until their teacher signals them to enter the classroom. Students may go directly to class if their teacher has already picked up their classmates from the hallway. The bell rings at 8:10 am to officially start the school day and at 3:45pm to officially end it. Kindergarten class is dismissed at 11:45 a.m. PreSchool class begins at 8:10 a.m. and ends at 11:45 a.m. (M-Th) (this time change was new for the 2011-2012 school year)

School Supplies - this 2 page list is handed out separately at enrollment & is also available anytime during the school year in the school office.

Transferring Credit

JBC

Transfers from Non-Accredited Schools

The principal will place students transferring from non-accredited schools. The principal will make initial placement after consultation with parents/guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Withdrawal from School

When a parent wishes to withdraw a pupil from school, the parents are to notify the school prior to the move. All of the student's personal belongings and supplies shall be taken with the student. All library books, textbooks, workbooks, etc. that belong to the school shall be returned before the student withdraws. Any and all fees due shall be paid in full before the student withdraws. It is advisable that the parents leave the name of the transferring school along with the address and phone number. There are no forms to sign when a student withdraws. However, we do require verbal or written notice.

Records

JR

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

The following is the required annual notification to parents and eligible students concerning your rights under FERPA:

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

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

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

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by USD #399 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-590.

Directory Information

JRB

For purposes of FERPA, USD 399 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

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

Pictures

School pictures are taken in the fall, usually at the end of September. Information will be sent home 2-3 weeks in advance. Fall pictures are pre-paid and all students are photographed for the yearbook. Spring portraits are usually taken in the early or middle part of February. Parents are

asked to sign a permission form and only those students will be photographed. These pictures are NOT pre-paid. After the portraits arrive and are sent home, parents will have the option of buying all or part of the picture package.

Academics

Testing Program

II

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.

Promotion and Retention

JFB

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Grading/Grade Classification

<u>Score/Percentage</u>	<u>Letter Grade</u>
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or lower	F

Report Cards/Progress Reports

JF

Periodic reports either written, by telephone or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued.

Formal report cards shall be given to students and parents at Parent /Teacher Conferences (October and March) or following the end of each established grading period. Student grades are available at all times for grades 1-6 on the PowerSchool website. PreSchool-Kindergarten progress reports will be sent at the mid point of each nine weeks and at the end of the nine-week period. Teachers and parents will communicate with each other if special circumstances arise throughout a nine weeks.

The formal report card shall be in writing and shall provide space for parents to acknowledge receipt of the report and make written comments to the teacher within five school days from the date of distribution. Parents should return the report cards to the school.

Parent/Student/Teacher Conferences

JFAB

The school district welcomes the opportunity for students/parents to conference with instructors. District-wide conference dates are scheduled in the fall and spring as seen on the district-adopted calendar. Other times/dates may be mutually scheduled per the instructor and/or parent's request. If unusual circumstances arise prohibiting a teacher from attending district-scheduled conferences, the teacher will notify their student's parent/s or guardian/s to allow for an alternate time. If your child comes to conferences with you, the expectation is that they will be with you during the conference.

Awards and Honors

JN

There is a K-5 awards assembly on the last day of school. A note will be sent home as that date approaches with specific times. 6th grade awards are included in the PJH/NHS awards banquet, which is held in May. Invitations and more information on this assembly will be available in the spring. The kindergarten class has their ceremony during the last week of school. The kindergarten teacher will contact parents in the spring to share the specific date and time.

Homework

IHB

Students are expected to complete homework assignments on time. Forms going home this year will be "color-coded". **HOMEWORK** notes will be on baby blue paper, **PARENT NOTICES** will be on yellow paper, **NOTES THAT NEED SIGNED & RETURNED** will be on orange paper and all **PROGRESS REPORTS** will be on green paper.

Make-Up Work

The student will be responsible for initiating contact with the instructor regarding the completion of make-up work. For excused absences, the student is allowed one (1) school day for each day missed to complete and hand in missed work, unless otherwise agreed upon with the instructor. (Example: If a student is gone on a Monday, the student will have all day Tuesday to acquire assignments and complete the work. The work is to be turned in by the start of school on

Wednesday.) If, after this time, the work is not completed and handed in, the student will receive a zero for work not finished. Under unusual circumstances, the administrator may extend this time if deemed necessary.

1. Parents are requested to work with and cooperate with the school as to keeping student absenteeism at a minimum.
2. The school encourages parents to make student appointments after school or at a time which does not conflict with the student's academic work whenever possible.
3. Students must be in attendance at school for a full day before they will be allowed to practice or participate in any activity. Students with emergency circumstances (funerals, dentist or doctor appointments, family emergency) must receive approval from the building administrator to participate in that event.
4. Students are encouraged to complete and hand in assignments prior to prearranged absences. If a student is absent and wishes to know the assignment(s) before returning to school, the student can either call another person in the class(es) or call the office. The assignments may be picked up in the office by the end of the school day requested.

Academic Dishonesty

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes but is not limited to copying another student's work—such as homework, class work, or test answers—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. 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 other disciplinary measures, which could include suspension or expulsion.

Human Growth & Development

IKCA

The school nurse will provide instruction on human growth and development to the 4th (boys at the discretion of school nurse based on development), 5th & 6th grade classes. Instruction is given with separate classes of boys and girls. Notes are sent home prior to the instructional time. Parents have the option of having their child “opt-out” of these instructional units. Parents may either call or send a note prior to the instructional time saying that they do not want their child to participate. To receive more specific information regarding the unit content, please contact the school nurse.

Special Programs

IDAA

Enhancing Educational Experiences

The goal of the Enhancing Educational Experiences (EEE) team is to expand the use of various resources and expertise in the schools and communities to individually address student needs.

Classroom instructors can recommend students whom they feel need extra assistance to this committee.

Special Education Child Find

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

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

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

Attendance

Compulsory Attendance Requirements

Kansas law requires students to attend school until the age of 18.

Attendance/Truancy

JBD, JBE

It is the policy of USD #399 that regular attendance is an important contributing factor to school success. The board of education feels that school attendance is a privilege and not an imposition, and therefore encourages regular and punctual attendance of students to fulfill assigned requirements as scheduled. (Policy D403)

Truancy

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. If a law enforcement official returns a truant child to school, the principal shall notify the parent or guardian.

Absences

JBD

Parents are requested to contact the school office by telephone (785-885-4478), email (sdunlap@ruraltel.net), or personal contact prior to 8:30am on the day when a student will not be in school. The building principal will then designate the absence as excused or unexcused (see definitions following). If no contact is received from the parent on the day of the absence, it will be recorded as unexcused. Regardless of the method of notification, the office must have a written note within five schooldays upon the return of the student to school. The written note must include: the reason for the absence, the date, and the parent signature for record keeping purposes.

Any student with excused absences in excess of eleven days for any reason in one semester will be required to provide documented evidence from a certified physician for their absences. If the student is unable to provide documentation, the student will have to make up the time missed after eleven days on weekends, or before and/or after school. IF the student does not make up the time, the days missed will be counted as unexcused. (see unexcused absences)
(Board Policy JB-1 9/6/11)

Definition of Excused Absences:

- Illness: An absence in which the pupil has been ill. Parent notification by telephone or personal contact prior to 8:30am on the day of a student's absence is required.
- Funerals: An absence for funerals of the immediate family and prior notification has been made to the school office by the parents or guardians. Absences for other funerals will be handled on an individual basis by the building administrator.
- Family Emergency and Personal Business: An absence involving family matters that involves a child being away from school with parents or guardians. Notification is required to be made to the building office, which will handle requests on an individual basis.
- School-Sponsored activities: An absence that will be excused if work is made up for time missed. The student absent must be participating in the school-sponsored activity.
- Prior Approval: For any other absence to be excused, parents must have prior contact with the building principal.

Definition of Unexcused Absences

An unexcused absence is one in which the child spends time away from school without knowledge and consent of school authorities. Specifically, those situations include, but are not limited to:

- When a student is absent without the knowledge of parents, guardian and /or building administrator
- When parents/guardians fail to contact the school to request an excused absence prior to the absences or by 8:30am of the day of the absence.

Completing make-up work is encouraged but no credit will be given.

Consequences for Unexcused Absences

Consequences for unexcused absences include, but are not limited to: work encouraged without credit awarded, in-school suspension and/or out-of-school suspension.

Definition of Significant Part of the School Day

If a student misses two or more hours of the school day, this shall be considered a significant part of the school day.

Tardies

It is the student's responsibility to be on time for all classes. A student is tardy if they are not in their classroom when the bell rings (8:10am). Students entering school after 8:10 am must check in through the office before entering class. A tardy becomes an absence after 8:30am at which time the absence is rounded to the nearest class period. Written communication (note or e-mail) is required for record keeping purposes by 8:30am the following day of the tardy for an excused tardy. When a student accumulates three unexcused tardies, one unexcused absence is recorded.

Sign In/Sign Out

Any student leaving the building or school premises at any time during school hours is required to obtain permission from the building office. The office will require written parent or guardian permission or personally talk to your parent on the phone. Students must sign in at the office when arriving at school after 8:10AM. Although we do not require you to pick up a student when dismissed from school, we do ask that you send a note for Pre-School, Kindergarten and First grade students to leave school alone.

Perfect Attendance

The elementary school will recognize those students who have earned perfect attendance for the school year. Perfect Attendance is defined as no recorded absences and/or tardies during the regularly scheduled school year. The exception will be when a student is absent from school due to their participation in a school-sponsored activity.

Student/Conduct Discipline

Behavior/Conduct

JCDA

Honesty is expected at all times. All students and staff are expected to treat each other with respect. Part of that tradition is the use of “yes please” and “no thank you”. These polite terms and honesty are expected.

General Behavior Modification Procedures Grades 5-6: First offense – teacher discusses with student, second offense – teacher calls parent/s and discusses with student, 3rd offense – meeting with all parties with principal. At anytime depending on the severity of the referral, the principal may use his or her discretion. Incentives are earned for positive behavior such as Preferred Activity Time (PAT).

Pre-K-4 Positive Behavior Program: This program is based on a card system. Individual classroom teachers will notify parents and students at the beginning of the year regarding the specifics of the program. The structure of the program is based on four color-coded cards, which are pulled when inappropriate behavior is displayed. Different cards have their own consequences. When the fourth card is pulled in a day, the student is referred to the office. Incentives are earned for positive behavior.

Behavior that is discouraged includes, but is not limited to any behavior, which takes away from or tears down one’s feeling of general well-being, self-worth, physical security, emotional security, positive self-image, and general confidence. This behavior includes but is not limited to the following actions: ridicule, bodily harm to a personal, group, organization, or institution.

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.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or 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.

Regarding the BOE policy and letter on 1-12-04 “To create a safe environment for your child, it is the expectation of U.S.D. #399 that parents will supervise their children at extracurricular activities including basketball games. If students are consistently observed up and about, they

will be politely asked to find a seat. If the behavior does not change, they will be asked to leave.”

Weapons JCDBB

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

As used in this policy, the term “weapon” and/or destructive device shall include, but not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
- The frame or receiver or any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples. And from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. 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.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS or the Commissioner of Juvenile Justice. **(2004-2005)**

Vandalism EBCA

The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent and/or building principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Juveniles or their parents shall make restitution payments 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.

Sexual Harassment JGEC

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

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 made by a member of the school staff to a student or when made by any student to another student when:

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

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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 or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing.

Specific complaints of alleged discrimination under Title IX should be referred to the **Superintendent of Schools, USD #399, 710 5th Street, PO Box 100, Natoma, KS 67651-0100, (785) 885-4849**. Section 504 (Handicapped) complaints should be referred to Director, North Central Kansas Special Education Coop., Phillipsburg, KS 67661, (785) 543-2149, or the Civil rights, Regional Office for Civil Rights, 324 E. 11th Street, Kansas City, Missouri 64106.

Electronic Devices

Electronic devices, ex. I-pods, game-boys, walk-man's, cell phones are prohibited on school premises during the school day. Devices are also prohibited on the bus to and from school. Field trips will be decided upon on an individual basis. Parents will be notified if they are allowed on a field trip by a note home before the event is to take place. USD #399 is not responsible for any loss, theft, or damage to any electronic devices.

Bringing the devices to school will result in devices being taken away and held until the end of the day. Parents will be notified of their child bringing a device to school. Repeated offenses will result in further disciplinary action.

Dress Code JCDB

Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

The USD 399 Board Of Education-approved dress code for school days and school activities is as follows:

- Clothes that are designed to be buckled, zipped, or fastened need to be buckled, zipped or fastened correctly.
- Halter tops, cut-off shirts, mesh shirts, bare midriff and/or backs, low cut armholes, “wife beaters,” sagging are not appropriate.
- Footwear is to be worn at all times.
- Writing or pictures on clothing (including hats) shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language or violent acts, and/or writing/pictures that have double meaning.
- Shorts/skirts may be worn during the school year, as long as they are at least mid-thigh (when the arms are dropped at the side, and the shorts reach the bottom of the student’s fingertips, and the skirts are not shorter than mid thigh when the student is sitting down. No biker shorts may be worn unless worn beneath another pair of shorts that also meets the length requirement.

Hats (any type) and sunglasses are to be left in lockers/desks during regular school hours and may not be worn or carried around the school building.

Drug Free Schools and Communities Act: (JDDA, JCDDA)

. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P. L. 102-226, 103 At. 1928.

Expectations for School Sponsored Activities

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, Distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectation will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- Parent notification;
- Police involvement;
- Suspension or expulsion; and/or;
- Exclusion from future extracurricular activities.

Prohibited Activities: (see JDD and JDDA)

1. Using, possessing, selling, furnishing, or having been under the influence or any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.
2. The improper use/abuse, possession, selling, furnishing or any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances.

This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 At. 1928.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and:

- First offense – one or more of the following sanctions:
Up to and including five-day out-of-school 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 – following sanctions:
 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.
- Third and Subsequent Offenses – following sanctions:
 Up to and excluding expulsion;
 Suspension from participation and attendance at all school activities for one 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 programs

Name(s) of acceptable programs are on file with the board clerk. (2001-02)

Tobacco JCDA

Possession and/or use of any tobacco product by students are prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. Consequences for a tobacco violation may include but is not limited to suspension and/or expulsion.

Transportation

Transportation to and from School Activities

Parents or guardians wishing to remove their children from the activity bus for personal reasons must either provide a written note requesting such to the building administrator prior to a school activity or the parent or guardian must directly contact the sponsor in charge of the activity bus for permission.

Only parents or guardians may request permission for their own child to be removed from school sponsored activity trips.

No student will be excused from any school-sponsored activity to ride home or to non-school functions unless accompanied by a parent of student involved.

*Students will be expected to ride TO a school-sponsored activity in school provided transportation.

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.

Detention
JDB

USD 399 employees and Board of Education Members have the authority to correct students in the buildings or at school-sponsored functions for behavior code violations.

Students are responsible for complying with an instructor/principal request to make-up time for behavior code violations. When time is given and the student does not appear to serve the time, the time will be doubled. If the student does not appear again, the teacher will refer them to the principal.

Suspension/Expulsion
JDD

Suspension and Expulsion Procedures

A student may be suspended or expelled, for reason set forth in Kansas law, by the following certified personnel: Superintendent, Principal; and/or Assistant Principal. The expulsion hearing for weapons possession shall be conducted by the superintendent/designee. The expulsion hearing for any other reason shall be conducted by the superintendent or other certified employee or committee of certified 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.

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.

Students will receive a zero on work when receiving an out-of-school suspension or an expulsion.

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.
- Parent and/or guardians will be notified within 24 hours of any suspension/expulsion.

Searches of Students
JCABB

Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated.

Interrogation and Investigations: JCAC

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 principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. (see EBC)

Coordination with Law Enforcement

School administrator's shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. 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 principal may be present.

Investigations Initiated and Conducted by Law Enforcement Officers

The administrators shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (see GAAD) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on the criminal conduct shall be turned over to law enforcement officials. (see EBC)

Taking Students into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents. Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

Activities

Assemblies and Pep Rallies

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

Athletics

Students in the 6th grade will participate in volleyball, basketball and track. A physical will be required before any student is allowed to participate in practice for these sports. At the end of May, letters are mailed to all students in grades 6-12 with information on athletic physicals.

Fund-Raising

JK

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

The principal must approve all classroom parties and other school social events in advance. If approved, teachers will send home notes with specific information.

Extra Curricular Activities-Participation Requirements

JH

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements; and
- other requirements established by the administration.

Cheerleading (6th Grade Only): Cheerleaders perform at ballgames, pep rallies, and other events to promote school spirit and excitement. The members are expected to represent Paradise Junior

High with above average energy, integrity, manners, and grooming. The junior high squad includes the 6th grade class. Tryouts are held in the spring. The squad will consist of six members.. All members must be academically eligible to try out and also to perform. The principal and sponsor will work together to set up the cheer tryout activity. Additional information may be found in the cheerleading handbook.

Eligibility

The following eligibility requirements apply to all USD 399 students for extra – curricular activities.

- 1) Must be a student in good standing within the district (as determined by district administration).
- 2) **Daily attendance eligibility:** Students must be in attendance by the beginning of 5th period unless prior arrangements have been made with district administration.
- 3) **Weekly Eligibility:** Students must maintain above a 64% semester grade in each class they are enrolled in.
 - a. After the first full 2 weeks of each semester weekly eligibility grades will be taken.
 - b. These grades will be taken on Mondays and eligibility will run to the following Monday.
 - i. If a week starts on a Wednesday or later eligibility will carry over to the following week.
 - c. At the time of a weekly grade check if a student is below a 64% he/she will be placed on academic probation until the following weekly grade check. While on probation the student will still be able to participate in extra-curricular activities.
 - d. If at the following grade check the student has not met the eligibility requirements he/she will then become ineligible to participate until their grade is above a 64% at the following weekly grade check.
 - e. The student will be eligible whenever requirements are met on the following grade check. At this time the student will be placed back onto the probation list until the next grade check. In order to reach normal academic standing the student must maintain above a 64% for two consecutive weeks following being on the ineligible list.
 - f. Eligibility will be determined on a class by class basis.
- 4) These eligibility requirements will apply to all extra-curricular activities with USD 399.

Field Trips IFCB

Field trips are taken during the school year at the discretion of the administration and teachers. All parents sign the student's enrollment form at the beginning of the school year which gives permission for the student to attend all field trips during the school year. A letter from the

teacher and/or secretary is ALWAYS sent home prior to all field trips with an explanation and information for that particular activity.

Health and Safety

Accidents, Reporting of JGFG

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor immediately.

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, the principal shall seek emergency medical treatment.

First Aid JGFG

If a student has an accident, which 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.

See “Accident, Reporting of,” above.

Medications JGFGB

The school nurse will be conducting vision, hearing, dental, scoliosis screening, and other testing as required. Written parent request is required to not participate in these screenings.

Supervision of Medications: (See JGFGBA)

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board 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, unless authorized.

In certain circumstances when medication is necessary in order that the student 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 or the parent if it is a non-prescription 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. (See JGFGBA) Copies of the required forms are availed in the back of this handbook.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of a non-prescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Supervision of Medications (See JGFGBA)

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.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

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.

After medication is administered, students should be observed for possible reactions to the medication. This observance may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administered and section for comments.

Supervision of Medications: (See JGFGBA)

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.

Student Self-Administration of Medications

As used in this policy medications means a medicine for the treatment of anaphylactic reactions or asthma which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs pursuant to a written protocol with a responsible physician. (Also see JGFGB)

Student Eligibility

The self-administration of medication is allowed for students in grades (6-12 or K-12). To be eligible, a student shall meet all requirements of this policy. Parents/guardians shall submit a written statement from the student's health care provider stating:

- The name and purpose of the medication;
- The prescribed dosage;
- The conditions under which the medication is to be self administered; and
- The length of time for which the medication is prescribed

The statement shall also show the student has been instructed on self-administration of the medication and is authorized to do so in school.

Authorization Required

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on self-administration of the medication and is authorized to do so in school. The student's parent or guardian shall provide written authorization for the self-administration of medication. An annual renewal of parental authorization for the self-administration of medication [shall/may] be required.

Employee Immunity

A school district, and its employees and agents, which authorize the self-administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The school district shall provide written notification to the parent or guardian of a student that the school and its employees and agents are not liable for any injury resulting from the self-administration of medication.

Waiver of Liability

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication. The provisions of this policy shall expire on June 30, 2005 (Kansas Law.)

Inoculations

JGCB

Immunization updates are required before students enter kindergarten. Our school nurse gives this information to parents at the end of each school year. Our school nurse continuously monitors all immunization records for every student for needed immunization updates.

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.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. 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.

Health Assessments

JGC

It is now mandated that any child under the age of 8 years entering a Kansas school for the first time have a physical assessment. 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 the district for the first time.

Physicals

Sixth grade students MUST have a physical performed before they can begin practice for athletics. Notes are mailed home in the spring to all students in grades 6-12 with more information.

Communicable Diseases

JGCC

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

Safety

EBB

Safety, courtesy and respect should be shown to all people at all times. When given a direction by an adult, students are expected to comply with the instructions immediately. In order to keep students safe, it is necessary for students to exhibit appropriate behavior. Failure to follow rules may result in the loss of privileges.

Skateboards, scooters and roller-blades will not be allowed in classrooms. If your child rides them to school, they will need to leave them at the bike rack before entering the building. The district suggests having a lock on them if you are concerned about theft.

Drills

EBBE

Students shall be informed of emergency drill procedures at the beginning of each school year.

Weather Emergencies

EBBD

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 made over the following radio/TV station(s):

Television and Radio stations in Russell and Hays.

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.

General Information

Calendar

A district calendar will be given to you at enrollment.

Distribution of Materials

KI

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal.

Insurance

JGA

USD #399 will carry a supplemental accident insurance on all students. This protection will be in force while the student travels to and from school, school trips when a sponsor is present, injuries received in athletics, physical education classes and other school activities. If a student has any medical expenses resulting from an accident at school which are not paid by their parent's insurance policy, their parents may contact the Clerk of the School Board to begin the process for submitting a claim:

- Inform the Clerk of intent to submit a claim.
- Take claim form to personal doctor for completion.

Orientation

Enrollment is held the first part of August. Notification of enrollment dates & times are put in the Natoma paper. Please call the school if you do not receive the paper and/or if you need more information.

Personal Property

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

Radios, tape or CD players, pagers, cellular phones, electronic game devices and/or laser pointers will not be allowed on school premises during regular school hours. The only exception will be personal CD players with headphones at the discretion of the teacher.

Staff-Student Relations

GAF

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

Telephone Calls

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal. Forgotten homework, forgotten athletic equipment, or other such items are not allowable uses for district phones. Student use of school telephones will be at the discretion of school officials.

Visitors KM

Patrons and parents are encouraged to visit the district facilities. 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.

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

School Property

Building Opening/Closing Times

The official time that school begins is 8:10 am. The school day officially ends at 3:45 pm. The Preschool day starts at 8:10 a .m. and ends at 11:45 a.m. Monday through Thursday. The Kindergarten day begins at 8:10 a.m. and ends at 11:45 a.m. Monday through Friday.

Appropriate Use of Equipment and Supplies

Use of equipment and supplies is 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.

Computer Use IIBG

USD #399 provides Internet access to students and teachers. If a student views something that is of questionable taste, they are obligated to report that immediately to an adult. The student should put the laptop screen down or turn off the monitor on the desktop computer. The student should not shutdown the machine. The Internet is an electronic highway connecting hundreds of thousands of computers around the world, and millions of individual subscribers. Students and teachers have access to electronic mail, information databases, electronic discussion groups, public domain software, and access to many library card catalogs including the Library of Congress.

Our connection to the Internet expands the resources available to our staff and students. Unfortunately, there are pitfalls as well as jewels in use of Internet. Being a worldwide network means there is no overall authority in charge of maintaining order or appropriate behavior of those people using it. There are approximately 25 million people on the “Net” now, and not all of those people share what most of us would regard as “good and decent” beliefs and behaviors. Also, what we might regard as illegal behavior may not be illegal on a computer in say, Australia.

The use of instructional technology, including information retrieval systems, at school is a privilege, not a right. Activities while using technology must be in support of education and research and consistent with the objectives of the USD #399 Public School System.

Inappropriate use of technology privileges by any person, as outlined below, will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. Any person using technology equipment at a school site is responsible for all activities, which take place through the use of his or her account and/or assigned equipment.

The following actions are NOT acceptable use:

Security and Vandalism

- Knowingly giving one’s password to others.
- Using another person’s password.
- Circumventing security measures.
- Falsifying one’s identity to others.
- Attempting to harm or destroy data or equipment (including uploading, introducing, or creating computer viruses).

Information: Files, Data, Text, Graphics

- Obtaining unauthorized access to restricted or confidential information.
- Changing or deleting any file or data that does not belong to the user.
- Sending or receiving copyrighted materials with permission (including software, text or graphic images).

Internet/E-Mail

- Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- Placing unlawful information on the Internet.

- Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
- Sending messages that may result in the loss of a recipient's work or systems.
- Sending chain letters or pyramid schemes to lists or individuals.
- Using for commercial purposes.
- Using for political lobbying or election campaigning.
- Knowingly sending or receiving pornographic or sexually explicit material, text files, or files dangerous to integrity of the network.
- Attempting to gain access to another's resources, programs, or data.
- Downloading or installing any commercial software, shareware, or freeware unless directed to do so by the system administrator.
- Subscribing to Listservs, Usenet news, and discussion groups unless approved in advance by the system administrator.

Being connected to the global community through electronic mail and telecommunications tools produces responsibilities for students as well as opportunities.

The Board of Education expects that students using telecommunications tools and electronic mail will do so in ways that are appropriate and that enhance the performance of tasks and assignments. Usage of these tools will be monitored by and at the discretion of classroom teachers.

Communication over the Internet and networks is not private. The network supervisor(s) may/can review and inspect directories and messages. Supervisors and administrators may/can examine communications in order to determine compliance with **acceptable use guideline**. Monitoring and review of communications may take place at any time. The district reserves the right to access stored records. Courts have subpoenaed old messages. The use of USD #399 technology and electronic network system is a privilege, which may be revoked at any time.

Student Discipline (computer use)

Student discipline will be enforced by the administration. The administration reserves the right to implement an appropriate level of punishment determined by the facts and severity of the violation including, but not limited to the following:

1. The student loses access to the information retrieval system or equipment until a parent conference is held. Additional loss of privileges will be discussed at this conference.
2. In the case of repeated violation, patterns of violation, or flagrant violation, the student may be removed from all information retrieval system privileges for the remainder of the year (or remaining school years) and suspension from school may be recommended.
3. A student may be expelled from school if she/he engages in conduct that contains the elements of the offense of criminal mischief as defined by state and federal law. A student expelled for misuse of technology will lose computer privileges for 186 days.

Lockers JCAB

Lockers in the district schools shall be under the supervision of the building principal and/or coach and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all locker locks shall be in the sole possession of the coach and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker.

Student Services

Counselor

II

Academic Counseling

Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum and other academic issues. The counselor can provide information about a variety of topics.

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. Students who wish to meet with the counselor should schedule an appointment at a time that is mutually agreeable.

Classroom Presentations

The school guidance counselor conducts presentations on a variety of topics in all classrooms. The classroom instructor and counselor work closely to meet the needs of each class and individual student needs.

Library

IF

Students are invited to use the library at a scheduled time during the school day. There is a cart in the library where library books are to be placed when they are returned. If a student loses a book, he/she will be expected to pay for the replacement of that book. Replacement books cost an average of \$15.00 per book.

When checking out a book, please write your first and last name in the blank, as well as your grade. You will be allowed to check three books out at one time. Encyclopedias and other reference materials may be brought to the classroom, but they cannot be checked out to go home with a student. Please do not reshelv books you are returning.

Tutoring

The student's teacher will assist in deciding if a student needs tutoring. The classroom teacher and/or Title I teacher will tutor students.

Food Service JGH

Parents will be notified when their child has five punches left on a card. They will again be notified when they have reached zero. A final notice will be sent when they have used two unpaid punches. After the fifth unpaid punch is used, your child will not be allowed to eat/drink or have afternoon milk until a new card is purchased. It is the hope of the Board of Education that the grace period will eliminate a situation where a student is put into a difficult situation.

Students and staff are expected to say “yes please” and “no thank you”. Students will remain at the school through meal periods. Lunch will be eaten in the student’s classroom or at assigned times in the library according to the lunch schedule. If you would like to eat with your child, please call at least 24 hours in advance so that the cooks can prepare an additional meal. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home.

Breakfast will be served daily starting at 7:50 am. Students that eat breakfast should arrive at 7:50 am so they can be ready for class to begin at 8:10am. All students are welcome to eat breakfast. Lunch will begin at 11:30am. PreSchool and Kindergarten milk is offered and afternoon milk for grades 1-5 is also offered. All students eat in their respective classrooms for breakfast and lunch.

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

Special Dietary Needs (2004 Federal Legislation)

At enrollment parents will be given a Special Dietary Instructional Sheet. It is the parent’s responsibility to notify the school if a modification of the school menu is needed and to turn in the informational sheet prior to the first day of school.

Prices

Regular prices for breakfast are \$1.40 each or a card of twenty is \$28.00. Lunch prices are \$1.70 each or a card of twenty is \$34.00. Reduced meal prices are \$0.30 for breakfast (a card of twenty is \$6.00) and \$0.40 for lunch (a card of twenty is \$8.00.) Preschool milk, kindergarten milk, afternoon milk and extra milk costs \$0.55 each or \$11.00 for a card of twenty. Extra milk with meals will only be allowed if a parent sends a note and it is paid for in advance. The free/reduced program does not include afternoon milk.

Price for an adult lunch is \$2.60. Price for a guest student lunch is \$1.70.

Please make payment with exact change or a check, as large amounts of cash are not kept on hand.

Closed Lunch

Students will either be expected to participate in the USD 399 Food Service Program or bring a meal prepared at home. Because of the federal guidelines for food service, food from restaurants

will not be allowed except when a class has made arrangements with the office and Food Service Manager prior to the event. (example: pizza parties) Students will be allowed to leave the school campus during the noon hour on an emergency basis only. Parents will need to notify the school office at the time of the emergency. Teachers have the discretion to have exceptions for the entire class. (I.E. Birthday party, occasional class rewards, ect....)

Other

Birthday Treats

Parents are welcome to bring treats for their child's birthday if they discuss it ahead of time so that the teacher has enough time to plan for the event. Please discuss treats with the classroom teacher. If you bring treats, you must bring enough for all students.

Room Parents

If you are interested in volunteering in the classroom, please contact your child's classroom teacher.

Accelerated Reader

Students have the opportunity to earn AR points, which will make them eligible for the annual AR trip at the end of the year. Students will be notified at the beginning of the year or when they arrive at school if arriving after the start of school as to the specific points needed to qualify.

Show & Tell

Animals may be brought to school for show. In order for an animal to be brought, you must receive prior approval from the building principal, and the parent/guardian must bring the animal and take it after show and tell is finished.

Kansas School Safety Hotline

The purpose of the hotline is to give students an opportunity to report impending school violence. Toll free number: 877-626-8203 The Kansas Highway Patrol has established this hotline so that students can report impending school violence. This is an opportunity for students to protect friends, their school, and their community.

Church Night

Wednesday night is church night in the Natoma-Paradise-Waldo communities. As a result, no school activities other than Kansas State High School Activities Association events and some league events (over which we have no control in scheduling) will be scheduled on Wednesday evenings for the students of USD #399. Students are encouraged to participate in the activities of their church on church night.

Recess

The recess duty teacher will determine if going outside is appropriate regarding the weather.

Music Instruments

Policies in the music handbook, which are on file with the music instructor, will be followed. A \$10 instrument fee will be collected from all 5th and 6th grade students. This fee covers maintenance, general supplies for the instrument and a book.

Accident Report Form

A student who has been injured on school property must fill out an accident form as soon as possible following the injury.

School Name:	
Your Name:	
Your Home Address:	
Your Home Phone Number:	
Social Security Number:	
Date of Accident:	Time of Accident:
In your own words, describe what happened:	
What physical problems are you experiencing as a result of this injury?	
Did you report this injury to a school employee?	If not, why not?
Date Reported:	Employee's Name:
What were you doing at the time of the accident?	
Were there any witnesses?	If yes, who?
Did you go to the hospital/clinic?	
Address of hospital/clinic:	
Name of treating physician:	
Additional comments:	
Date:	Signature:

APPENDIX B

MEDICATION GUIDELINES

1. The parent/guardian should administer the initial dose and observe the student for about 20 minutes.
2. Written permission from the physician or dentist should accompany all prescription medication to be administered. Over the counter drugs such as Tylenol, Midol, cough syrup, inhalers, etc. may be self-administered through the office if the parents/guardian provide the medication. The permission form must be signed by the parent/guardian. The school administrator has the authority to deny the use of over-the-counter drugs. The letter/note from the parent must be kept on file until the end of the school year. Aspirin based medication is not recommended for students under 18 years of age.
3. The physician/parent permission form should be dated and should identify the medication, dosage, reason for the medication, time of day to be given, and anticipated number of days to be provided.
4. Any changes in medication or dosage will require a new permission form.
5. The official prescription container should accompany all medication. Two containers, one for home (if needed by the parents) and one for school should be requested from the pharmacist. Parents are to bring the medication to the school secretary or nurse.
6. Only oral or topical (medications for the skin) medications should be administered except in emergency or anticipated health crisis situations. Exceptions to this could be the administration of eye drops and ear drops. For extra-curricular activities the sponsor/coach is responsible for maintaining inhalers and returning them to the office the next morning.
7. Registered nurses or physicians should be responsible for the overall administration of all medication in schools. Administration may be delegated to a licensed practical nurse or an unlicensed staff member after receipt of the medication, signed parent and physician forms and initial assessment of the student by the school nurse (if available).
8. An individual record should be kept of each medication administered. The record should include student identification, initial nursing assessment, physician prescribing medication and phone number, date prescribed, name of medication, time to be given at school, and anticipated number of days to be given, possible side effects, signature of person administering, identification of person if medication administration is delegated, a log of medication given and a section for comments.
9. All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. A small locked container can be maintained in the refrigerator rather than locking the appliance itself.
10. Medications should be inventoried at least every semester by a licensed health professional (registered nurse, licensed practical nurse, physician, pharmacist). Out-of-date stock should be picked up by parent or destroyed. Needles and syringes should be sealed in a puncture proof container and properly disposed of.

Permission for Medication

Name of Student:	
School:	Grade:
Teacher:	
Medication:	Dosage:
Date Started:	
Time of day medication is to be given:	
Date:	Signature of Physician

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Date:	Signature of Parent or Guardian
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NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.