



## **District Elementary Handbook**

**Bonner Springs Elementary  
Delaware Ridge Elementary  
Edwardsville Elementary**

# USD 204 Elementary Handbook

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# **Academics**

## **Kindergarten students**

Kansas Statute 72-3118(c) states that any child is eligible to attend kindergarten in his or her home district if “the child will attain the age of five years on or before August 31 of the school year.” Any child born September 1 or later must wait until the following year. The only exception to this rule pertains to students who enrolled in and attended kindergarten in another state. In that case, the student would be permitted to enroll as a kindergarten student in Kansas, even if he or she did not meet the strict age cutoff for those starting school in Kansas. Apart from this one narrow exception, the rule requiring students to turn five on or before August 31 is absolute.

## **Skyward**

This is our Student Information System. By using Skyward you can:

- Check your child’s grades
- Monitor your child’s attendance
- Pay fees
- Make lunch payments
- Communicate with your child’s classroom teacher

You can obtain your username and password by contacting the school office. We strongly recommend that all parents use Skyward.

## **Grade Scale for K-2**

EE = Exceeding Expectation	90-100%
ME = Meeting Expectation	80-89.99%
AE = Approaching Expectation	70-79.99%
BE = Below Expectation	60-69.99%
AW = Academic Warning	0-59.99%

## **Grading Scale for Grades 3-5 is:**

A+	100.00% - 96.50%	D+	69.49% - 66.50%
A	96.49% - 92.50%	D	66.49% - 62.50%
A-	92.49% - 89.50%	D-	62.49% - 60.00%
B+	89.49% - 86.50%	F	59.99% - 0.00%
B	86.49% - 82.50%		
B-	82.49% - 79.50%		
C+	79.49% - 76.50%		
C	76.49% - 72.50%		
C-	72.49% - 69.50%		

### **Make Up Work**

Students absent from school may be expected to make up for missed work. Arrangements should be made with the classroom teacher to obtain makeup work. Teachers may make adjustments to missed school work depending upon the student's needs, abilities, and circumstances relating to the student's health.

### **Promotion and Retention**

The policy of the district is to encourage and assist each student to progress in a continuous growth of academic achievement. In arriving at a decision for either promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, the principal, and parents/guardians. The final decision in any case pertaining to promotion or retention shall rest with the building principal.

### **Field Trips**

Throughout the school year students will participate in field trips. A signed permission slip will be required for students to participate. Students who are absent for illness or serving an in school or out of school suspension cannot participate in the field trip. Transportation is provided by a district school bus. Parent chaperones may be invited to ride on the bus if there is adequate room. No siblings may ride the bus.

### **Parent Conferences**

Conferences are scheduled twice a year, October and February. Students are a part of the conference and parents are encouraged to bring their student with them to the conference. Appointment times and additional information will be sent home prior to the conference dates.

## **Attendance**

### **Attendance**

Attendance is very important for success in school. Almost without exception, those whose attendance is poor show less achievement in the classroom. For an absence to be classified as excused, the parent or guardian should contact their respective elementary school via phone or email between 8:00 AM and 3:00 PM the day of or prior to the absence or by 8:00 AM the day following the absence stating the reason for the absence. If this is not possible, calls will be taken throughout the day until 3:00 PM. If not notified by phone, a note explaining the reason for the absence must be presented to the Attendance Clerk no later than one day after returning to school.

- Elementary School – if a student is 30 minutes late to school it will be considered a half-day absence.

## **Tardy**

A tardy is neither excused or unexcused. Students arriving after 8:30 AM and leaving after 3:00 PM will be marked tardy. 5 tardies equal 1 unexcused absence.

## **Excused Absences**

District policy allows for **10 absences per semester without a doctor's note**. If a student exceeds 10 absences, a doctor's note must be received in order to excuse the absence for the remainder of the semester.

The following are approved reasons for excused absences:

- Personal illness
- Family emergency or funeral
- Medical or dental appointments
- Religious holiday of the student's faith
- Mandated court appearances
- Family activities with prior notification of school administration (please provide three days advance notice)
- Educationally beneficial activities as pre-approved by school administration (please provide three days advance notice)

Students who miss ten (10) days or more per semester will not be excused nor will makeup credit be allowed unless the absences are substantiated by a doctor's statement or statements or are caused by emergency family situations.

After 10 or more absences, absences can only be excused by a doctor's note or verifiable family emergency.

A student shall be considered truant if:

- a student misses a significant part of three (3) consecutive unexcused days of school
- a student has five (5) unexcused absences in a semester
- a student has seven (7) unexcused absences in a year

It is the responsibility of the building administrator or their designee to notify parents of the pupil's absence and to report cases of truancy.

## **Student Early Release**

Students will not be released during school hours without permission from the parent/guardian and verification of the identity of the person seeking release of the student by the principal or their designee. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

The USD 204 procedure for parents who need to get their child (ren) out of school early requires the parent/legal guardian to go to the office for the child. For their personal safety, students are not allowed to wait at exits or outside to be picked up early. Students need to sign in and out at the office when leaving or entering the building during the school day.

### **Transportation Changes for Students**

Please notify the school office for any transportation changes.

### **Bus**

Bus transportation is a privilege for students. We ask that students comply with bus expectations so that this privilege is not interrupted or taken away.

### **Bus Consequences**

Bus drivers will issue a bus ticket for an infraction of the rules. Parents must sign the ticket and return it to the office. Bus tickets accumulate during each semester.

- 1st bus ticket - Warning
- 2nd bus ticket - 3 days suspension from riding the bus
- 3rd bus ticket - 5 days suspension from riding the bus
- 4th bus ticket - off bus for the semester

If the administration at any time determines that the infraction of the rules of conduct are sufficiently serious, they can impose any discipline permitted by the rules of conduct.

Fighting, vandalism, possession of drugs, alcohol, or weapons, smoking, vaping cursing, or abusing drivers will result in suspension from bus riding privilege immediately.

Information of routes, times, etc. may be obtained by calling the transportation office at (913)-441-2493.

## **Food Service**

### **No Charge Food Policy**

#### **Meal Payment Information**

All students in USD 204 can eat a free breakfast in their classroom each morning. The price for School lunch prices will be determined at a later date prior to the start of school. Families will receive electronic notification on lunch account balances. If your student prefers, they are welcome to bring lunch from home. We request that soda not be sent in their lunch. The Federal Lunch Program is for qualifying families and offers lunch at a reduced rate (.40) or for

free. Families must complete the appropriate paperwork and return it to their child's school of attendance or to the District Office.

Food Service Department Meal Account Management Guidelines Families are expected to provide money for each student's meal account on a regular and consistent basis. Students with a negative balance will not be allowed to purchase extra milk or milk to go with a sack lunch from home. Students with a negative balance no greater than -\$10.00 will be allowed to continue to purchase a reimbursable meal (no doubles, seconds or extra milk), unless the purchase would cause the account to exceed -\$10.00 (the school's negative limit). Should a child attempt to charge a meal without an adequate balance in their meal account, they will be provided with an alternative meal. . Likewise, at breakfast, an alternative meal will be provided. After three alternative meals, every effort will be made to contact the parent(s) and inform them of the situation.

Charges will not be allowed during the month of May at any school. Students must have money in their account to purchase a school lunch or extra milk. If the student does not have money in their account, he or she will be given an alternative meal at lunch, and breakfast, for no more than five days.

## **Health and Wellness**

### **Student Birthdays**

We are excited to help our students celebrate their special day, but we do request that cakes and cupcakes not be sent to school for birthday celebrations.

**All snacks need to be individually packaged from the store.** A healthy snack and juice meet the guidelines of our health and wellness policy. Snack ideas are listed below. We are not allowed to serve home baked items. Birthday celebrations need to be scheduled with your child's teacher in advance. Students are not to bring invitations for home parties to school unless all students in the class are invited.

Healthy Snack/Party Treats-all items to be individually packaged from the store

- Trail Mix Bars
- 100% Fruit Juice
- Fresh fruit with dip
- Veggies with dip
- Chips and Salsa
- Graham Crackers with dip
- Cheese and Crackers
- Snack Pack Jello or Pudding cups
- Pretzels and Popcorn
- Cheese Sticks
- Whole grain cookies and crackers
- Granola bars

- Snack mixes are individually packaged (popcorn, crackers, raisins, etc.)
- Fruit Snacks

### **Medication Policy**

The initial dose of a new medication should not be given at school. The original container must accompany all medicine or drugs; two containers, one for home and one for school, should be obtained from the pharmacist. Any change in the type of medicine/drug, dose, and/or time of administration must be accompanied by a licensed prescriber notification and parent, guardian, or person acting as parent (all hereinafter referred to as “parent”), permission form, and a newly labeled container. Students with chronic health conditions should report medications taken to the school nurse.

### **Pre K - 5 Medication Policy (Grades Pre-K-5)**

**Class II (controlled medications):** must be kept locked in the health room and be administered by the nurse or the nurse’s designee. A licensed Health Care Provider and/or dentist order is required, along with written parental permission.

**Prescription Medications:** a licensed Health Care Provider or dentist must give written permission and instructions for the administration of all prescription medicine or drugs. The order must be dated and identify the medication or drug, dosage, and when to be given. A parent must also give permission for administration of the medicine or drug. Students may carry and administer their own metered dose inhaler (MDI) for asthma, and rescue medication for anaphylaxis only if the physician specifically fills out permission to self administer form. All other prescription medications must be stored in the nurse’s office in a locked cabinet. Parent permission is required to take any medication at school. Refer to Self Administration of Medication at school policy and permission form.

**Common Over the Counter or non-prescription medications:** may be administered in the nurse’s office with written parental permission only. The medication must be in the original container and may or may not be given at the nurse’s discretion. All OTC medications must be kept locked in the health room.

**\*All controlled substances (Schedule II medications) need to be delivered to the school nurse by the Parent/Guardian, unless alternative arrangements are made with the school nurse. Parents or guardians will be asked to pick up any unused controlled medications. A new physician order will need to be submitted for each prescription every school year. Any unused medication not picked up by the end of the school year will be destroyed.**



The following treatments can be administered by the nurse without prior parental approval:

1. bandages
2. heating pad
3. Ice

### **First Aid**

In the event of a minor accident or student illness, the school nurse will administer first aid and contact parents. In the event of a serious accident or illness, parents will be notified and 911 called if necessary. Please be sure that you have filled out enrollment information that lists emergency contacts other than parents and the name of your family doctor.

All head injuries are reported to parents, even if they do not appear to be causing a problem or discomfort to the child.

Students who develop an illness while at school will be sent home if their temperature is 99.6 degrees or higher and/or if the student is obviously unable to participate comfortably in the classroom. The student must stay home until their temperature has remained normal for 24 hours.

If a student becomes ill enough to isolate until the parent arrives, the child will be moved to a quiet area of the room, away from contact with the other children or taken to the nurses' office. A parent/guardian/emergency contact should pick the child up from school within one hour of being notified.

All parents/guardians will be notified if their student has been exposed to the following communicable diseases: Chicken Pox, Fifth Disease, Strep throat, Impetigo, and Scabies. If a student is diagnosed with a communicable disease that has been identified by the Kansas Department of Health as reportable, it must be reported to the Health Department.

### **Illness and Exclusion**

According to K.S.A. 65-122, no person afflicted with an infectious or contagious disease dangerous to the public health shall be admitted into any public school. It is the duty of the parent/guardian as well as the principal, assistant principal, and nurse of the public school to exclude any child affected with a disease suspected of being infectious or contagious until the completion of the prescribed period of isolation for the particular infectious or contagious disease. If the child's doctor/health practitioner upon examination finds that the child affected with a disease or suspected of being infectious or contagious is not suffering from an

infectious/contagious disease, he/she may submit a note to this effect to the principal/assistant principal/nurse of the school and the child will be readmitted to the school.

The following signs/symptoms may be used to determine whether or not a child is excluded from class:

- An oral temperature of over 99.62.
- A sore, red throat, even if no fever is present
- An earache
- A deep, hacking cough
- Severe congestion
- Difficulty breathing or untreated wheezing
- An unexplained rash
- Vomiting (more than one time in 24 hours)
- Diarrhea (more than two times in 24 hours)
- Thick, green drainage from the nose
- Unexplained seizure
- Yellow discharge from the eyes
- Open sores or lesions

## **USD 204 Wellness Policy**

### **Part 1. Preamble**

- Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive
- Good health fosters student attendance and education
- Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity
- Heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood
- 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes
- Only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid
- Nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes

- School districts around the country are facing significant fiscal and scheduling constraints
- Community participation is essential to the development and implementation of successful school wellness policies

## **Part 2: Board Policy**

D0204 Bonner Springs/Edwardsville is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy D0204 Bonner Springs/Edwardsville that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

## **Personal Property**

### **Telephone Use at School**

Students may use the office telephone if they need to contact home and the pod phones with teacher permission. Parents who need to contact their child at school should plan to leave a message with one of the office secretaries. Students will not be taken out of class to talk with family members unless there is a family emergency. If your child has a cell phone, it is to remain in their backpack, turned off, during the school day. If a student has a cell phone out during instructional time without permission, it will be turned in to the office. We cannot be held responsible for stolen or misplaced cell phones.

## **Personal Property**

All items of personal property brought to school should be marked or labeled with the student's name. School is not responsible for lost or stolen personal property.

## **Lost and Found**

This service is available to students at the school. Items not claimed will be turned over to a service organization at the end of each quarter.

## **Student Safety**

### **Visitors/Guests to the Building**

All visitors must sign in at the office and wear a visitor badge. If you would like to eat lunch with your child, please make arrangements with the school office 24 hours prior to the visit. We encourage parents to visit during lunch to lessen disruptions to learning and instruction. All visitors must sign out when they leave the building.

All volunteers, who work in a classroom, consistently throughout the school year will need to complete a background screening before being a volunteer. Once approved, it is valid for 3 years. Contact the building secretary for information.

### **Animals and Plants**

People bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including vertebrates and invertebrates, and non toxic plants, may be brought into the classroom for education purposes. Animals and plants in the school under no circumstances are to be transported on a school bus. Teachers assume the primary responsibility for the humane, proper treatment of any animal in the classroom.

## **Bullying**

### Definition of Bullying

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

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

- 4) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- 5) Harming a student or staff member's social status or reputation.

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

The USD 204 Board of Education prohibits bullying in any form, including electronic means on or while using school property, in a school vehicle, or at a school sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

### **Change of Address and Telephone Number**

Whenever a change of address or a change in telephone number occurs, parents are asked to report their new address / telephone number to the school in writing or by personal phone call, or update this information in Skyward.

### **Emergency Drills**

A written plan for emergency drills (fire drill, tornado drill, and crisis situations) is available in the office and every classroom. The drills will be explained to staff and students at the beginning of the school year. Practice drills will be conducted periodically in accordance with state statutes and USD 204 Board of Education policy.

### **Outdoor Play/Physical Education Exemptions**

All students are expected to participate in the activities of the school day. If a physician has requested that students not participate in daily activities due to health reasons, parents must notify the school. Outdoor recess will be held if the outside air temperature and/or wind chill is 32 degrees (F) or greater, there is no falling precipitation, there is no heat index warning. Limited outdoor recess (5-10 minutes) will be held if the outside air temperature and/or wind chill is between 25 degrees and 31 degrees (F), there is no falling precipitation, there is no heat index warning. Indoor recess will be held if outside air temperature and/or wind chill is lower than 24 degrees or there is falling precipitation.

### **Inclement Weather**

School will be held each scheduled day if it is felt a majority of students can get to school safely. Closing school is determined by the district superintendent and director of transportation. All major news stations and the USD 204 Facebook and Twitter page will be used if schools are closed. A call will also go out to all

families. If bad weather develops during the school day, it is rare for students to be sent home early. However, parents are welcome to pick up their child early if this should be a situation. All school activities are canceled on days when school is not in session.

### **Investigation**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

### **Kansas School Safety Hotline To Report Threats of School Violence 1-877-626-8203**

Personnel at the Salina Central Dispatch of the Kansas Highway Patrol will answer the hotline number. The dispatchers will get as much information about each situation reported as the caller wishes to relay. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools depending upon the severity of the situation.

### **Acts of Bullying 1-800-332-6378**

Parent and Youth Resource Hotline is staffed by trained professionals and volunteers who listen to each caller's concerns and seek to provide the caller with resources that can assist them. We strive to provide connections, empower people and transform our culture to one of kindness. The Parent and Youth Resource Hotline has the capability to communicate with all non-English speaking callers. You can also text or email [1800children@kcsd.org](mailto:1800children@kcsd.org).

### **National Suicide Prevention Lifeline 1-800-273-8255**

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

### **Notice of Discrimination**

Elementary and secondary students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment are hereby notified that Unified School District 204 (USD 204) does not discriminate on the

basis of race, color, national origin, sex, handicap/disability, age, or religion in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning USD 204's compliance with the regulation implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the District Compliance Dr. Leticia Porter, Director of Human Resources/Data and Accountability, 913-422-5600, 2200 S. 138th St., Bonner Springs, KS 66012 [porterL@usd204.net](mailto:porterL@usd204.net)

### **Complaints about Discrimination**

The USD 204 elementary schools, Bonner Springs Elementary, Delaware Ridge Elementary and Edwardsville Elementary, are committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school. 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 in 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 that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures. (Board of Education policy KN) Students or Parents who have a complaint should come to the school and complete the "*USD 204 Complaint of Discrimination Form*" on file in the school office.

## **The Standard Response Protocol (SRP)**

### **Student Safety**

A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

### **SRP is Action Based**

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- **Lockout** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self-protection.

## **Student Discipline**

### **Dress Code**

Students should come to school dressed for the activities of the school day. During inclement weather, please send your child with the appropriate clothing (coat, hat, gloves). Students need to wear tennis shoes or rubber soled shoes on days that they have PE. As a guideline, the following is not allowed: hats/head coverings, fishnet tops, tank/cami tops, short shorts/dresses, chains hanging from pockets, tops that expose mid-section or back, clothing that contains vulgar, inappropriate or negative language/picture images and writing that is inconsistent with the school district's Human Sexuality, Drug and Alcohol Policy, and skate/roller/wheelie shoes. All clothing needs to cover undergarments.

### **Narcotics, Alcoholic Beverages, Drugs, Controlled Substances and Vaping**

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage, smoking and/or vaping, or intoxicants of any kind:



1. On the school grounds during, before or after school hours;
2. On school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function or event.
4. On a school bus

Use of a drug authorized by a medical prescription (for prescribed person and prescribed quantity) from a registered physician shall not be considered a violation of this rule.

\*Violation of any of this regulation may result in automatic ten- (10) day suspension with a hearing to determine long-term suspension or expulsion.

### **Repeated School Violations**

A student shall not fail to comply with a reasonable request of school personnel during any period of time when he/she is properly under the authority of school personnel.

\*Violation of any provision of this behavior code may result in suspension and/or expulsion.

### **School Behavior Code**

A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall he/she urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

Unacceptable conduct shall include, but not be limited to:

1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to and from, or use of, the building corridor or room;
3. Setting fire to or damaging any school building or property;
4. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
5. Preventing students from attending a class or school activity;
6. Continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class.

A student shall not intentionally cause or attempt to cause damage to private or school property or attempt to steal private or school property either on the school grounds or during a school activity.

\*Violation of any of this regulation may result in suspension or expulsion.

### **Student Substance Abuse**

No student may use, possess, sell, or distribute alcohol, marijuana, or any illegal drug (those substances labeled as Class I, II, III, and IV by the federal government or labeled by applicable Kansas and Local Statutes) while at school or while under the jurisdiction of the school.

Each violation of this rule shall result in the following:

1. Notification of the student's parents/ guardians and a call to the local law enforcement agency.
2. Referral to an outside agency for intervention.
3. Any disciplinary actions as outlined by the written building discipline policy.

Repeated violations shall result in graduated consequences which include effects on the eligibility of the student in any school related activity, as well as consideration of expulsion at any point.

### **Suspension or Expulsion**

The following are grounds for suspension or expulsion:

1. Willful and/or continued violation of (a) any of the provisions of this handbook or (b) any other published regulation for student conduct adopted by the Board of Education, or (c) violation of written contracts or agreements, or
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity, or
4. Conduct which if the pupil is an adult, constitutes the commission of a felony or if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult, or
5. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult, or
6. Disobedience of an order of a teacher, peace officer, school security officer, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

### **Use of Trained Dogs to Search**

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees. The dogs may be used for search purposes to check lockers, vehicles on school property, and other suspected locations.

### **Searches of Property (See JCABB)**

JCAB

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

### **Verbal Abuse or Physical Assault on School Employee, Student, or Visitor**

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee, student, or visitor:

1. On the school grounds during, before, or after school hours;
2. On the school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function, or event.
4. On a school bus

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

\*Violation of any of this regulation may result in suspension or expulsion.

### **Weapons**

It is a crime for any person to possess a weapon, destructive device, or facsimile of a weapon at school or on school property. Students may not possess, handle or transmit any object that can reasonably be considered a weapon on school property or while attending any school sponsored activity. Any object that can reasonably be considered a weapon shall be deemed as such. This includes, but is not limited to chains, studded collars or wristbands, guns, knives, explosive devices, throwing stars, bludgeons, metal knuckles, electrical devices which are intended to shock, debilitate or impair, and poison gas. A gun shall be defined as any weapon, which will, or is designed to, or may be readily converted to expel a projectile by the action of any explosion, compressed gas, a spring, or other propellant. A knife shall be defined as any sharp edged object designed for the

purpose of making any type of incision or cut on any type of surface. If a student violates this policy they will be subject to the following:

1. Possession of a weapon, destructive device or facsimile of a weapon by a student shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case by case basis. Violation of any of this regulation shall result in automatic ten- (10) day suspension with a hearing to determine long-term suspension or expulsion. Expulsion hearings shall be conducted by the superintendent or his designee.
2. Students violating this policy shall be referred to the proper law enforcement agency (ies) and if a juvenile, to DCF or the Commissioner of Juvenile Justice for criminal prosecution.

# **Technology**

## **USD 204 Acceptable Use Policy**

### **Purpose**

USD 204 is committed to creating a digital age environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. Providing students and staff with a digital age learning environment is part of the USD 204 core values.

### **Agreement for Acceptable Use of the Electronic Internet Communications System(AUP)**

Students may be given access to the District's wireless internet. This educational opportunity comes with

responsibility. Inappropriate system use will result in the loss of the privilege.

**\*It is expected that any device brought into the district will have 1) an updated web browser from which students are able to access necessary tools, 2) current antivirus software; and 3) be fully charged and maintained to work properly during the day. The school district is not responsible for any devices (lost, stolen or damaged).**

### **RULES FOR APPROPRIATE USE: Personal or School Owned Equipment**

- Students will be assigned an individual account and are responsible for not sharing the password for that account with others.
- The account is to be used for identified educational purposes.
- Students will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Students will be held responsible for any postings to a social networking site that would "materially disrupt classwork, involve substantial disorder, or interfere with the rights of others." [Tinker, 393 U.S. at 506.]

### **INAPPROPRIATE USE: Personal or School Owned Equipment**

- Using the system for any illegal purpose.
- Logging into someone else's account.
- Encrypting communications to avoid security review.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Disabling, bypassing, or attempting to disable any Internet filtering device.
- Downloading or utilizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system.
- Download public domain programs to the system without permission.
- Gaining unauthorized access to restricted information or resources.

- Posting messages, accessing, or possessing materials that are abusive, obscene, sexually oriented, or threatening. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.
- Purposefully take, disseminate, transfer, or share abusive, obscene, lewd, sexually oriented, threatening, harassing, damaging to another's reputation, or otherwise illegal images or photographs.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system; or
- Other disciplinary or legal action, in accordance with the USD 204 Student Code of Conduct and applicable laws; or
- Revocation of the computer system account.

### **These are the laws and policies that help to protect our students online:**

#### **Child Internet Protection Act (CIPA)**

The School is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student e-mail is filtered. Mail containing harmful content from inappropriate sites will be blocked.

CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

#### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the School to act as an agent for parents in the collection of information within school context. The School's use of student information is solely for education purposes.

COPPA - <http://www.business.ftc.gov/privacy-and-security/childrens-privacy>

#### **USD 204 Acceptable Use Parent/Guardian Contract**

Any student who will use a school or personally owned technology device must work within accordance with this agreement on USD 204 property, must read, and sign this contract electronically.

1. Students in USD 204 will be allowed to bring personally owned electronic devices for use during the school day.
2. The student is responsible for keeping his or her device in their possession or properly securing it, at all times. District personnel are not responsible for the security or condition of student's personal devices.
3. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device. District technicians will NOT service, repair, or maintain any personal equipment.

4. The District reserves the right to inspect personal technology devices if there is reason to believe that it was used to violate USD 204 policies, administrative procedures, school rules, or for general misconduct.
5. Violations may result in the loss of privilege to use personal or school owned technology, and/or disciplinary and legal action, as appropriate.
6. The student must comply with the teacher's request to refrain from using a device, verify/display the authentication login screen, or to power down (turn off) the device.
7. The student may **not** use any devices to record, transmit or post photos or video of a person. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a district staff member.
8. The student should only use personal technology devices with consent and under the direct supervision of a district faculty member.
9. All users are required to utilize the District's secured wireless network to access the Internet.
10. USD 204 will not be held liable for personal content housed on the device. Any software residing on the equipment must not interfere with the normal operation of district owned resources and must be properly licensed.
11. USD 204 is not responsible for any physical damage, loss, or theft of the device.
12. Students are responsible for taking their equipment home each day and returned the next day with a full charge.

**NOTE: The use of private 3G, 4G or 5G wireless connections is not allowed!!**

## **Emergency Safety Intervention**

### **Definitions GAAF Emergency Safety Interventions**

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

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

## Definitions

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student while acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

## Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint
- Using face-up (supine) physical restraint
- Using physical restraint that obstructs the student’s airway
- Using physical restraint that impacts a student’s primary mode of communication
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition
- Use of mechanical restraint, except:

Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional

Any device used by law enforcement officers to carry out law enforcement duties



Seat Belts and other safety equipment used to secure students during transportation

### Training

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

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

### Notification and Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) days.

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

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

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

### Reporting Data

District administration shall report ESI data to the state department of education as required

### Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is

resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the finding and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

Approved: KASB Recommendation - 6/13;12/13