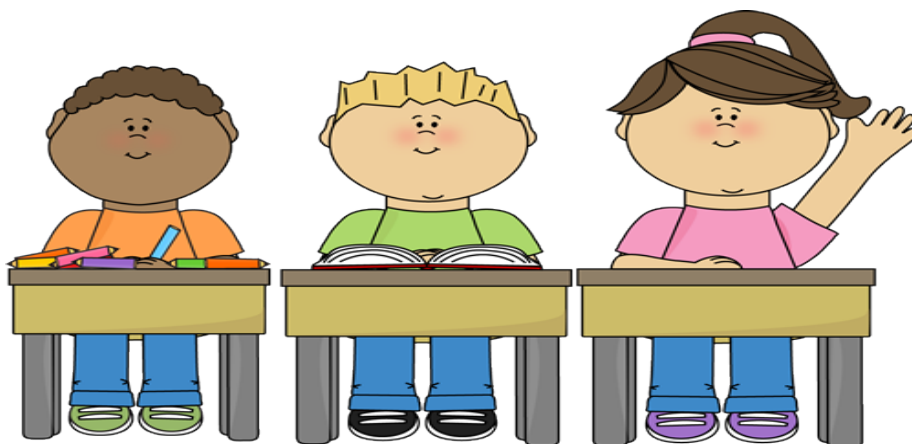


# WICHITA COUNTY ELEMENTARY



2018 – 2019  
STUDENT HANDBOOK



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Welcome to the 2018-19 school year at Wichita County Elementary School. As the new school year begins, we want to welcome you and hope you have a very successful year! This handbook contains most of the general information you will need to know about Wichita County Elementary School. We hope it is helpful to you and answers any questions you may have.

**Notice**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1076; Title IV of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; section 504 of the Rehabilitation Act of regulations and policies, Unified School District #467 shall not discriminate on the basis of sex, race, color, national origin, handicap in the educational programs or activities which it operates. It is the intent of U.S.D. #467 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Mr. Keith Higgins  
Board of Education Office  
Leoti, Kansas 67861  
620-375-4677

Title IX complaints can be filed with the Office for Civil Rights:

Regional Office for Civil Rights  
324 East 11<sup>th</sup> Street  
Kansas City, Missouri 64106

All students attending U.S.D. #467 may participate in educational programs and activities, including, but not limited to health, physical education, music, vocational, and technical education, regardless of race, color, national origin, age, handicap, or sex.

**U. S.D. # 467 BOARD MEMBERS**

Brian Gerstberger	Jason Koehn
James Myers	Tammy Simons
Farrin Watt	Brandon Whalen
Josh Young	

**Administration**

Keith M. Higgins	Superintendent
Lori Maxwell	Principal

**Faculty and Staff**

Misty Gardner	Kindergarten
Denise Gerstberger	Kindergarten
Wendy Budde	First Grade
Judy Tankersley	First Grade
Deb Fairchild	Second Grade
Dawn McKinney	Second Grade
Cheryl Johnson	Third Grade
Rachel Wiggs	Third Grade
Tracey Baker	Fourth Grade
Jacque Simon	Fourth Grade
Brian Bussen	Fifth Grade
Amber Porter	Fifth Grade
Bridgette Carpenter	Sixth Grade
Mary Jo Castillo	Sixth Grade
Connie McRae	Title 1/Reading Recovery
Alannah Starr	Title 1 Paraprofessional
Jana Simon	Director Federal Programs/K-6 ESL Teacher
SanJuanita Salazar	ESOL Paraprofessional
Isabel Cardenas	ESOL Paraprofessional
Michelle Sheppard	Pre-Kindergarten Instructor
Rebecca Hernandez	Pre-K Paraprofessional
Jayne Bishop	Vocal Music
Melanie Loftstrom	Band
Sheila Campas	Physical Education
Joy Brown	Librarian
Phillip Weilert	Library Clerk
Sara Brown	Counselor
Marvel Brandt	School Nurse
Beverly Higgins	Secretary
Nayeli Garcia	Secretary

Diane Brown	HPEC, IR
Tammy Geyer	HPEC, IR
Dana Pfanenstiel	HPEC, Early Child
Catherine Brokofsky	HPEC, Psychologist
Shirley Evans	Speech/Language
Gwen Wells	HPEC, Gifted
Tammy Landis	HPEC, Paraprofessional
Yerania Maldonado	HPEC, Paraprofessional
Nickki Myers	HPEC, Paraprofessional
Taylor Weis	HPEC, Paraprofessional
TBD	HPEC, Paraprofessional
Giovanna Ramirez	Food Services
Aida Barerra	Food Services
Aubrei Dirks	Food Services
Rosa Marchand	Food Services
TBD	Food Services
Ed Simon	Transportation Director and Director of Buildings & Grounds
David Chidester	Custodian
Rosa Hermosillo	Custodian
Carlos Maldonado	Custodian
Martha Myers	Custodian
Lonie Reed	Maintenance

**SCHEDULES**

**Grades K-6**

7:50-8:10 AM	Breakfast
8:13 AM	First Bell
8:20 AM	Tardy Bell
3:30 PM	Final Dismissal

**Pre-School**

8:05-11:25 AM	AM Session
12:10-3:30 PM	PM Session

**SPECIALS**

<b>TIME</b>	<b>PE</b>	<b>MUSIC</b>
8:20-8:30	PLAN	PLAN
8:30-8:55	CARPENTER	CASTILLO
8:55-9:20	CASTILLO	CARPENTER
9:20-9:45	JOHNSON	WIGGS
9:45-10:10	WIGGS	JOHNSON
10:15-10:40	SIMON	BAKER
10:40-11:05	BAKER	SIMON
11:05-11:30	LUNCH	LUNCH
11:30-12:00	PLAN	PLAN
12:00-12:22	MCKINNEY	FAIRCHILD
12:23-12:45	FAIRCHILD	MCKINNEY
12:45-1:10	PORTER	BUSSEN
1:10-1:35	BUSSEN	PORTER
1:35-1:55	PLAN	PLAN
1:55-2:17	GERSTBERGER	GARDNER
2:18-2:40	GARDNER	GERSTBERGER
2:40-3:02	BUDDE	TANKERSLEY
3:03-3:25	TANKERSLEY	BUDDE

- Second semester homerooms will switch Music and PE times.
- Fifth Grade and Sixth Grade band will be TBD.

**LUNCH SCHEDULE**

	<b>LUNCH</b>	<b>RECESS</b>
Kindergarten	11:05-11:25	11:25-11:40
First Grade	11:10-11:30	11:30-11:45
Second Grade	11:15-11:35	11:35-11:50
Third Grade	11:20-11:40	11:40-11:55
Fourth Grade	11:25-11:45	11:45-12:00
Fifth Grade	11:30-11:50	11:50-12:05
Sixth Grade	11:30-11:50	11:50-12:05

(Sixth Grade lunch depends on junior high band schedule; regardless should always be 20 minutes for lunch and 15 minutes for recess.)

- There will be one teacher per grade level supervising at each recess.

**RECESS SCHEDULE**

9:45 – 10:00	FIRST GRADE
10:00 – 10:15	SECOND GRADE
10:00 – 10:15	KINDERGARTEN
10:30 – 11:00	PRESCHOOL
12:50 -1:05	KINDERGARTEN
1:15 – 1:30	FIRST GRADE
1:45 -2:00	THIRD GRADE
2:00 – 2:15	SECOND GRADE
2:20 – 2:35	FOURTH GRADE
2:30 – 3:00	PRESCHOOL

- First and Second PM recess will be optional on Library Day.

**MORNING SUPERVISION**

Students should arrive no earlier than **7:50 AM**.

- Supervision of students will start at 7:45 AM.
- Bus students will be dropped off at the west main entrance. Students walking or being dropped off in personal vehicles will enter the south gym doors.
- During this time students may read, do homework, or visit quietly.
- Toys, Show and Tell items, and electronics should remain in bags.
- When the bell rings at 8:13 the students shall remain seated until the supervisors ask each grade to line up. Classes will proceed to their classrooms when directed.
- Students are not to be in the classroom before the 8:13 AM bell, unless given permission by the teacher or are accompanied by parent/guardian.

**DISMISSAL PROCEDURES**

- All students riding on the bus will exit from the west main entrance.
- Students who will be walking or picked up will exit from the east gym entrance.

- If arrangements for your child will be different from normal please notify the office.

## **POLICIES AND PROCEDURES**

### **AGE FOR SCHOOL ENTRANCE**

Children must be five years of age as of August 31 of the present school year to be eligible for enrollment in kindergarten class. Kindergarten attendance is not a requirement for school entrance. Children must be six years of age as of August 31 of the present school year to be eligible for enrollment in the first grade class. Proof of age must be obtained from a Certificate of Live Birth (obtained from the state). Grade placement will be determined as per USD #467 Board of Education Policy.

### **ATTENDANCE POLICIES**

When it is necessary for a student to be absent from school please notify the school before 9:30 AM.

Whenever a student is absent the office must be notified by phone or in a written form. In some cases a note from the doctor will be required in order for the absence to be considered excused. The absence will be considered unexcused if the office does not receive notification from the parent.

The following will be considered **excused absences**:

- Student illness or death in the family.
- Emergencies affecting the student or immediate family.
- Attendance at school activities or functions of an educational nature approved by the principal, at least one school day prior to the absence.
- Other reasons deemed necessary and proper by the principal or a prior personal request by parents. (doctor apt., dental apt., and etc.)
- Tardies will be excused for reasons deemed necessary and proper by the principal.

**ABSENCES AND TARDINESS:** If a student arrives at 10:30 am or before, they will be recorded as being tardy. After 10:30 am the student will be recorded as absent one half day. If a student leaves at 1:30 pm or after it will be recorded as a tardy.

**PERFECT ATTENDANCE:** Student has missed less than one half school days for the entire school term. The student must also have less than four tardies.

**OUTSTANDING ATTENDANCE:** Student has missed more than one half school days but not more than three days. The student must also have less than four tardies.

### **EXCESSIVE STUDENT ABSENCES**

After five (5) days absent in one semester due to illness, a student may be required to present a doctor's statement for any additional absences.

### **BOE COMPULSORY ATTENDANCE ENFORCEMENT:**

The Board of Education of USD #467 has determined that a valid excuse for being absent from school shall be anytime that the parent/guardian wants the student out of school and will make this request prior to the absence. In cases of illness or emergencies, the request to be absent may be made within a reasonable time. (48 hours after the absence)

The principal of each school is designated by the BOE as the person to check the validity of each excuse.

- Unexcused absences may include those where the student is absent and the parent/guardian doesn't know of the absence.
- A student absent or tardy who is engaged in a supervised school activity (including bus routes) is not counted as absent or tardy.

A student absent from school for two hours or more shall be counted as absent for one-half day as this constitutes a significant part of the day.

Please notify the school if your child will be tardy. Students will be reported as tardy when they arrive after the beginning of the day but before 10:00 and when they leave after 1:30 pm. If tardiness becomes a habit the parent will be notified. The child may be assigned time to make up the absences during recesses or after school.

### **BOE TRUANCY POLICY FOR EXCESSIVE ABSENCE OR TARDIES:**

A child is required by law to attend school and if they are not enrolled in a public or non-public school, shall be considered truant. The superintendent, or his designee,

shall report to the juvenile office of the Department for Children and Families (DCF) all other cases of truancy. A regularly enrolled student is considered truant if they have been inexcusably absent for either three (3) consecutive days or five (5) or more days in any semester. A child is inexcusably absent from school if absent all or a significant part of the school day without a valid excuse acceptable to the school employee designated by the board to have responsibility for school attendance.

**CLASSROOM RULES**

Teachers will send home a copy of their individual classroom rules by the end of the second week of school. Classroom rules are displayed in the classroom where the students can easily see for review.

**CLASSROOM PARTIES**

Birthday treats will be permitted at the teacher’s discretion. Birthday parties should be held after 3:00 PM; an exception will be allowed for classes with end of the day specials (music/pe). Holiday parties are to be from 2:45 – 3:30 maximum. Scheduled classroom parties are:

Halloween	October 31, 2018
Christmas	December 18, 2017
Kansas Day	January 29, 2019
Valentine’s Day	February 14, 2019
Easter	March 18, 2019

**COMPUTER**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer applications or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use

are subject to disciplinary action up to and including suspension from school.

**DISTRIBUTION OF INFORMATIONAL MATERIALS**

Informational brochures/fliers from outside organizations will be available to students but it is not mandatory that each student “take” a flier home.

**FIELD TRIPS**

On occasion, parents are invited to go along and help sponsor. In order to keep the day special for the child in the class that is going on the field trip younger siblings are not allowed to come along. Students must ride to the activity on the bus with their class but may ride home with the parent. If a child rides home with the parent, the parent must sign the child off the bus. Students are not allowed to ride home with other adults UNLESS the parents have made arrangements in the office before the day of the field trip.

Medical policies are in effect for field trips. If a child needs to take medication on the trip the proper papers must be on file with the nurse.

**GIFTS, FLOWERS, CANDY, AND BALLOONS**

WCES will not accept delivery of gifts, flowers, candy, balloons, and etc. in the office. These items should be delivered to the home.

**HOME-SCHOOL COMMUNICATION**

Consistent home-school communication is essential in an effective learning community. We encourage open communication between home and school to ensure the success of each child.

WCES communicates to the home with the following: student handbooks, progress reports, Friday Folders, calendars, Power Announce, PowerSchool parent log-ins, district web page ([www.leoti.org](http://www.leoti.org)), Facebook and newsletters.

**HOMEWORK PICK-UP FOR STUDENTS THAT ARE ABSENT**

If you would like to pick up homework assignments for your absent student please call the office by 10:00 AM. Pick up of homework will be at 3:35 PM, unless special arrangements are made **with the teacher**. This allows the teachers adequate time to gather the materials.

## **LIBRARY POLICIES**

All students are encouraged to use the library for reading, selecting reading materials, studying, research, and working on classroom projects.

- When in the library, students are to use their “library voice” so that everyone can enjoy the library. Save your “playground voice” for when you are outside.
- Rules of the school and playground also apply when in the library.
- Students are to use a shelf marker or “book stick” when looking for a library book.

**Pre-School and Kindergarten students** will begin to use the library as determined by the classroom teacher. Students may check out one (1) book per library visit.

**Grades 1 and 2** may check out one (1) book per library visit.

**Grades 3, 4, 5, and 6** may check out two (2) books per library visit.

**OVERDUE NOTICES:** Overdue notices will be sent out every two (2) weeks. The student may not checkout another book until the overdue book is returned.

**LOST BOOKS:** Students who lose library books or return books that are badly damaged will pay the replacement cost of the book as determined by the district Library Media Specialist (LMS). The LMS will use current book sources to determine the price such as Follett Library Resources, Scholastic, and/or others. If a student returns the “lost book” after paying for it within four (4) weeks, the cost of the book will be refunded to the student. If said book is returned damaged, no refund will be given. If said book is returned in good condition after the initial four (4) weeks, the student may keep the book. No refund will be made after the initial four (4) weeks period.

## **MEAL POLICY**

Meal ticket balances from the previous school year will be carried over to the present year. If the student had money left in their account at the end of the previous year, any payments will simply be credited to the account. However, if there was an unpaid (negative) balance in the account, any payments will be used to satisfy those amounts first. Payment reminders will be

sent home with the student and if the amount owed equals more than one week’s meals, parents will be contacted directly.

Kindergarten through Sixth Grade will have the opportunity for a daily milk break. Students will not be allowed to have daily milk if they have a negative balance.

## **MEDICAL POLICIES**

Students will not be allowed to “self-administer” medication.\* All medications (prescriptions, non-prescriptions, natural, and homeopathic remedies) must be turned into the nurse, to be administered to the student by the school nurse or delegated school staff.

\*A physician may request that an emergency medication, such as an inhaler or EpiPen, be carried and self-administered by the student. In this situation, the student must notify the school nurse when emergency medication is used.

Medicine (prescription, non-prescription, natural and homeopathic remedies) will not be given at school without the following:

1. Original labeled container (do not send medicine in an envelope, baggie, or container that is not the original container). Pharmacies will provide an extra labeled container for school if needed.
2. Written parent’s permission with dosage instructions, to include student’s name, parent signature and date. Form may be obtained from the school nurse.
3. No out-of-date medicines will be given.
4. For all over-the-counter medications parental permission is all that is necessary.
  - a. No medications from outside the United States will be given without a doctor’s order.
  - b. No homeopathic remedies and performance enhancing substances will be given without a doctor’s order.
  - c. Over-the-counter medications will be given as directed on the label. To be given differently than how the label directs, a physician’s order is needed.

- d. No out-of-date medications will be given.
- e. All over-the-counter medications must be in the original container.... NO EXCEPTIONS!
- f. **No narcotic medications will be allowed in the school.**

Only medication or treatment that is necessary so the pupil can attend school or benefit from his or her educational program should be given during the school day.

### **INFECTIOUS OR CONTAGIOUS CONDITION**

No person should attend school or school activities with an infectious or contagious condition (for example: chickenpox, impetigo, pink eye, lice, fever (100° or above), vomiting, and etc. It is the duty of the parent or guardian, and school nurse to exclude any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation for the particular infectious or contagious disease (according to the KDHE Handbook of Communicable Disease). If you have questions regarding attendance policy and excused absences, refer to the school policy outlined in this manual.

**Tuberculosis** Any student that comes in contact with a new active or reactivated case of tuberculosis will be required to have tuberculin testing.

**Chickenpox (varicella)** Each infected student shall remain out of school until all the blisters (vesicles) have scabbed.

**Pink Eye** Students may return to school with a doctor's note. This would generally be 24 hours after the medication has started and the student has no symptoms.

**Lice (Pediculosis)** Students infested with lice must remain out of school until treatment with antiparasitic shampoo has been initiated and the hair has been picked for nits (eggs). Students need to check in with the school nurse before returning to class. If the above treatment plan has been initiated, most of the nits have

been removed, and no live parasites are present, the student may return to class. The student will need to check in daily with the school nurse until she finds no nits.

**Impetigo** Students diagnosed with impetigo will need to be treated with a prescription antibiotic. These students will need to bring a note from the doctor when they are allowed to return to school and participate in sports or school activities. **NO EXCEPTIONS.**

**Ring worm (Tinea Capitis and Corporis)** Any student with ring worm should be treated by their health care provider. The area must be covered until the skin is clear.

**Fever, Vomiting, Diarrhea** Any student sent home with a fever, vomiting and/or diarrhea should remain home for 24 hours after all symptoms have subsided without the use of medications. Should a student return to school before this time he/she will be sent home.

### **STUDENT IMMUNIZATIONS**

Any new student enrolling must present a certification of immunization or an alternative statement authorized by Kansas Law.

All students must update immunizations as required by Kansas Law.

Please contact the school nurse if you have questions regarding required immunizations.

### **PHYSICAL**

All students, under the age of 9, enrolling in a Kansas school for the first time must present the results of a recent (within one year) health assessment or physical. Any student participating in school sponsored sports are required to have a physical by their local health care provider before participation.

### **HEALTH SCREENINGS**

At the beginning of the school year, students will be screened for the following: vision, hearing, height, weight, and Scoliosis. Not all grades are screened every year. If you have a concern and want your child screened, please contact the school nurse. The school nurse will be available to screen any child upon request. If you do NOT want your child screened, please notify the school nurse in writing. The goal is to have all



screening completed by the end of the first nine weeks. Parents will be notified of the results of your child's screening.

**ALLERGIES**

Any student with a severe food and/or environmental allergy that could potentially be life threatening will be allowed to have an EpiPen at school. Delegated teacher and staff will be trained to administer. Written documentation and physician orders must be present. If you have a student requiring this kind of attention, please contact the school nurse or principal.

**FOOD ALLERGIES**

Any student having a certain food allergy will need to have documentation from their health care provider. Forms are available from the school nurse or secretary.

**PARTIES FOR PERSONNEL**

Surprise parties and gifts for teachers can cause embarrassing moments; such events are discouraged at school.

**PERFORMANCE PARTICIPATION**

Any student participating in an activity or performance after school must be in school that day for at least two hours and follow the twenty-four hour fever guidelines. Special consideration may be given to family emergencies. If the student has a speaking or singing solo that requires specific directions during the dress rehearsal that part may be re-assigned.

**PRIVATE PARTIES FOR STUDENTS**

We occasionally have the problem of children bringing invitations to be distributed, sleeping bags, and presents for private parties. This is disruptive to the classroom and causes hurt feelings of the students that are not invited. Please refrain, consider other children's feelings.

**PHYSICAL EDUCATION POLICY**

In the event of illness or injury, a note is required to be given to the P.E. teacher and the Health Team for a period of up to five (5) consecutive days. Any period longer than this requires a note from a physician. If a note has not been sent, the teacher/health team will

exercise their judgment as to whether a student should participate.

**SAFETY DRILLS**

**FIRE DRILLS**

Kansas state law requires monthly fire drills. Directions for leaving the building are posted in each room and are reviewed by the teacher. No one is to return to his/her classroom until the all-clear signal is given. The signal for a fire drill will be a continuous blast.

Use of the elevator during drills or actual fire is prohibited. The teacher or paraprofessional in a room with a disabled person is responsible for assisting that person to the nearest appropriate exit.

FIRE EXITS ARE DESIGNATED BELOW:

K, 1 <sup>st</sup> , 2nd	Outside classroom door
Office area	West entrance
3rd	Outside classroom door
ESL	West entrance
Conference room	North exit under fire escape
preschool	Outside classroom door
Computer lab (d), title 1, art, HPEC	South main exit
Library and old gym	South gym doors
music	East exit
New gym	West exit
kitchen	Outside kitchen door
Maintenance office	Outside office door
restrooms	Nearest exit
HPEC (U) and 4th	North fire escape steps
5th	West stairs to south exit
Science lab, computer, and 6th	East stairs to south exit

**TORNADO DRILLS**

Kansas state law requires three drills per year. Students and staff in the 1926 building and office wing will proceed down the hall adjacent to the west side of the junior high gym to the south (7<sup>th</sup> & 8<sup>th</sup> grade boys) locker room and the shower rooms in the north locker rooms. Students in the academic dome will go to the bathrooms, counselor's office, and the dome workroom.

Use of the elevator during drills or actual tornado is prohibited. The teacher or paraprofessional in the class with a disabled person will be responsible for helping him/her to the appropriate area.

**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. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others.

**SHOW AND TELL/ANIMALS AT SCHOOL**

If your child wants to bring an animal to school for show and tell, or any other reason, you must notify the office and receive approval from the principal at least one school day in advance. Any animal brought to school must be up to date on all vaccinations. No animal under three months of age may be brought to school.

Any other item that would be in violation of school policy should not be brought. For example, an item that violates the weapon policy should not be brought to school at ANY time.

Please do not bring animals to school when bringing or picking up students.

**STUDENT RELEASE**

Students are not to leave the school grounds during the day without permission from the office.

Students will be released to parents or other designated persons upon confirmed approval of the parents. In all cases, students must be released through the office.

The person picking up the child must sign the “Sign-Out” log in the office.

**TELEPHONE USE**

Students are not to use the classroom phones, unless there is an emergency. Students may use the office telephone for necessary calls only. Parents please inform students about pick-up plans before school or if necessary call the office with changes. Musical instruments, library books and similar items forgotten at home, or arranging play dates, are NOT normally valid

reasons for using the office phone. Incoming calls will not be relayed to students or teachers during class time except in emergency situations.

Use of the telephone will require permission from the office. Students should be prepared to explain, politely, the reason for using the telephone to the office personnel.

**VISITORS**

All student and adult visitors are required to introduce themselves at the school office for each visit. If school personnel feel that the visitor is interfering with the learning process, the visitor will be asked to leave. All visitors are required to obtain permission from the teacher and principal at least one day in advance of the visit. Student visits will be limited to one half day or less. Student visitors will NOT be allowed below 2<sup>nd</sup> grade.

**VOLUNTEERS**

WCES would like to encourage both parents and community members to volunteer. The purpose behind volunteering is to help students be academically successful and to enrich their lives, likewise volunteering gives adults the chance to engage in meaningful volunteer activities with the children of our community. Volunteer hours and duties must be pre-approved by the principal.

## **ACADEMICS**

### **Multi-Tier Systems of Support (MTSS)**

MTSS is a multi-step process of providing instruction and support to promote academic and behavioral success of ALL children. Individual student progress is monitored and results are used to make decisions about further instruction and intervention-

The MTSS model typically has three tiers. Each tier provides differing levels of support.

- Tier I, all students receive high quality instruction in the general education classroom. The teacher provides this to all students using appropriate curriculum.
- Tier II, the school provides supplemental instructional support, usually in small groups, to students who need additional support beyond what they are receiving in the general curriculum.
- Tier III, intense instructional support is provided to the students with the greatest needs using frequent progress monitoring

### **CURRICULUM**

All curriculums are based on the Kansas State Department of Education Standards. These standards can be reviewed online at <http://www.ksde.org/>.

### **STATE ASSESSMENTS**

Students in grades three through six will be required to take the Kansas State Assessment in Reading and Math each year. Fifth grade students are required to take the Kansas State Assessment in Science when offered. This assessment is used to determine accreditation through the Kansas Quality Performance Accreditation process required by the state of Kansas.

Sixth grade students are required to take the Kansas State Assessment in Social Studies when offered. This assessment is used to determine accreditation through the Kansas Quality Performance Accreditation process required by the state of Kansas.

Students scoring below the “Meets Standard” category will be required to remediate.

### **GRADING POLICY AND GRADING SCALE**

The teachers will issue to parents an outline of the grading policy that they will be using by the end of the second week of school.

Grades will be based on the USD #467 grading scale.

A+	100 – 99
A	98 – 95
A-	94 - 92
B +	91 – 90
B	89 – 86
B-	85 - 84
C +	83 – 81
C	80 – 77
C-	76 – 74
D+	73 – 72
D	71 – 68
D-	67 – 66
F	65 and below

## **RULES**

### **SCHOOL-WIDE EXPECTATIONS**

- 1. Be in place and on time with all necessary materials.**
- 2. Show respect for the dignity/rights of others.**
- 3. Be actively engaged in educational pursuit.**
- 4. Follow directions given by all school personnel. Arrive every day with an open mind, a positive attitude, and a willingness to learn.**

### **BUILDING RULES**

1. Walk in the building.
2. Use a quiet voice.
3. Write only on items that are intended to be written on.
4. Use restrooms appropriately.
5. Gum and candy are not allowed, except at parties and special occasions. Sunflower seeds, other similar seeds, and energy drinks are never allowed.

CONSEQUENCES: Violation of building rules will start with loss of recess time. The amount will depend upon the extent of the rule violation. Consequences will progress if necessary.

### **AFTER SCHOOL USE OF THE BUILDING**

Students are not allowed in the building after the final dismissal bell unless they are engaged in an educational activity under the supervision of a teacher. Typical activities might include after school tutoring, music lessons, and pupil/teacher conferences.

### **BICYCLES/SKATEBOARDS AND MOTORIZED SCOOTERS**

Students are allowed to ride bicycles and skateboards to and from school. Students will walk their bicycle or skateboard on all school sidewalks and crosswalks from 8:00 AM to 4:00 PM on school days. Students are not allowed to ride motorized scooters to or from school.

### **DRESS CODE (STUDENT)**

Students are to use common sense when dressing for school. Clothing, hair style, or other accessories that are distracting to the educational process will be prohibited.

1. Shoes/sandals/flip flops must be worn by students at all times.
2. Clothing shall be in good taste. Clothing that advertises or displays alcohol, drugs, tobacco, sexual innuendos, or improper language are **not** allowed.
3. **Shirts, blouses, and dresses must have sleeves that cover the shoulders. Both upper and lower torso shall be covered. Undergarments must be covered at all times.**
4. Shorts, dresses, and skirts will not be shorter than the tip of the middle finger when arms are relaxed and shoulders are level. Length will be considered for the outermost layer of clothing, in other words leggings under clothing does not enable shorts, skirts, or dresses to meet dress code.
5. Shorts may be worn only during the first nine-weeks and the last nine-week periods.
6. Tunic length shirts shall be worn with leggings.
7. Caps and hats may be worn in the building only for whole building special activities.

The principal is the final authority on the appropriateness of student dress.

Students wearing inappropriate clothing may be asked to “cover up”, wear inside out, wear “office clothing”, or call home for appropriate clothing to be brought to school. Repeat offenders may be assigned a consequence.

### **LUNCHROOM RULES**

Teachers are to instruct the students on the specifics of good lunchroom behavior during the first week of school.

1. Eating, rather than talking will be encouraged.
2. Talking should be in “indoor” voices.
3. No trading or sharing of food.
4. Sack lunches brought from home may not include pop or candy.
5. Listen and politely obey the adult supervisors at all times. When the supervisor is talking to the group, you are to listen.

CONSEQUENCES: Students will be seated at a table by themselves. Repeat offenders will be held in from recess for time limits appropriate for their actions, progressing if necessary.

### **PLAYGROUND RULES**

1. Obey playground supervisors at all times.
2. Rocks, sticks, snow, ice, sand and plants are to remain on the ground. These should never be used as toys or thrown.
3. Trash Patrol – pick up litter and place in trashcan.
4. Any arguments over organized games or other play will result in the removal of the arguing students from the activity. The arguing students will discuss and settle their argument before being allowed to rejoin in the game or activity.
5. No rough play.
6. Fights, whether verbal or physical will not be tolerated. Students will be referred to the office.
7. Students are not to leave the playground without the adult supervisor's permission.
8. Tag games are not allowed while playing on any of the playground equipment.
9. Misuse of equipment will result in the removal of the student for the remainder of the recess at a minimum.
10. No bats or hard baseballs.

### **SPECIFIC EQUIPMENT RULES**

#### SLIDE RULES

- One person on the entire slide at any time. This includes: slide, stairs, or top.
- No climbing up the slide. Sitting and moving downward are the only movement allowed on the slide.

#### SWING RULES

- One person per swing, seated.
- No bailing out or jumping from a moving swing is allowed.
- Stay clear of swings that are in use; in other words do not run between, behind, or in front of a swinger.

- Do not wrap a swing around the top pole.
- Do not swing empty swings at one another.

#### MERRY-GO-ROUND RULES

- Sitting or standing only.
- No jumping from while moving.
- Arms, legs, and heads should NOT be extended out from the Merry-Go-Round while it is moving.
- Help to stop the Merry-Go-Round for others to get on or off.
- Everyone must take a turn at pushing.

#### MONKEY BARS OR TALL CLIMBING APPARATUS

- Students may NOT sit on the top of the apparatus.
- Students may hang from their hands only.
- Depending upon skill and size no more than three students will be allowed to use the apparatus at a time.

#### SHORT CLIMBING APPARATUS

- Students may hang from their hands, legs, or feet.
- One student at a time on the bar.
- No sitting or standing on top of the bars.

#### POLES-FENCES-TREES

- No climbing will be allowed on fences, trees, or poles at any time.

#### BASKETBALL COURT

- Do NOT hang on the rims.
- Share the court with others. No one class or group has precedence over another.
- Use round balls only.

#### OTHER

- Stay off of ice and out of water puddles.
- Use balls, cone markers, bases, hoops, and jump ropes in their proper manner. These items are not to be taken on or attached to any of the permanent stationary playground equipment.
- Playground supervisors will position themselves where they can see all students.

## **WEAPONS POLICY**

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.

### **DEFINITION OF WEAPONS AND DESTRUCTIVE DEVICES:**

As used in this policy, the term "weapon" and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any 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 of more than four ounces, missile having more than ¼ ounce, mine or similar device;
- Any weapon which will, or may be readily converted to, or expel a projectile by the action of an explosive or other, and which has any barrel with a bore if more than ½ inch in diameter; any combination or 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 having a blade that opens or falls or is effected into 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.

## **PENEALTIES FOR POSSESSION:**

Possession of a firearm or any weapon or facsimile of a weapon shall result in expulsion from school for a period of time of one calendar year, except the superintendent may recommend this expulsion be modified on a case by case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or his/her designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to S.R.S. or the Commissioner of Juvenile Justice.

## **STUDENT CONDUCT/DISCIPLINE POLICY**

Discipline begins in the home when a child learns from their parents to develop self-control. Students are expected to conduct themselves in a manner which is appropriate to the activity in which they are involved, respect the rights of others, and obey safety rules and regulations. Teachers have the authority to insist upon good discipline in the classroom, school building, on the school grounds, and at school activities. Such insistence will be supported by the principal. Additionally, every school official has the responsibility and authority to correct students in any situation

### **Discipline Belief Statements:**

1. Teaching and learning the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student...
  - will not be allowed to continue to interfere with the learning opportunities of another student.
  - will not be allowed to continue to interfere with the teacher's responsibility to teach all students.
  - will not excuse the misbehaving student from successfully completing the learning objectives.
2. Parents have a responsibility to ensure their child's behaviors do not take away from a safe and productive learning environment for others.
3. Changing behavior takes time, effort, encouragement, perseverance, and patience.
4. Discipline is a part of the daily routine--not a disruption of the daily routine.
- 5 Self-discipline is the expected student outcome.

6. Every discipline situation is an opportunity to teach expected behavior.

7. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.

8. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.

9. Punishment by itself cannot change behaviors.

10. In the handling of unacceptable behaviors, the focus will be on the behavior of a student, not on the student as a person.

11. All students can learn to behave in the expected manner.

### **Discipline Procedures Breakdown**

#### Productive Classroom Environment

Behaviors that occur in the classroom that interfere with the learning of the misbehaving student and/or the learning of others – examples include, but are not limited to:

- Being off task, may or may not be disrupting others
- Failing to turn in homework
- Failing to complete assignments
- Use or possession of gum, candy, etc.
- Failing to follow requests of school staff
- Talking (blurting) out
- Use of personal property/toys (without teacher permission)
- Showing disrespect/defiance to peers and/or school staff
- Improper use of vandalism or school property, equipment, books, etc.

#### CONSEQUENCES:

Minimum: Teacher Prompting  
Teacher Reprimand  
Loss of Recess/es  
After-School Detention  
Logical Consequence  
In-School Suspension  
Maximum: Out-of-School Suspension

#### ORDERLY ENVIRONMENT

Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment – examples may include, but are not limited to:

- Defiance (continuous disregard or opposition to authority)
- Theft
- Disruptive behaviors in the building or on the playground and at a school activity
- Disrespect toward a peer (cursing, name calling, etc.)
- Misuse or defacement of property

#### CONSEQUENCES:

Minimum: Teacher Reprimand  
Loss of Recess/es  
After-School Detention  
Logical Consequence  
In-School Suspension  
Maximum: Out-of-School Suspension

#### SAFE ENVIRONMENT

Behaviors that are illegal or intended to cause another individual physical or mental harm – examples may include, but are not limited to:

- Weapons
- Theft (over \$100)
- Fighting
- Intimidation, Extortion or Threats
- Gross disrespect toward an adult (cursing, name calling)
- Harassment
- Arson
- Alcohol/drugs/Tobacco

#### CONSEQUENCES:

Minimum: Logical Consequence  
In-School Suspension  
Out-of-School Suspension  
Maximum: Expulsion up to 186 days

Students will be sent to the principal's office at the teachers' discretion. The principal will conference with the child and determine the consequence according to the building discipline policy, the number of offenses the student has been referred to the office, and the age of the student.

# BOARD OF EDUCATION POLICIES

## Wichita County USD #467

### **BULLYING / CYBER – BULLYING**

The Wichita County Board of Education has determined that a safe, respectful, and healthy environment is necessary for students to learn and achieve high academic standards and for students to meet their individual goals for academic success. Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and all school staff.

The 2008 Kansas State Legislature mandated that school districts adopt and implement a plan to address bullying behavior, including use of any electronic devices for such behavior. The 2008 legislation also recommended school districts in Kansas adopt curriculum for character development programs. USD #467 was in compliance with the 2008 Kansas Anti-Bullying, Cyber-Bullying legislation. The Kansas Legislation amended the anti-bullying statute (KSA 72-8256), July 1, 2013, to require schools in Kansas to include the following in the bullying policies:

- 1) Bullying means any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of :
  - Harming a student or staff member, whether physically or mentally
    - Physical* - hitting, pushing, tackling, tripping, poking, tugging or tearing at clothes
    - Verbal* – calling of names, making verbal threats of physical acts (whether or not they are carried out)
    - Social or Relational* – ostracism, social exclusion, gossip/"trash talking"/rumor spreading, nonverbal gestures such as eye rolling, directed laughter, mimicking

- Damaging a student's or staff member's property
  - Attacks on Property* – writing on lockers, taking objects to keep or display publically, destruction of property
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

- 2) Cyber-bullying – bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messaging, blogs, mobile phones, pagers, online games and websites (Cyberbullying may often occur off school grounds, the majority of the time it is related to what is happening at school. If the bullying communication is disrupting the learning environment with discussion and/or gossip of the incident, the school may be involved with consequences for the behavior.)
- 3) Bullying behavior, including cyber-bullying, will not be tolerated on school property, in a school vehicle or at a school sponsored activity or event
- 4) Bullying behavior or cyber-bullying, will be documented from observations / other reporting and consequences will be enforced

### **Hazing/Harassment/Intimidation/Bullying /Menacing**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.



## **JGEC Sexual Harassment**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. 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.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) 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 result from verbal or physical conduct or written or graphic material. 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.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual 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 complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in the meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School

administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved 08/04/03

#### **JGECA Racial Harassment: Students (See GAF)**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of

the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Racial Harassment is racially motivated conduct which:

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

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

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial 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 complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in his meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the

district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 08/04/03

#### **Annual Notice to Parents and Students Rights Under the Family Educational Rights and Privacy Act**

Under the provision of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by Unified School District No. 467. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district received a request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:

- a. We have your prior written consent for disclosure;
- b. The information is considered “directory information” and you have not objected to the release of such information; or
- c. Disclosure without your prior consent is permitted by law.

The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. 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); the school board (in executive session); 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.

The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll. The institution will forward without further notice student records to officials of other schools or school systems in which the student intends to enroll.

- 3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- 4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 467 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.

- 5. The right to obtain a copy of Unified School District No. 467 policies for complying with FERPA. A copy may be obtained from: Keith Higgins, Superintendent, PO Drawer 967, Leoti, KS 67861.

Directory Information: For purposes of FERPA, Unified School District NO. 467 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. This information would not generally be considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height or members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect to the Unified School District No. 467 at PO Drawer 967, Leoti, KS 67861 on or before August 15, 2007. If a refusal is not filed, Unified School District No. 467 assumes you have no objection to release of the directory information designated.

Recruiting information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses and telephone numbers of high school student, unless you object to the release. If you notify your principal in writing at any time that you do not wish your child’s name, address, and telephone number released without your written consent, we will honor that request.

## Wichita County Schools

### USD 467

#### Acceptable use Policy for Technology Systems-Students

(Computer, Network, Internet, and E-mail Systems)

When using the Technology Systems (all district computer, network, internet, and e-mail systems) provided by USD 467, students will comply with any and all related Board of Education policies, administrative guidelines, including copyrighted materials, and operating procedures relative to acceptable and responsible use.

#### Acceptable Use Policy for Technology Systems:

1. All use of Technology Systems must be related to USD 467 curriculum, programs, or activities, have specific educational purposes, and be consistent with the policies of USD 467.
2. Use of Technology Systems to access/transmit obscene, objectionable, pornographic material, or any material likely to be offensive is prohibited.
3. Any use of Technology Systems to facilitate illegal activity is prohibited.
4. Any use of Technology Systems for commercial or for-profit purposes is prohibited, unless specifically related to a district program, activity or authorized fund raising project.
5. Non-school related communication using district Technology Systems is prohibited.
6. District Technology Systems should only be used for educational purposes whenever a specific toll or charge is incurred.
7. Users shall avoid the known or inadvertent spread of computer viruses through district Technology Systems. Users will report warning messages regarding virus activity to district technology support staff.
8. Use of e-mail distribution lists to send e-mail messages inconsistent with this policy is prohibited.
9. Any use of Technology Systems for political lobbying is prohibited.
10. Network and e-mail accounts are to be used only by the authorized owner of the account for authorized purposes. Users should not leave systems that they are logged into unattended or unlocked.

11. Users shall not intentionally seek information on, obtain copies of or modify files, other data, or passwords belonging to other users or misrepresent themselves or other users of Technology Systems.
12. Users shall respect the copyright of all accessible information.
13. Students using district Technology Systems shall strictly comply with the Family Educational Rights and Privacy Act (FERPA) and applicable state law pertaining to disclosure of education records of identifiable students.
14. No use of Technology Systems shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
15. Students shall have no expectation of privacy, from review of materials, when using district Technology Systems. USD 467 may monitor or review Technology Systems use, at any time, with or without prior notice to a student.
16. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited.
17. Technology Systems will not be used to access/download/use games, video, and/or audio files that are not being used for legitimate educational purposes.
18. Any materials published (electronic or hardcopy) using district Technology Systems must be for educational purposes and consistent with the practices and policies of USD 467. USD 467 reserves the right to edit the content of published materials.
19. Students shall have no expectation of privacy when using personal e-mail or files on district computer systems.
20. Use of chat rooms, listservs, or other synchronous communication tools must be approved by a district administrator.
21. Students who have knowledge of violations of this policy must promptly report the information to an administrator.
22. Use of district Technology Systems will not be permitted until a student has signed an Acceptable Use Policy for Technology Systems form.

#### Security

1. Students are discouraged from providing personally identifiable information over the Internet. Personal information about a student will not be disseminated publicly online without written permission from a parent.

2. Students should not respond to messages that are suggestive, obscene, or threatening. Such messages from a known source should be shown to an administrator who will forward a copy to district technology support staff. Such messages from an unknown source shall be deleted.

#### **Checkout/Off-site Use**

1. All policies described in this document apply to usage of district Technology Systems both at home and at school.
2. In the event of checkout, district Technology Systems are for staff member or student use only.
3. When district Technology Systems are checked out, they will be returned on time.
4. District Technology Systems must be kept secure at all times, and any student checking out district Technology Systems is responsible for loss, theft, or damage to district Technology Systems.

#### **Service/Maintenance**

1. Software/hardware installed on district Technology Systems is standardized and is not to be changed.
2. Technology support/maintenance must be performed by district technology support staff in order to maintain the warranty on equipment.

**From time to time USD 467 will make determinations on whether specific uses of district Technology Systems are consistent with the Acceptable Use Policy for Technology Systems. USD 467 reserves the right to log and monitor user activity, with or without prior notice to a student. USD 467 reserves the right to restrict use of district Technology Systems and/or discipline a student, for any violation of the Acceptable Use Policy for Technology Systems.**

**Per BOE Meeting 5/27/2003**

#### **Student Privacy Rights**

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

#### **NOTICE**

It is the intent of Wichita County Schools USD 467; Leoti, Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. All students attending Wichita County Schools USD 467, Leoti, Kansas may participate in education programs and activities, including but not limited to health, physical education music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex. Grievance procedures for Title VI, Title IX, and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency. Specific complaints of alleged discrimination under Title VI, Title IX (sex) and Section 504 (handicapped) should be referred to:

Keith M. Higgins, Superintendent  
PO Drawer 967  
Leoti, Kansas 67861-0967  
Telephone: 620-375-4677