

# USD 480 ELEMENTARY SCHOOL STUDENT HANDBOOK

**2016.2017**



## **USD 480 Mission Statement**

Unified School District #480 challenges all to achieve educational excellence

### **USD480 Central Office**

401 North Kansas Avenue

Liberal, KS 67901

Phone: 620-604-1000

Fax: 620-604-1001

[www.usd480.net](http://www.usd480.net)

**Note:** All school board policies can be reviewed in their entirety at [www.usd480.net](http://www.usd480.net), Central Office, or at each individual school building.

**Garfield Elementary School**  
Principal: Mrs. Dedre Schneider  
Start Time: 7:55 End Time: 3:25  
516 West First  
Liberal, KS 67901  
Phone: 620-604-1503  
Fax: 620-604-1501

**Lincoln Elementary School**  
Principal: Mrs. Melinda Cline  
Start Time: 7:55 End Time: 3:25  
11<sup>th</sup> & Calhoun  
Liberal, KS 67901  
Phone: 620-604-1603  
Fax: 620-604-1601

**MacArthur Elementary School**  
Principal: Mrs. Shawna Evans  
Start Time: 7:55 End Time: 3:25  
1100 W. 11th  
Liberal, KS 67901  
Phone: 620-604-2722  
Fax: 620-604-1701

**McKinley Elementary School**  
Principal: Mrs. Cindy Jones  
Start Time: 7:55 End Time: 3:25  
700 West Seventh  
Liberal, KS 67901  
Phone: 620-604-1903  
Fax: 620-604-1901

**Prairie View Elementary School**  
Principal: Mrs. Kendra Haskell  
Asst. Principal: Mrs. Kathy Fitzgerald  
Start Time: 8:05 End Time: 3:35  
615 Warren Ave.  
Liberal, KS 67901  
Phone: 620-604-1803  
Fax: 620-604-1801

**Southlawn Elementary School**  
Principal: Mrs. Gloria Quattrone  
Start Time: 8:05 End Time: 3:35  
836 South Jordan  
Liberal, KS 67901  
Phone: 620-604-2003  
Fax: 620-604-2001

**Washington Elementary School**  
Principal: Mrs. Traci Mettlen  
Asst. Principal: Ms. Clarinda Weatherwax  
K-3 Start Time: 8:05 End Time: 3:35  
Pre-Kinder AM Start: 8:00 End: 11:00  
Pre-Kinder PM Start: 12:00 End: 3:00  
840 North Washington  
Liberal, KS 67901  
Phone: 620-604-2103  
Fax: 620-604-2101



This planner is to provide students with the guidelines that are followed at Liberal's Elementary Schools. It also encourages student organizational skills and serves as an excellent communication tool. The planner should be taken home, signed by the parent, and returned to school daily. Assignments are written in the planners, as well as notes between teachers and parents. Replacement cost for lost or damaged planners is \$5.00.

**Read this planner carefully.**

### **OFFICE HOURS**

The Elementary Schools' office hours are 7:30 a.m. to 4:00 p.m. every school day. If you need to contact the school, please do so between those hours. Please check page two for phone and fax numbers.

### **VISITORS**

For the safety and protection of your children, all doors will remain locked except for the main entrance. ALL visitors must enter at the front doors and sign in at the Office to receive a visitors' identification badge before proceeding to other parts of the building. We encourage parents to visit their child's classroom. However, to reduce classroom disruptions, we ask that you make arrangements with the teacher before doing so. Any classroom visitation/observation must have prior approval from building principals.

### **TEACHER WORK HOURS**

Teachers are at school twenty-five minutes before and ten minutes after school. If you need to talk to your child's teacher, please call or meet with the teacher during those times or during the teacher's plan time. You may leave a message for the teacher at any time. Conferences with a teacher may be scheduled by calling the office to set up an appointment.

### **ATTENDANCE POLICY**

Regular attendance is expected of all students. Parents or guardians should call the school between 7:30 a.m. and 9:30 a.m. every day a student is absent or tardy. If no phone is available, the parent should send a note to school upon the student's return. The school will make an attempt to contact the parents or guardian if the school does not know the student's whereabouts.

Students may not attend school activities on days that they are not in attendance unless prior permission has been secured.

Any student who misses 10 consecutive days from school will be dropped from the school roster and an EXIT record will be submitted to KIDS, the state data base system for all students. These absences may be excused or unexcused. Students who return to school after missing 10 or more consecutive school days will be required to enroll, per board policy, at the Newcomer's Center at Lincoln Elementary School. The student will be assigned to the school which the student attended prior to the student's absence; PROVIDED HOWEVER, if that school is full, the student will be assigned to another school in which there are classroom openings, with preference given to the school closest to the student's residence.

#### **A. Excused Absences**

All excused absences will fall within the following categories:

- Personal Illness.
- Death or serious illness in the immediate family.
- Professional Appointment
- Religious Observances
- School Activity
- Deployment/Active Duty Personnel
- Prearranged and approved by Principal.

It is the student's responsibility to make arrangements with the teacher to make up any missed work the day he or she returns to school. Students will have one-day make-up time for each day of work missed.

In cases where absences due to illness are deemed excessive, a physician's verification may be required.

## **B. Unexcused Absences**

Any absence for reasons not mentioned above or any absence without parental verification will be considered unexcused. Examples of unexcused absences include, but are not limited to:

- Truancy or skipping school.
- Missing the school bus or over-sleeping.
- Shopping, hair appointments, employment, translating, or babysitting.

The student is expected to make-up the work missed during the absence. Full credit may not be given.

## **C. Advanced-notice Absences**

If a family knows in advance that a student will be absent, they must inform the office and the teacher of the reason and length of absence. These absences *may* be considered unexcused. Students are expected to make-up the missed work.

## **D. Appointments During the School Day**

Occasionally, a student must leave during the school day to attend a medical, dental or legal appointment. The parent or guardian must come in to the office to sign the student out. The student must sign back in to the office upon their return.

## **E. Tardies**

Students arriving at school after the tardy bell rings must obtain an Admit Slip from the office before going to class. In order to determine whether or not the tardy is excused, the parent should report the delay to the office. After three unexcused tardies, disciplinary action will occur.

## **F. Truancy**

Any student who has three consecutive unexcused absences, a total of five unexcused absences during a school semester, or a total of seven unexcused absences in a year, will be reported to Department of Children and Families (D.C.F.) or the truant officer.

**\*\*The principal will make the final determination of whether an absence or tardy is excused or unexcused.\*\***

## **STUDENT BEHAVIOR**

Parents, teachers, and administrators have the responsibility to protect the rights of students, while maintaining an educational atmosphere conducive to the teaching and learning process. We expect all students to behave appropriately at school. We will not tolerate a student preventing the teacher from teaching or other students from learning, or engaging in an activity that is not in his/her best interest. In order to guarantee all students the learning climate they deserve, we are utilizing the following discipline program.

### **A. Rules/Regulations**

1. Respect the rights of other people and their property at all times.
2. Keep your hands, feet, and objects to yourself.
3. Report to class on time, with all materials necessary for class participation.
4. Students will obtain proper recognition before asking a question or leaving his/her seat during class time.
5. Walk quietly while in the halls. Classes should walk single file on the right side of the halls when moving to another location.
6. Follow the instructions of all adults in the building.
7. Students are not allowed to show any public display of affection.
8. **\*\*Use of foul, obscene or unacceptable language is not acceptable.**
9. **\*\*Physical violence will not be tolerated.**
10. **\*\*Stealing is prohibited.**

11. **\*\*Disrespect, insubordination, or disobedience for teachers, school officials or other employees will not be tolerated.**
12. **\*\*Vandalism and/or destruction of school property will not be tolerated. Students who willfully destroy school property will be required to pay for damages. The police will be called as necessary.**
13. **\*\*Any gang or gang-like activity in school or on school grounds is not allowed. (Policy JHCAA)**
14. **\*\* Bullying (harassing, threatening, intimidating) on USD 480 property, in a USD 480 vehicle, or at any USD 480 sponsored activity or event is prohibited. (Policy JDDC)**
15. **\*\*Possession of tobacco, alcohol or a controlled substance, or being under the influence of the same on USD 480 property or at a USD 480 function is forbidden. (Policy JDC)**
16. **\*\* A student shall not 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. (Policy JCDBB)**

The actions that are starred (\*\*) above, may result in automatic suspension (see section C).

## **B. Consequences**

The classroom teacher will address the consequences of not following the rules of the classroom. Consequences may include time spent before or after school with the teacher. Repeated failure to follow the classroom rules will result in a referral to the office. Parents will be notified to discuss repeated or disruptive behaviors.

## **C. Suspension**

School suspension (whether in-school or out-of-school) may run from a minimum of one day to a maximum of ninety days. The student may be suspended by the principal, assistant principal, superintendent or assistant superintendent for breaches of school policy.

**Any student who has been a victim and/or witness to any of the above rules violations should notify the teacher or building principal immediately.**

## **D. Searches (Policy JCAB & JCABB)**

Lockers, desks, and/or cubbies are the property of the school. There is no expectation to privacy. They may be searched by school officials at any time without prior notice.

Principals are authorized to search students if there is reasonable suspicion that district policies, rules, or directives are being violated. The search may include, but is not limited to: pockets, purses, and backpacks.

## **E. Dress Expectations**

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress." Students are asked to be responsible and use good judgment concerning appearance and should dress appropriately for the season and for indoor heating and air conditioning.

- Pants, jeans, shorts, etc. are to be worn at waist level. "Sagging" is not permitted. Overall straps are to be worn over the shoulder and buckled.
- Shirts that have vulgar, obscene, suggestive, gang-related, or racist meanings or advertise tobacco, alcohol, or drugs are not permitted.
- Immodest dress is not permitted. Tank tops, spaghetti straps, muscle shirts, bare mid-drift shirts, tube tops, and net shirts are not considered appropriate.
- Shorts or skirts must be a minimum of fingertip length.
- Shirts must be no longer than the wrist when arms are at ones' sides. If longer than this, shirts must be tucked in.
- Hats, scarves, hairnets, bandanas, hair paint, etc. are not permitted.
- Facial jewelry, including: nose rings, eyebrow rings, tongue rings etc. are not permissible. (Earrings are permitted as long as they don't cause a disruption.)
- Make-up is considered inappropriate for K-5 students and is not allowed.
- At the discretion of the principal, **any** item that interferes with the educational process of the students will not be allowed.

## **F. Textbooks**

Textbooks are to be kept clean and handled carefully. The student's name shall be written inside the book in the designated location. The student will be expected to pay for unreasonably damaged, lost, or vandalized books. At the end of the year the student must turn in the same book that was loaned at the time of enrollment.

## **G. Fees**

Fees are due at the time of enrollment. If full payment cannot be made during enrollment, a payment arrangement must be made with the office. If fees are not paid in full after 30 days of enrollment, the matter may be turned over to a collection agency.

# **MEDICAL PROCEDURES**

## **A. Illness or Injuries**

Parents should not send their child to school if he/she has an untreated condition or possible communicable disease. Parents will be notified if their child becomes ill or appears to have sustained a significant injury during the school day. The student will report to the office and must be signed out and receive a pass to go home. Parents should pick the student up from the office as soon as possible. Please be sure the office has current home, work and emergency telephone numbers.

## **B. Immunization**

Every student entering school in the district for the first time shall be required prior to admission to and attendance in school, to present to the appropriate school authorities certification from a licensed physician or health department that he has received immunization against communicable disease as required by Kansas law KAR 28-1-20. (Policy JGCB). If the record of immunizations is incomplete, the needed immunizations must be obtained and a completed record presented to the school. The student, without completed records, will be excluded from school and all school activities. After five (5) days, truancy proceedings will be initiated.

The legal alternatives to immunization are:

1. Certification from a licensed physician stating the physical condition of the student to be such that immunization would seriously endanger his life, or health; (Kansas Certificate of Immunization Form B medical exemptions)
2. A written statement signed by one parent or a guardian that the student is an adherent of a religious denomination whose religious teachings are opposed to immunization.

## **C. Medication/Self Medication**

If medication is needed during school hours, the student's parent or guardian may come to the school and administer, or school personnel may administer medications only after an approved Medication Permission Form has been completed by physician and parent. This applies to over the counter and prescription medications. If the parent or guardian requests that school personnel administer the medication, the medication policy (JGFGB) shall be followed.

Under certain very specific circumstances, a student may be allowed to self medicate in accordance with the procedure established on the medication policy (JGFGB).

## **D. Liability**

"Students, parents and guardians of students are hereby notified that USD 480 and its officers, employees and agents are not liable for any damage, injury or death resulting, directly or indirectly, from the self administration of medication. The parent or guardian of each student shall be required to sign a statement acknowledging that USD

480 and its officers, employees and agents incur no liability for damage, injury or death resulting, directly or indirectly, from the self administration of medication and further agreeing to indemnify and hold USD 480 and its officers, employees and agents harmless from and against any claims relating to the self administration of such medication."

#### **E. Exclusion**

Failure to complete required immunizations or physical assessments will result in exclusion from school per K.A.R. 72-5111a.

#### **F. Insurance**

USD 480 does not provide insurance for accidents or injuries to students. (Policy JGA)

#### **G. Physical Assessments**

All students 8 years old and under, when entering a Kansas school for the first time must have a physical assessment completed. Families are allowed 90 days after admission to school to comply with this requirement in accordance with K.A.R 72-5214 and district policy JGC.

### **SAFETY CONCERNS**

#### **A. Crisis Procedure Manual**

A crisis procedure manual has been developed for our school. Hopefully we will never have an emergency, but students need to know what to do in case one should occur. Fire, tornado, and crisis drills will be practiced, so children are prepared for an emergency. The manual is available in the office for you to view.

#### **B. Backpacks**

Backpacks are required and the straps must be adjusted to fit the student. Backpacks should be emptied every evening at home and every morning at school.

#### **C. Bicycle Safety**

Only third-fifth grade students may ride their bicycles to school. Bicycles should be parked in the racks and locked until the student is ready to go home. Students are expected to obey all traffic laws and exercise courtesy and respect to all pedestrians. Bicycles **MUST** be walked on school grounds. Students who do not follow safety procedures will lose the privilege of riding their bicycles to school. Skateboards, scooters, hover boards, etc. are not allowed on school grounds.

#### **D. Entering and Leaving School Grounds**

Students and parents are expected to cross the streets at the intersection using crosswalks. Please do not ask your child to run through the middle of the street to meet you or to walk through the parking lot. Do not pull into the parking lot to drop off or pick up students. For the safety of all children, parents picking up students after school need to pull over to the side of the street and wait patiently.

#### **E. Bus Safety**

Only students who have filled out the proper forms are allowed to ride USD 480 buses. Students are to follow all bus rules, as stated in the rule packet handed out at enrollment. Failure to follow the directions of the bus driver or aide will be reported to the office. Multiple bus reports may result in suspension of bus riding privileges.

#### **F. Fund Raising**

Any class, school-sponsored organization or club desiring to run a fund-raising event must first clear the project through their sponsor and the principal. Class time may not be used to earn money.

**\*\*School policy strictly prohibits the door-to-door selling of merchandise by students.\*\***



## WEATHER WARNINGS or SCHOOL CLOSINGS

USD 480 utilizes an automated phone system to notify all parents of school closings. Please make sure the office has your current number to use this notification system. Any announcements concerning school closings or activity cancellations will also be posted on local radio and television stations. If the school is dismissed during the day, please be sure that children know where they are to go in the event that the parents are not at home. If children are to walk home, be sure that they are properly dressed for the weather.

## SCHOOL RECORDS

### A. Legal Name

All school records, by law, must be kept in the student's legal name.

### B. Grading Scale

The Elementary Schools follow the grading scale established for Unified School District 480.

#### ACADEMIC GRADES

A+	98-100	B+	87-89	C+	77-79	D+	67-69
A	93-97	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
						F	Below 60

### C. Grade Cards

Grade cards are issued on the Wednesday following the end of the nine weeks grading period. A non-custodial parent may receive a copy of the report card by providing the office with a written request.

### D. Custodial Parent Concerns

The school must have the appropriate legal court documents to restrict non-custodial parent access to their child or school records. If no such paperwork is given to the school, the child or the records will be released to either parent.

### E. Parent/Teacher Conferences

Parent/Teacher Conferences are held the first day of school, and twice during the school year. These conferences are an important time for parents and teachers to share information regarding a student's academic progress. Parents are expected to attend. If at any time you would like to have a conference, please call the school and make arrangements.

### F. Retention

Students may be promoted when they have demonstrated mastery of the board approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents, guardians, teachers, and other appropriate school personnel. (Policy JFB)

## MISCELLANEOUS

### A. Breakfast/Lunch

- Before your child comes to school each day, please make sure he/she knows what to do about breakfast and lunch.
- Breakfast will stop being served 10 minutes prior to the start of class.
- Please make sure your child has money or a sack lunch.

- Sack lunches may not require refrigeration or heating.
- Carbonated beverages or candy items are not allowed in the cafeteria.
- Carry out food from restaurants is not allowed in the cafeteria.

## **B. Telephone**

The telephones in the school are to be used for school business or emergencies only. Students will not be called from classes to the telephone unless it is an emergency call.

## **C. Student Communication Device (Cell Phone) Policy**

USD 480 is committed to providing an educational environment, free of disruption. USD 480 also recognizes the value of integrating technology (including student communication devices when appropriate) into the learning environment.

A communication device is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of e-mail or provide access to the Internet. Communication devices shall include, but are not to be limited to cell phones, smart phones, I-pads, tablets and any other device that can make a phone call or send a text message.

Violation Consequences:

At the time of violation of this policy, the communication device shall be taken from the student and the following consequences shall apply:

- First Offense: The student will be given a warning. The communication device will be returned at the end of the day.
- Second Offense: The student will serve a 30 minute detention after school. After the detention is served, there will be a meeting with the parent and the communication device will be returned to the parents at the meeting.
- Third Offense: The student will serve one day of in-school suspension. After the suspension is served, there will be a meeting with the parent and the device will be returned to the parents at the meeting.
- Subsequent Offenses: The student will serve three days of in-school suspension. After the suspension is served, there will be a meeting with the parent and the communication device will be returned to the parents at the meeting.

## **D. Personal Items and Jewelry**

Unless specifically requested in the student's planner by the teacher, students should not bring personal items, jewelry, toys, games, radios, CD's or CD players, MP3s or I-Pods, cell phones, pagers, skates, skateboards, card collections, gum, candy or other such items to school. They have no legitimate purpose in school and will be taken to the office. Upon the first offense, the parent/guardian may pick the item up from the office. Upon the second offense, the item will not be returned to the family until the end of the school year. **The school is not responsible for lost, stolen, or damaged items.**

## **E. Library**

The student is responsible for returning the materials before the due date. Students will be charged for lost or damaged books.

## **F. Use of Technology and Electronic Resources**

The district's computer network is for educational use only. Students are expected to follow the guidelines and principles as outlined in board policy IFCC. Before any student can use the district's network, the student must have on file a copy of the acceptable use agreement signed by both the student and his/her parent or guardian. Users are required to report to the teacher or building administrator any abnormalities or inappropriate material. Any misuse of the network will result in the student's privileges being revoked and they will not be able to use the network. (Policy IFCC)

## **G. Physical Education**

The physical education program is fitness-centered, therefore it requires non-marking gym shoes. If appropriate shoes are not worn, the student's grade may be affected.

## **H. Gifts and Flowers for Students/Birthdays**

Please do not have gifts, flowers, or other such non-school items delivered to school. They are a disruption to the educational process and will not be distributed.

If you would like to send birthday treats, please visit with your child's teacher in advance. We ask that birthday celebrations with friends be done outside of the school setting. This includes sending invitations.

## **I. Money**

Students should not bring large amounts of personal money to school at any time. Money for breakfast or lunch, fund raising purposes, school parties or school pictures should be in a sealed envelope with the student's name and teacher's name clearly written on the outside. **The school is not responsible for lost or stolen money.**

## **J. Lost and Found**

Lost articles will be turned in to the school office and held until the end of each month. At the end of the month, unclaimed articles may be disposed of.

## **K. Wellness**

In order to promote a healthy lifestyle, USD 480 has developed a wellness policy. ALL snacks that are shared with other students must be pre-packaged and store bought. Homemade snacks may not be shared with other students.

## **STATE AND FEDERAL LAWS**

### **Child Abuse**

School employees are considered mandated reporters of child abuse. Any suspected physical or mental abuse or neglect will result in an immediate call to S.R.S.

### **Section 504 of the Rehabilitation Act**

Section 504, which prohibits discrimination against persons with disabilities in any program receiving federal financial assistance, assures that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. The Act defines a person with a disability as anyone who has a mental or physical impairment, which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent or guardian the right to: inspect and review his/her child's educational records; make copies of these records; receive a list of all individuals having access to those records; ask for an explanation of any item in the records; ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and a hearing on the issue if the school refuses to make the amendment.

### **Notice of Nondiscrimination**

Unified School District #480 does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicap in the educational programs or activities, which it operates. Anyone who believes that he/she has been discriminated against should contact the district compliance officer at the Administrative Office.

## **USD 480 POLICIES**

**JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)**

**JGEC**

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 a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (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.

**JGEC Sexual Harassment**

**JGEC-2**

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 this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

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.

**JGEC Sexual Harassment**

**JGEC-3**

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.

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 a 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: June 23, 2007

**JGECA      Racial Harassment**  
**(See GAACA, GAAB, GAF, JDDC and KN)**

**JGECA**

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.

**JGECA      Racial Harassment**

**JGECA-2**

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 deputy superintendent or human resources director. 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 this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

**JGECA Racial Harassment**

**JGECA-3**

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 deputy superintendent or human resources director shall report such conduct to the appropriate law enforcement or child protection authorities.

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.

**JGECA Racial Harassment**

**JGECA-4**

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: 10/7/2002**

**JDDC Bullying (See EBC, GAAB, GAAE, JCE, JDD, JGEC and JGECA)**

Bullying on or while utilizing USD No. 480 property, in a USD No. 480 vehicle or at any USD No. 480-sponsored activity or event is prohibited.

The Superintendent of USD No. 480 shall develop a plan to address bullying or while utilizing on USD No. 480 property, in USD No. 480 vehicles and at USD No. 480-sponsored activities

and events. The plan shall include provisions for training and education of staff and students. The plan shall be submitted to the Board of Education for its approval. When approved, the Superintendent shall assure that the plan is implemented.

As used in this Policy, the following definitions apply:

1. “Bullying” means:

A. Any intentional gesture or any intentional written, electronically transmitted, verbal or physical act, statement, picture or threat that is sufficiently severe, persistent or pervasive that it 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:

- (i) harming a student or staff member, whether physically or mentally;
- (ii) damaging a student’s or staff member’s property;
- (iii) placing a student or staff member in reasonable fear of harm to the student or staff member;
- (iv) placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property;
- (v) damaging the reputation of a student or staff member; or

B. Cyberbullying, or

C. Any other form of intimidation or harassment prohibited by any policy of USD No. 480.

2. “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.

3. “USD No. 480 Vehicle” means USD No. 480 bus, USD No. 480 van, other USD No. 480 vehicle, private vehicle or other means of transportation used to transport students or staff members to and from school or any school-sponsored activity or event.

Approved: February 15, 2005

Amended: November 5, 2007

Amended: November 9, 2009

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

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.

#### Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

#### Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

Approved: 09/21/2015

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

#### Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms and/or locker rooms.

Approved: September 21, 2015



