



**CLEARWATER
ELEMENTARY WEST**

2018-2019

STUDENT/PARENT HANDBOOK

**All policies contained in this handbook are subject to board of education
modifications at any time during the present school term.**

Principal: Mike Welty

Administrative Assistant: Teresa Bowman and Julie Williams

101 S First St.

Clearwater, KS 67026

620-584-2081

620-584-3523 fax

Notice of Non-Discrimination

In compliance with the Executive Order 11246: Title II of the Education amendments of 1975; Title VI of the Civil Rights Act of 1964; as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 and all other federal, state, school rules, laws, regulations, Clearwater Unified School District #264, Clearwater, Kansas, shall not discriminate on the basis of sex, race, religion, color, national origin, age, veteran or military status and provides equal access to the Boy Scouts and other designated youth groups in the educational programs or activities which it operates.

It is the intent of Clearwater Unified School District 264, Clearwater, Kansas, to comply with both the letter and the 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 has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Mr. Paul Becker, Superintendent
Clearwater USD #264
PO Box 248
151 S. First St.
Clearwater, Kansas 67026
620-584-2091

General Policies and Procedures

Office Hours: The elementary school offices are open Monday through Friday, during the school year, from 7:30 a.m. to 4:00 p.m. Voicemail is available. Please feel free to use it to report absences and to leave messages for teachers. The number for Elementary West is 584-2081. Visitors to the building must use the main office entrance at the southeast corner of the building by the parking lot, sign in and receive a visitor's badge. All other exterior doors are locked.

Arrival Time: Students should not arrive to school before 7:30 a.m. Adult supervision is not available before this time. Students arriving to their classrooms after 7:50 for any reason are tardy and will get a tardy slip from the office to give their teacher. Students arriving after 9:00 will be considered absent a half day.

Bicycles, scooters, and skateboards: Bicycles, scooters, skateboards and other similar methods of transportation are not to be ridden on school property during the school day, at arrival or dismissal times or when an activity is occurring on the school grounds. Students riding these modes of transportation to school are to walk or carry those items once they reach the school property boundary and place those items in their proper designated areas. Bicycles must be placed in the bicycle racks. At no time are the above items to be used on sidewalks, steps, handrails or ramps. Due to safety concerns, preschool and kindergarten students are not allowed to ride their bikes to school. USD 264 assumes no responsibility for lost or stolen personal property. Locking your bicycle is recommended.

Inclement Weather – Dismissal of School: Inclement weather or other emergencies such as loss of heat or power may make it necessary to close schools. Any decision to close schools will be immediately forwarded to **KFDI Radio**, of Wichita, **1070 AM** or **101.3 FM**. Other radio and television stations will also be contacted if possible. Parents will also be alerted by School Messenger, an automated system that utilizes phone numbers given to the school at enrollment. *Please be sure to update the school when phone numbers change.*

Should weather or other emergencies create a need to close schools after the school day has begun, buses will run, if possible. In this event, children will not be left at home unless parents or older children of at least 14 years of age are there. Drivers will return any such young children, who cannot be left at their home, to the school. School officials shall be responsible for them until they can be delivered to their parents.

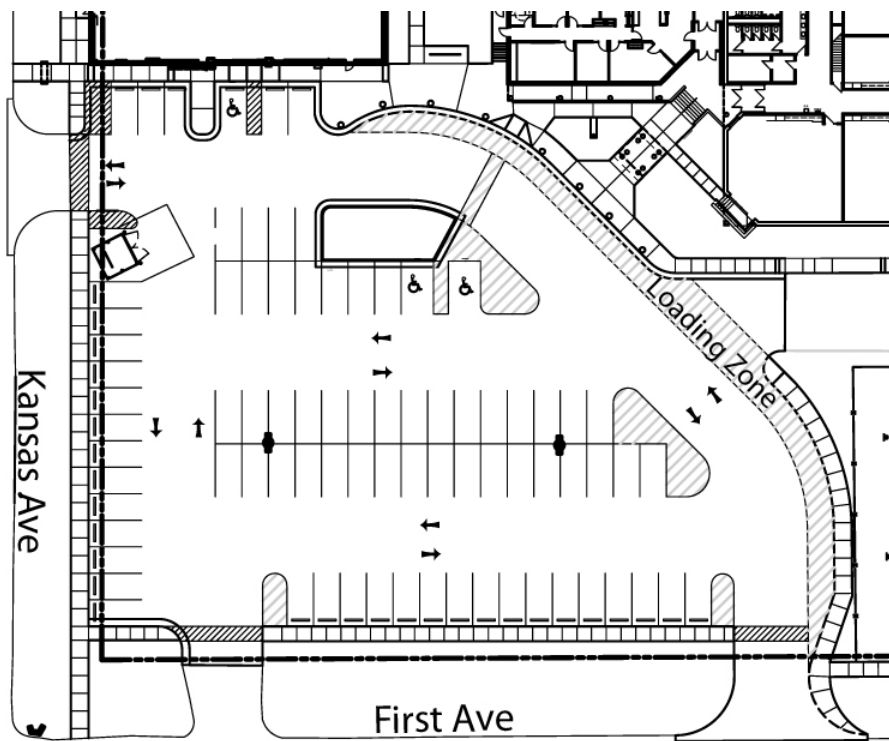
If buses are unable to service 80% of the rural children, schools shall be closed. Children will be released to parents at any time parents feel the roads to their homes may become closed.

Visiting Relatives and Friends: Parents and guardians of students are encouraged to visit their child's classroom. The two weeks after school starts and two weeks before the end of the school year are usually not the best times to visit. Out of town students will not visit the school without the expressed consent of the teacher and principal. Out of district students will not visit the week before or the week after spring break.

Drop Off and Pick Up Locations: Students at Elementary West will be dropped off and picked up at the main office entrance. Parents and students will follow one of two options outlined below.

Park and get out of your car: If the person who is dropping off or picking up the child wants to get out of their vehicle at any time they must park in a parking stall and walk across the crosswalk and pick up the child on the sidewalk. This includes if you have to get out to help your child in or out of the car.

Pull up and stay in your car: If the person in the vehicle will not get out of their car, they can pull up and wait in the loading zone along the sidewalk. Students need to be able to load and unload themselves from the car on the passenger side only. Once a car in the loading zone leaves, all cars can pull up.



Safety Reminder: Students and parents are required to use the crosswalks when coming to or leaving school. Crossing guards are provided for student safety beginning at 7:30 AM and immediately after school. No student will be allowed to leave the sidewalk to a car in the parking lot unless escorted by an adult. Drivers operating vehicles in an unsafe manner will be referred to the local police department.

Transportation After School: If your child's way of getting home after school is to be different than usual, please contact the teacher and inform them how the child is to get home and call the office before 2:00 pm. Children often become confused when there is a change in routine and are not able to tell us what they are to do. Bus children will be sent on their regular bus unless the teacher and the office is informed of other arrangements or if riding their alternate bus.

Library Materials/Loan Agreement: Students are responsible for school library and other materials that are checked out to them. If an item is lost or damaged, a fee will be charged.

Student Records: A cumulative record shall be established for each child upon his/her entrance into the local school and maintained through the twelfth grade. Provision shall be made for including at least the following information: grades, attendance, extra-curricular activities, health, test scores (achievement, intelligence quotient, class), birth date, family information (name, address, phone, occupation, siblings), 504 information, ELL information and any other information determined pertinent by USD 264 personnel.

Drug Dogs: USD 264 reserves the right to allow drug sniffing canine units access to all of their property and facilities.

Searches: The Board reserves the right to search any school property or items brought on to school property at any time. Such searches will be conducted in the presence of a witness. Students shall not be subjected to strip searches. Students may be required to empty pockets, purses, or book bags, and remove shoes and socks if there is reason to believe that items of contraband may be in the student's personal possession.

Use of Video Cameras: The district may use video cameras to monitor student activity. Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Video that are records of student behavior shall be secured until it is erased. Video shall be considered a student record and shall be subject to current law for the release of student record information.

Cell Phones: Cell phones or watch phones should not be brought to school. If a device is needed for special circumstances, arrangements should be made in the office.

Inappropriate Items: Students should bring only necessary supplies to school. Toys, laser pointers, music players, video games and other items deemed unnecessary are not allowed. Exceptions may be made for special occasions at the request of teachers.

Parties: We will host several parties during the school year based on the time of year. During those parties parents are welcome to attend. There will be no formal gift exchange during the party. Food allergy guidelines will be followed during those parties.

Passing Out Party Invitations: Students will not pass out invitations for birthday parties or other parties that are not sponsored by the school. An exception can be made if there is an invitation for every child in that class and the teacher gives her/his consent for the student to pass out the invitations. The school will not provide other students' addresses or phone numbers to parents.

Label Your Property: Mark your child's coats, hats, gloves, lunchbox and other possessions with his or her first and last name. This will allow school personnel to return lost articles to the student. Items in the lost and found will be donated or disposed of at the end of each school year.

Attendance

Attendance: Regular and punctual attendance is expected and required of all students at Clearwater Elementary School. Missed in-class instruction is very difficult, if not impossible, to make up. We need our students in class each and every day. Letters will be mailed to parents when attendance issues arise and students may be subject to truancy laws.

Reporting Student Absences to the School: Parents should call 584-2081 by 8:15 to report a student absence. Absences can be reported outside of school hours by leaving a voicemail.

Reporting Student Absences to Parents: The school will attempt to contact parents if a student is absent and a parent has not called to report the absence. This will be done by the School Messenger. *Please make every attempt to keep the school up to date.*

Excused absences: The only excusable absences are: (a) the student's own illness, including appointments for professional health services; (b) serious illness of a member of the student's immediate family; (c) the death or funeral of a close relative; (d) impassable roads; and (e) parental concern that requires the student's absence over which the student has no control but shall not include recreation, shopping, beauty appointments, or other similar reasons. All other absences shall be considered unexcused.

Teachers will assist students with absences in making up missed work as much as possible.

Make-up Work: Students who have been absent will have the number of days absent, plus one day, to make up missed work.

Tardy Policy: Students that are tardy five or more times per nine weeks may be subject to disciplinary action.

Truancy: Children who have reached seven (7) years of age and who are under eighteen (18) years of age are required to attend school under Kansas Law. Whenever a child is inexcusably absent from school for three (3) consecutive days, or five (5) days in any semester, such child is truant and will be reported to the district court by the principal. We will make every effort to keep the student and parents aware of the number of days which are missed during each nine-weeks grading period.

Release of Students During the School Day: Enrollment records will be used to identify persons who can take responsibility for a child during the school day. Before releasing a student the building principal or a designated representative shall be responsible for the verification of the identity of any parent or lawful custodian or any person seeking release of a student. The person seeking the release shall come to the office and request the student be called from class. If the principal is not satisfied with the identification of the persons seeking release of a student, the principal may refuse to grant the release.

Enrollment

Enrollment: Students will enroll with the school in which they will attend. Students who attended an out of state school prior to enrolling in Clearwater will be required to present a birth certificate within thirty (30) days of enrollment. If the school has not seen a birth certificate within 30 days, local law enforcement agencies will be notified.

Room Assignments: Pupils will be assigned to rooms and teachers by building administration to best serve the needs of the individual student and class of students.

Fees: Fees will be set by the Board of Education. Payment of fees is expected at the time of enrollment, unless other arrangements are made with the building administrator. Unpaid fees may be turned over to a collection agency for collection.

Resident Student: A child is eligible to attend a Clearwater school (1) if the child lives in the district with a resident of the district and the resident is a parent or a person acting as a parent or (2) if the child lives in the district as a result of placement therein by a district court or by DCF. The term “parent” is defined as including step-parents and foster parents. The term “person acting as a parent” means a legal guardian or a person, other than a parent who has physical custody of a child and has legal custody of the child or is by law liable to maintain, care for, or support the child or is contributing the major portion of the cost of support of the child. (SB40-1981 Legislature)

Out-of-District Students Policy: An out-of-district student is defined as a student whose parents or legal guardians do not reside, on a full-time basis, within the Clearwater school district boundaries. Should a student who lives out of district falsify a local address for the purpose of attending school as an in-district student, the student will immediately be dropped from school and will not be allowed to attend school even as an out-of-district student.

Students who live out of district will only be considered for approval to attend USD 264 schools if they complete an out-of-district application, are determined by USD 264 to meet the terms set forth in said application, and as space permits.

Admission of Students from Non-Accredited Schools: The schools of Clearwater USD 264 will receive students from non-accredited schools under the following conditions:

1. Birth certificate validating the student's birthday must be presented at the time of enrollment.
2. Record of immunization as required by state laws or objections to immunizations as provided for by state laws must be filed with the principal at the time of enrollment.
3. A record of all grades and/or credits, any standardized test information, dates of enrollments, records of attendance, and the recommendation for placement from the non-accredited school last attended shall be presented at the time of enrollment.
4. Prior to admission to classes, standardized tests in Language Arts, Reading, and Mathematics shall be given to all students applying for admission in grades K-3.
5. Placement of the student entering elementary schools of USD 264 from a non-accredited school shall then be made by a committee made up of the building principal, school counselor, and a classroom teacher. The committee shall consider the grades, test scores, attendance record, and recommendations from the non-accredited school; tests administered by USD 264; and the age of the student being admitted.
6. Should parents not agree with placement or credits allowed by the placement committee, they may appeal the committee's decision to the Board of Education at the next regularly scheduled meeting of the Board. In order for an appeal to be made, parents must notify the Clerk of the Board five (5) calendar days prior to the regularly scheduled meeting at which they wish to make the appeal.

Food Service

Breakfast Program: Breakfast is available for purchase daily and is served in the lunchroom from 7:30 to 7:45.

Lunch Program: At lunchtime the school will provide for sale a well-balanced meal that meets federal nutrition guidelines. We encourage pupils to participate in this program. Those who wish to bring a sack lunch may do so.

Children are asked to pay for breakfasts and lunches in advance. Checks should be made payable to USD 264. Each pupil will be given notification when it is time to bring more lunch money. In accordance with USD 264 policy students will not be permitted to carry a negative balance in their food service accounts.

Lunchroom Rules: Stay seated unless given permission to get up, speak respectfully in an inside voice, treat food and waste appropriately.

Student Health

School Nurse: The nurse's office is located in the office area. In addition to helping students who aren't feeling well, the nurse conducts vision, hearing, and other screenings. She also makes sure that vaccinations are up-to-date and organizes dental checks.

Students who need medication while at school must have a written "Permission for Medication" form signed by a doctor and parent/guardian on file with the school nurse. This will then allow the nurse to assist the student with the proper dosage. Any medication to be administered during school hours must come in its original container. Medication must be kept in the nurse's office at all times. In the absence of a school nurse, school secretaries are able to dispense medication and handle minor scrapes, cuts, bruises etc...

Reporting Illnesses: Parents are asked to notify the school nurse in the event a child develops a contagious disease.

Returning After Illness: A student who has been excluded from school due to a communicable illness should remain at home until the student has been fever free for 24 hours without the aid of fever reducing medications and symptom free for 24 hours as related to diarrhea and/or vomiting.

Vaccinations: The school nurse will notify parents/guardians of missing vaccinations. Failure to comply with vaccination requirements will result in exclusion from school.

Allergy Guidelines (Adopted Summer 2013)

Clearwater Public Schools is committed to providing a safe and nurturing environment for students. The Clearwater Board of Education understands the increasing prevalence of life-threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Clearwater Public Schools is committed to working in cooperation with parents, students, and physicians to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

Parents are responsible for providing written documentation of allergies and a plan of action from a physician to the school principal or school nurse. The school principal, in consultation with the school nurse, will be responsible for notifying classroom teachers, classroom associates, and parents of students in the classrooms where one or more students have a life-threatening allergy (pending parent permission to give such notification to the before-mentioned individuals). Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid. Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided along with any prescription medication ordered to mitigate the effects of allergens.

The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies across all transitions (PreK-12).
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on medically accurate information and evidence-based practices. In accordance with applicable law, it is the policy of the district to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. Accordingly, the superintendent shall direct district building administrators and staff to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning for district programs.
4. The building administrator will work with the parents regarding the cafeteria safeguards.
5. An epinephrine auto injector (Epi Pen) is a medical device used to deliver a measured dose of epinephrine using auto injector technology, most frequently for the treatment of acute allergic reactions to avoid or treat the onset of anaphylactic shock. Each building will receive training on the use of this device and its importance to the safety of the child.
6. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Said commercially prepared and packaged treats may be distributed by the classroom teacher for special occasions, such as birthdays or holiday parties. Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the types of allergy. This is for school hours only and does not pertain to extra-curricular activities outside of the normal school day (example: concession stands).
7. Only non-food manipulatives should be used in classrooms. Containers of known allergens shall not be used to store classroom materials. For example: peanut butter jars should not be used for storage of manipulatives, even if the jars have been thoroughly washed.
8. When students travel on field trips a clear plan to activate Emergency Medical Services should be reviewed by all teachers and chaperones. Field trips need to be chosen carefully; no child should be excluded from a field trip due to unavoidable allergen exposure.
9. The district transportation supervisor will be notified of the students who have life-threatening allergies. It will be the transportation supervisor's responsibility to communicate this information to all regular drivers and substitute drivers, and those students need to be in an approved area on the bus.
10. Clearwater School District will also be cognizant of other allergies within the district (example: Latex).

In accordance with applicable law, it is the policy of the district to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. It is the responsibility of the selected administrator to work closely with parents to assure that we are taking into consideration the needs of our students with severe allergies.

Academic

Assessment: Each teacher is expected to develop and use an effective system of student assessment for his/her classes.

Standardized tests will be administered in all schools according to a program developed by the administration and guidance counselors. Results of these tests will not have any bearing on students' grades.

Kansas State Assessments will be given in accordance with the state's requirements. The results of these tests may have an effect on promotion/retention and whether or not a student is required to attend summer school.

Report Cards: The school year will be divided into four quarters. Report cards will be issued to students following the close of each nine-week period. Kindergarten will follow the grading system below:

- 1 Outcome has not been introduced/currently being taught
- 2 Needs improvement
- 3 Approaching
- 4 Meets outcome at 80% or more
- 5 Exceeds

First Grade, Second Grade, and Third Grade students will follow the grading system used by the Intermediate Center, Middle School, and High School.

90-100%	A	Superior Performance
80-89%	B	Above Average Performance
70-79%	C	Average Performance
60-69%	D	Below Average Performance
0-59%	F	Failing

Failures: The school will use all of its means of diagnosis, psychology, curriculum revision, social viewpoint, and record keeping to aid the student to progress satisfactorily and to help the teacher recognize and, if possible, to eliminate the cause for failure.

Notification of Failure: No student will receive a failing grade unless parent contact has been made prior to the end of the grading period. Progress reports may be sent at any time during the grading period.

Promotion: When a child successfully completes the majority of the goals or outcomes of a given grade level or class, he/she will be promoted.

Retention in Grades K-3: If a child has not received passing grades in the majority of his/her subjects, and a careful evaluation by his/her teacher(s) of his/her work habits, ability, and achievement indicates that the child is not ready to be promoted to the next grade but will profit more by repeating the same grade, then the child may be retained, providing that the following conditions are met:

1. The child's teacher(s) will state in writing to the principal that (s)he has thoroughly reviewed all factors heretofore mentioned in this section and has concluded that retention would have a positive, beneficial effect on the child's education.
2. The parents, principal, and teacher(s) shall meet in conference and review all factors previously considered by the teacher and the principal. If the parents concur that retention is desirable, the child shall not be promoted, or placed.

If the evidence is very strong that the child should be retained, yet the parents do not concur, the principal may retain the child. A written report will be sent to the parents and filed with the superintendent within three (3) days of the principal's decision to retain. This report will include a notice to the parents of their right to appeal.

3. Parents shall have the right of appeal to the superintendent of schools if a child is retained without their concurrence. A request for an appeal of the principal's decision must be made within fifteen (15) calendar days by either calling or writing the superintendent of schools. The superintendent shall then set an appeal hearing within ten (10) calendar days. The parents shall be given an opportunity to state their reasons for wishing the child to not be retained. The principal and teacher(s) shall state why they believe the child should be retained. The superintendent will then make a decision, based on all information presented at the hearing to either retain the child or place the child in the next higher grade. The superintendent's decision shall be final.
4. If the child is retained, the parents may request that the child be assigned to a particular teacher, provided there is a choice. In the event that teachers have "teamed" to teach different subjects the student will be assigned to a team and shall not be assigned to different teachers that are not teaming.

Homework: Teachers often feel that homework is a way to teach responsibility and study skills. Assignments that are not completed in class will be considered homework. Teachers may also, from time to time, assign a long term project that will require work outside of the regular class.

With some exceptions, students that use their time well in class will not be assigned more homework than can be completed in approximately one hour. Parents should contact the child's teacher(s) if there is consistently more than an hour of homework to determine if the student is having difficulty staying on academic task. If it is found that the student stays on academic task, the teacher(s) may choose to adjust the student's assignments.

Late Work Policy: Students are responsible for turning their work in on time. On time means that the work is to be turned in on the date and during the class time that the teacher designates. Late work may receive a lower grade than it would have received if it had been turned in on time.

Academic Assistance: Academic achievement is a priority at our school. In order to meet the needs of all learners, our school offers many levels of assistance. If you have a concern about your child's academic progress, please contact the teacher, principal or counselor.

MTSS-STEPS: All students in grades K-3 participate in a multi-tiered system of instruction. Instruction is provided to best meet the needs of individual students.

Counseling Services: Counseling services will be provided for pre-kindergarten through third graders. The counselor can help students with several kinds of problems, including academic, interpersonal relationships, and other personal problems. Our counselor does an excellent job of making herself available to students and parents. In addition to these services the counselor teaches one 30-minute social session per week to each class in grades K-3.

Special Education Cooperative: Clearwater USD 264 is a participating member of the Sedgwick County Area Educational Cooperative, whose primary function is to provide special education instruction to exception school-age children who are residents of the member districts. Clearwater USD 264 subscribes to the rules set forth by the Cooperative.

The schools of Clearwater USD 264 will follow regulations adopted by the cooperative for student placement, due process in student placement, and other regulations to keep practices in Clearwater consistent with those of the other schools in the Special Education Cooperative.

IDACB Section 504 Accommodations for Students: In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504. (Approved: KASB Recommended- 6/14)

Tutoring for Pay: The Board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract. In addition, use of school facilities, supplies, and/or equipment for private tutoring requires approval of the building administrator. Parents who feel that their children need tutoring may discuss the situation with the building principal, counselor, or the teacher. Tutoring assignments may be accepted by the teacher involved when recommended by the principal prior to the beginning of any such instruction.

Tutoring for pay by an outside agency in school facilities will normally only be allowed before or after the normal instructional time of the school day. Requests for tutoring for pay during normal instructional time must be deemed a benefit to the pupil's educational development and approved by the superintendent or designee. The space and time schedule shall be agreed upon by the teacher, lawful custodian(s), and the building principal. The lawful custodian is responsible to contract with the outside tutor for payment of all fees.

Student Expectations

Appearance and Dress Code: Students should remember that simplicity, neatness, cleanliness, and good taste are the earmarks of a proper appearance. Clothing which adequately covers the body and appropriate footwear must be worn at all times. Clothing that advertises alcohol, drugs or other inappropriate subjects are prohibited. Recess and physical education are a part of the school day and students are encouraged to dress for physical activity. Students wearing clothing that is determined to be inappropriate will be asked to change. Administration reserves the right to determine what is considered inappropriate.

Clearwater USD 264

Bully Prevention Policy and Procedures

The board of education prohibits bullying. For the purposes of this policy, the term “bullying” shall have the following meaning: 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 or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it 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;
- Damaging a student’s or staff member’s property;
- Placing a student or staff member in reasonable fear or harm; or
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.

Bullying also includes cyberbullying. “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. Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205 and amendments thereto. USD 264 will not tolerate these actions by students, staff, or parents.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, or events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental maturity levels, special education needs of the parties involved, and the severity of the behavior.

Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Discipline: The principal is responsible for the general discipline of his/her school and will always see that assemblies and student meetings are properly supervised. He/she is authorized to recommend suspension of pupils, under regulations set up by the Board of Education and in accordance with the state law. He/she will report cases of serious discipline and suspensions immediately to the superintendent of schools. He/she will also keep in close touch with parents and see that parents are informed of any deficiencies that develop with their respective students.

Classroom Management: The faculty and staff are expected to maintain proper discipline of students in the building, on school grounds, and at school sponsored functions. An atmosphere which is conducive to learning will be maintained.

Teachers may give individual consequences for violating classroom expectations. This can include time before or after school or other consequences designed by the teacher.

School-Wide Expectations:

1. Be Safe
2. Be Kind
3. Be Respectful

In addition to these expectations procedures for the classroom, hallway, bathroom, lunchroom, playground and bus have been established and are taught to students. Students will also be expected to meet the voice level requested by the staff member.

Positive Recognition: Elementary West utilizes the "CIA" program to reward exceptional behavior. Students who demonstrate "Character In Action" are rewarded with a CIA slip. CIA slips are placed in the CIA collection box and prize drawings are held.

Consequences: Consequences will be assigned utilizing a logical progression based upon the severity of the action and the frequency of occurrence. Consequences may include:

- Think Sheets
- Documented Warnings
- Walking during Recess
- Loss of Recess
- Lunch Detention
- In-School Suspension
- Out-of-School Suspension
- Long Term-Suspension
- Expulsion

Each instance will be handled on a case by case basis taking in to account the results of a complete and thorough investigation and analysis of any and all evidence.

Weapons and Dangerous Objects: Students that bring weapons such as guns, knives, or other dangerous objects to school may be suspended for up to 10 days. A hearing will then be initiated to determine if a long-term expulsion (up to 186 days) is warranted.

Alcohol, Tobacco, and Illicit Drugs: Students possessing or using alcohol, tobacco, or illicit drugs at school will receive a suspension from school. Students under the influence of alcohol or illicit drugs will receive a suspension from school. Suspensions in such cases will require a conference with parents or guardian before the student is readmitted to school. A report to the appropriate law enforcement authorities will be made.

Notification of Law Enforcement: Kansas State Statute requires school authorities to notify local law enforcement agencies of any misdemeanors or felonies that occur at school.

Technology

Acceptable Use Policy-Electronic Information System - Guidelines for Network System

Use: No student, staff member, or patron shall have access to the system or use of the system without having a signed individual user release form on file with the district. Students under age 18 must have the approval of a parent/guardian.

All use of the system must be in support of education and research and be consistent with the mission of the district. District educators will monitor usage as appropriate to determine if the Internet materials accessed are suitable for the educational area. The district reserves the right to prioritize use and access to the system.

No use of the network system shall serve to disrupt the operation of the system by others; system components including hardware, software, property or facilities shall not be destroyed, modified or abused in any way. Included is the appropriate use of computer labs which include not bringing food and drinks into them as well as removing all personal belongings when leaving.

Copyrights are to be honored in every way. Users will not install software on district computer equipment that has not been approved by district administration. They will utilize copyrighted pictures, writings and other forms of electronic data for their personal or professional use in an appropriate manner.

Users are responsible for the appropriateness and content of public and private material transmitted or published on the system. Use of the system to access, store, or distribute obscene, pornographic or inappropriately suggestive material is prohibited.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

Internet Guidelines for Personal Safety: Users should never reveal personal information, their own or others, such as home addresses, telephone numbers, social security numbers, etc.

Users, including students are required to notify their teacher, adult or district representative immediately whenever they come across information or messages that are dangerous or inappropriate.

USD 264 – Clearwater shall: Review and monitor, as appropriate, all activity on the network for responsible use consistent with the terms of the policy and procedures.

Make determinations on whether specific uses of the network are consistent with these acceptable use guidelines.

Remove a user's access to the network, with or without notice, at any time the district determines that the user is engaged in unauthorized activity or violating this policy.

Cooperate fully with law enforcement investigation concerning or relating to any suspected or alleged in appropriate activities on the network or any other electronic media.

Modify, delete or otherwise change these guidelines and procedures at any time.

Sanctions for Violations: Disciplinary action, if any, for the students, staff, and other users shall be consistent with the district's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to electronic equipment, other employee or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

Transportation

Approximately half our students are taken to and from school each day by buses in the Clearwater School District. Students are assigned a bus route and a designated bus stop according to their address. Students are expected to ride on their bus route and get on and off at their designated stop. **Due to the large number of regular passengers, it is not possible to ride a different bus (such as riding home with a friend).** Please plan on making other arrangements for transportation on those occasions.

Riding a school bus is a privilege, not a right. Students and parents should note that the school district may deny riding privileges to any student who violates state regulations or school district rules relating to bus conduct.

Discipline problems arising on a bus that cannot be handled by the driver will be referred to an administrator of the building where the student is enrolled.

Bus Discipline Procedures:

- 1st Written Offense- Conference with principal
- 2nd Written Offense- Lunch Detention(s) or 1 Day Suspension of bus riding privileges
- 3rd Written Offense- 2 Day Suspension of bus riding privileges
- 4th Written Offense- 5 Day Suspension of bus riding privileges
- 5th Written Offense- Suspension of bus riding privileges for the remainder of the semester (minimum of 2 weeks)

School Transportation for Field Trips: Students will use school transportation to destinations for field trips. They may ride home with parents and parents only, if such arrangements are made with the classroom teacher or sponsoring teacher. Students may ride home with a person who is not his/her parent only if the teacher has a note signed by the parent.