

**2017-2018**  
**Belle Plaine Elementary School**  
**Student Handbook**



# Belle Plaine Elementary School

Students, Parents, and Patrons:

Welcome to Belle Plaine Elementary School. The staff at BPES has made a commitment to provide a positive learning environment for the students. The handbook has been developed to help the students and families learn as much as possible about the policies and procedures at BPES. Parent and family involvement is encouraged and the staff looks forward to working with your students this year.

Midge Simmons, Principal

## **Vision Statement**

The Vision of the Belle Plaine Elementary School Community is to provide a positive environment where all members have a common goal of being lifelong learners focusing on 21<sup>st</sup> Century skills.

## **School Motto**

I will respect myself,  
I will respect others,  
I will respect the world around me,  
And I will learn something new every day.

## **District/School Website**

School announcements, calendar, breakfast/lunch menus, and upcoming events can be accessed on the district website. The website address is [www.usd357.org](http://www.usd357.org). Also, you can find us on Facebook (Belle Plane Public Schools), and Twitter (USD 357)



**BELLE PLAINE PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**

Chad Johnson  
Debi Mansch

John Murray  
Stephanie Scott  
James Stambaugh  
Lynette Turney  
Dr. James Sutton, Superintendent

Doug Zimmerman  
Becke Shivers, Board Clerk

**BELLE PLAINE ELEMENTARY STAFF**

**OFFICE STAFF**

**PRINCIPAL**

Midge Simmons

**EMAIL ADDRESS**

msimmons@usd357.org

**COUNSELOR**

Meghan Ugues

mugues@usd357.org

**SCHOOL NURSE**

Rigaile Lawless

rlawless@usd357.org

**SECRETARY**

Alice Plummer  
Angie Ames

aplummer@usd357.org  
aames@usd357.org

**PRIMARY STAFF**

**PRE-SCHOOL**

Amy Marsh  
Deanna Williams

**EMAIL ADDRESS**

amarsh@usd357.org  
dwilliams@usd357.org

**KINDERGARTEN**

Emily Gaskill  
Sarah Harlan  
Barbara Lyles

egaskill@usd357.org  
sharlan@usd357.org  
blyles@usd357.org

**FIRST GRADE**

Amber Mikler  
Lisa Osgood  
Sharon Smith

amikler@usd357.org  
losgood@usd357.org  
ssmith@usd357.org

**SECOND GRADE**

Misti Miller  
Shirlie Tinsley

mmiller@usd357.org  
stinslty@usd357.org

**THIRD GRADE**

Stephanie Longbine  
Alicia Torres  
Tarasa Waun

slongbine@usd357.org  
atorres@usd357.org  
twaun@usd357.org

**FOURTH GRADE**

Ashley Allen  
Gina Gurnow  
Holly Ryherd

aallen@usd357.org  
ggurnow@usd357.org  
hryherd@usd357.org



**ENRICHMENT ACTIVITY STAFF**

**MUSIC**

Mahleah Lavin

**EMAIL ADDRESS**

mlavin@usd357.org

**PHYSICAL EDUCATION**

Brian Seba

bseba@usd357.org

**ART**

Karen Goupil

kgoupil@usd357.org

**LIBRARY**

Lori Branine

lbranine@usd357.org

**TECHNOLOGY LAB**

Debbie Galliard

dgalliard@usd357.org

**TITLE I READING**

Marti Detrick

mdetrick@usd357.org

**AT RISK INSTRUCTOR**

Dee Moran

dmoran@usd357.org

**SUPPORT STAFF**

**SCHOOL PSYCHOLOGIST**

Jacie Seba

**EMAIL ADDRESS**

jseba@usd357.org

**IRC INSTRUCTORS**

Jeanne Hamersky

Renee Jerrick

jhamersky@usd357.org

rjerrick@usd357.org

**FUNCTIONAL SKILLS**

Jessica Stahl

jstahl@usd357.org

**SPEECH PATHOLOGIST**

Beth Hyder

Krista Imm

bhyder@d619.org

kristaimm@d619.org

**HEARING IMPAIRED/AUDIOLOGIST**

Dr. Emily Struve

estruve@d619.org

**OCCUPATIONAL THERAPIST**

Lisa Ouellette

louellette@d619.org

**PHYSICAL THERAPIST**

Lucein Ross

lross@usdd619.org



## SCHOOL HOURS

Pre-School	AM	8:00am to 11:15am
Pre-School	PM	12:00pm to 3:15pm
K-4		8:00am to 3:25pm

Children are expected to be in their seats by 8:00 a.m. or they shall be counted tardy. Students living in town **should not** arrive before **7:45 a.m.** Students eating breakfast should not arrive before **7:35 a.m.** **Only those students participating in the school breakfast program should be arriving at 7:35 a.m.** **ALL OTHER STUDENTS SHOULD NOT ARRIVE BEFORE 7:45 a.m.** The front door will be unlocked at that time and students may wait in the gym for the bell to ring.

School is dismissed at 3:25 p.m. All students are to ride home on the bus, be picked up by parents or others designated by the parent, or walk home from school unless they are involved in a school activity. **Arrangements should be made to pick students up from school in a timely manner.**

**No students should be on school grounds waiting for pick-up later than 3:30 p.m.**

If arrangements change for your child's end-of-the day release (pick-up, ride the bus, go home with relative, etc.), please let the office know by 3:00 p.m. to make sure there is time to notify students. **If the instructions are received after 3:00p.m., because of time constraints, the child might not receive them before dismissal time.**

**It is a safety issue to drop a child off and leave them unattended in the morning before school personnel are on duty at designated areas. School personnel will not be responsible for children who return to play on school grounds after school hours or who arrive before the designated time of arrival in the morning.**

## STUDENT DROP-OFF AND PICK-UP

1. The parking directly in front of the elementary school is a designated loading zone for dropping off and picking up students. **This is not a parking zone, except for designated parking slots in the front that will be available for parking only during the hours of 8:30 a.m.-2:30 p.m.**
2. **Only preschool students will be dropped-off at back of school;** current policy states that they must be walked to the door and picked up at the door by an adult.
3. All students, except preschool, will come in the front, main entrance of the school by the office. All other doors will be locked.
4. Students may be dropped off at 7:45am (**not before**). This main door to the school will be **open at 7:45am,** and students can come in and wait in the gym for the 7:55am bell to ring.
5. All students will report directly to the gym, and will be dismissed from there when the 7:55am bell rings. Students eating breakfast will enter the building through the cafeteria doors.
6. At the end of the day, all students will be dismissed from the west front entrances of the school by the office.
7. Crosswalks need to be used. No students should be crossing at any other areas around the school.
8. If parents need to come into the school with their students during morning/afternoon drop-off/pick-up, they should park in the church parking lot across the street on the corner of Sixth and Merchant.



### **Procedures for Drop-off (7:30am-8:30am):**

- Pull forward as far as possible. Please do not stop at the front doors and **REMAIN** in your vehicles.
- Students exit vehicles from the passenger side only.
- Teachers will open doors and assist children getting out of vehicles. If you need to get out of your vehicle for any reason during drop-off, please park elsewhere.
- Pull away when children are safely on the sidewalk.
- Please use patience in waiting for the vehicles to unload in front of you. Do **NOT** pull between the orange cones—this is dangerous for the students and other drivers.

### **Procedures for Pick-up (2:30pm-3:40pm):**

- Pull forward as far as possible. Please do not stop at the front doors and **REMAIN** in your vehicles.
- Students enter vehicles from the passenger side only.
- If your student has not arrived in a timely manner and there are vehicles behind you, you may be asked to make a loop to the end of the line. Please respect this request.
- Pull away when children are safely buckled. Do **NOT** pull between the orange cones—this is dangerous for the students and other drivers.

Together, we can help the flow of traffic, but most importantly the safety of every child. We appreciate your understanding and willingness to help in the safety of our children.

## **ACADEMICS**

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

MTSS is a framework to help our school and teachers give **every** child the right type of support to learn, grow, and succeed.

The framework includes a designated reading instruction time. It is what we will call our “Core.” It is a 90 minute block of time set aside for reading. This time will be spent covering phonics, phonemic awareness, comprehension, fluency, and vocabulary.

If you look core up in the dictionary, its definition is, “The central, innermost essential part of anything.” Our “Core” reading block will be an essential time of the day for your child.

We have an MTSS team within our building. There are several representatives on this team from throughout our school. The team includes:

Midge Simmons, Principal  
Jacie Seba, School Psychologist  
Marti Detrick, Title I Teacher

Lori Branine, Librarian  
Dee Moran, At-Risk Teacher  
Sharon Smith, 1<sup>st</sup> Grade Teacher

Gina Gurnow, 4<sup>th</sup> Grade Teacher  
Jeanne Hamersky, IRC Teacher

If you have any questions, please direct them to the team at this time. You can contact the elementary school office to reach them. The phone number is (620) 488-2617.

### **Grading**

Grade cards/skills checklists will be issued to the students following the end of each quarter. Grade cards/skills checklists reflect the grade-level skills that students have mastered as well as a grade for their daily work, classroom participation, and homework. The letter grades reported on grade cards are an average of all daily grades, tests, and homework. It is an expectation that all students master their grade-level outcomes; it is the grade-level outcomes that are used to determine a student's progress and/or any interventions they may need.



All third grade and fourth grade parents can check their child's grades **anytime** using GoEdustar. To sign up for a password, please call the office.

Preschool parents will receive skills checklists at parent/teacher conferences and on the last day of school.

### **Progress Reports**

Progress Reports will be issued half way through each nine weeks. The "progress reports" are not grade cards, but are meant to notify the parents of their child's progress.

### **Honor Roll**

Fourth grade students with all A's in their required subjects (including P.E. and Music) will be eligible for the High Honor Roll. Fourth grade students with all A's and B's in their required subjects (including P.E. and Music) will be eligible for the Honor Roll.

Honor Roll students will be selected at the end of each nine-week period. Students will be recognized following the end of the current nine-week period.

## **CONFERENCES**

Parent-Teacher Conferences are held during the first and third nine-week period. A conference can be arranged at any other times during the school year by calling the school office (620-488-2617).

## **PARENTAL RIGHTS TO STUDENT RECORDS**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days after the day the Belle Plaine Schools receives a request for access.  
Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the Belle Plaine Schools to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school



official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Belle Plaine Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

#### DIRECTORY INFORMATION/FERPA

For purposes of FERPA, USD 357 has designated certain information contained in educational records as directory information which may be disclosed for any purposes without your consent. Directory information categories may include the following:

Student's Name, Student's Address , Telephone Number

Student's Picture, Parent/Guardian Name , Date of Birth

Participation in Sports/Activities, Height /Weight, Grade Placement

Honors & Awards Received, Special interest areas highlighted on the USD 357 web sites

Students/parents have a right to refuse to permit the designation of any or all of the above information as directory information. If you wish to refuse, written notification must be filed with USD 357, on or before September 1, of the current school year. If refusal is not filed, USD 357 assumes there is no objection to the release of the directory information designated. Upon request, the school district discloses education records, without consent, to officials of other school districts in which a student seeks or intends to enroll.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the





disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## **PARENT INVOLVEMENT**

Parent involvement is a very important component in a child's education. Each week teachers will provide parents with activities to be completed at home. These activities will vary and be determined by the classroom teacher and the current curriculum taught. They may include studying spelling words, parent reading, math drills, flash cards, and/or enrichment activities and will take no more than 15 minutes to complete. These activities are not unfinished daily work or homework, but rather activities that provide enrichment and practice of skills your child has been taught.

## **ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL)**

The district gives a home language survey to all students when they enroll for the first time in the district. If a language other than English is listed anywhere on the form, the student is assessed for English Language Proficiency using one of the following approved assessments: the KELPA-P or LAS assessment. If the student scores less than fluent (or whatever the top band of scores is called) on any of the domains of reading, writing, listening, or speaking, s/he is eligible for ESOL services. This assessment data, along with information on native language ability and past school performance, will be used to set goals for each English Language Learner (ELL).

Parents are notified in the form of a letter that includes the reasons the child is being placed in ESOL, the level of proficiency, the method of instruction that will be used in ESOL, and the parents' rights which include receiving information in the language that is most comfortable to the parent. Parent permission is required for participation in the ESOL program.



Each ELL has an Individual Learning Plan (ILP) detailing their assessment scores, programs they are placed in, the number of hours of instruction that is provided, the teacher who is delivering the instruction, the end of year assessment results of the Kansas English Language Proficiency Assessment (KELPA), and what should be done next year. Teachers providing instruction to ELLs are endorsed or working on their endorsement.

All students who are identified as limited in their English language proficiency, whether they participate or not in the district's ESOL program, are required to take the Kansas English Language Proficiency Assessment (KELPA) assessment each spring. This test is given as a result of the No Child Left Behind legislation and is used to measure adequate yearly progress of our students' performance. Students must score a "Fluent" on all four domains (listening, speaking, reading, and writing) and the composite on the KELPA for two consecutive years before being allowed to exit the program. After they have done that, the ELLs are monitored for two additional years.

ELLs are observed by classroom teachers, etc. for any indication of regression or not being able to keep up with their peers. Classroom grades, participation in class, KELPA results, etc. are examined to determine whether students are continuing to succeed or may need additional ESOL services. If scores on a language assessment indicate that the student(s) are less than "Fluent", the student may be placed back in the ESOL program.

## **DISCIPLINE**

The Belle Plaine Elementary School discipline policy is based on mutual respect between administration, staff, students, and parents. Students must remember they are responsible for their actions. If actions are in violation of school policies, students will have to accept the consequences. Kansas Law allows school districts to hold students accountable for their behavior while they are on school property, on school buses, and at any school sponsored activities.

Our school motto: "Respect yourself, respect others, and respect the world around you," encompasses the following rules concerning the conduct of students.

### **STUDENTS WILL:**

1. Remain within the confines of school grounds during school hours and extra-curricular activities.
2. Respect and speak politely to teachers, staff members, other students, and all other members of the school community.
3. Respect school property and the property of others.
4. Follow the five school-wide rules that set expectations for positive behavior in the school environment:

Rule #1—Follow directions quickly.

Rule #2—Raise your hand for permission to speak.

Rule #3—Respect the world around you.

Rule #4—Make smart choices.

Rule #5—Make your teacher happy.

Acts of behavior which interfere with a positive learning environment or which are antagonistic to the welfare of other pupils will be considered unacceptable.

The classroom teacher will handle most discipline incidences. On certain occasions, the offense may be referred to the office for administrative action. These cases will usually be instances of a serious discipline problem.



Belle Plaine Elementary School will follow a progressive discipline policy. The administration reserves the right to assign severe consequences out of progression when behaviors are considered dangerous or extreme. Each referral for disciplinary action will be reviewed individually. The school will work closely with parents to assist all students in exhibiting appropriate behavior at all times. Violation of the school rules may result in disciplinary action including, but not limited to one or more of the following:

Consequences given as part of individual classroom discipline plans.

Thinking area in buddy teacher classroom.

Referral to the principal.

Student conferences with a teacher, administrator, or counselor.

Parent contacts, by phone and/or in writing, as necessary.

Recess, lunch, and/or after school detention.

Community service with parent approval.

Time out from part or all of recess, or other school activities.

Time out area during lunch.

School service, with parent permission.

Assign written consequences, such as sentences, themes, apologies.

Referral to HOPE team.

Student behavior contracts.

Restitution for damaged school property, including textbooks or school materials.

Referrals to appropriate community agencies including Sumner County Mental Health.

Bus referrals can result in suspension from bus services (See bus policy)

Suspension and expulsion in accordance with board policy.

### **Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts; impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property, or at a school-sponsored event.

No child has permission to bring the following articles to school at any time. If a child brings any of these articles to school, the child will be sent to the principal's office.

1. Tobacco use paraphernalia in any form (including lighters and matches)
2. Knives in any size or form
3. Guns in any size or form (including toy guns)
4. Obscene literature or pictures
6. Pets (permission from the classroom teacher and the principal is required)

### **Behavior School**

Behavior School will be held after school from 3:25pm to 4:15pm. Students will be completing character education lessons that focus on different school rules and the school motto. Students may be assigned behavior school as a consequence for Level 1 and Level 2 infractions. Parents will be notified at least 24 hours in advance and are responsible for providing transportation for students. Failure to attend behavior school could result in increased consequences.

### **Parental Notification**

Any time a student is referred to the principal for a discipline offense and given a consequence, every effort will be made contact parents at home or work either by phone or email.



**Repeat offenders of this Discipline Policy may be excluded from out of school activities and/or parents may be required to accompany student to assist staff in supervision at these activities.**

## **BUS BEHAVIOR** **Transportation**

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privileges of a student who violates any rules or regulations.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

Exceptions may be approved by the administration. (District Policy JGG)

For the safety of all students, USD 357 Belle Plaine has adopted the following bus regulations.

- The driver is in charge of the passengers and the bus. Students must obey the driver promptly and courteously. The driver may assign seats to each passenger.
- Students may use ordinary conversation; otherwise classroom conduct is to be observed.
- Students shall not throw objects while in the school bus.
- There shall be no consumption of food, drinks or chewing gum on the bus at any time.
- Students shall not extend any part of their body out of bus windows.
- Student shall not move about or stand while the bus is in motion.
- Students shall not transport animals, weapons of any type, explosives, or hazardous materials on the bus.
- Students shall not use, possess, or be under the influence of tobacco, alcohol, or other illicit drugs while in the school bus.
- Damage to the bus is to be reported immediately to the driver. If a student(s) is responsible for the damage to the bus, they must pay for the damage.
- Students must be on time at their designated boarding location. When students are picked up in the morning and must cross the road, they are to wait until the bus is stopped, the STOP SIGN is activated and the driver motions for them to cross.
- Students should inform their driver or the school office when possible, of their intention not to ride the bus.
- The driver will not discharge riders at places other than the regular bus stop near the home or at school, unless by proper authorization from parent, guardian, principal or superintendent of the school.
- Students are advised to listen to the radio or TV in the event of inclement weather to be informed of changes in bus service. Stations contacted will be: KFDI (101 FM, 1070 AM), KSNW (CH 3), KAKE (CH 10) and KWCH (CH 12).
- Any conduct that, in the judgment of the driver, is distracting or hazardous shall be reported and is subject to disciplinary action. The disciplinary action for violating these rules will be a report to the student's building principal.
- The principal may deny the student the privilege of riding the bus. Parents will receive a written notice of the disciplinary action taken by the principal.

### **Possible Consequences of Bus Misbehavior**

1<sup>st</sup> Write-up: Parents notified/ loss of privileges (lunch recess)

2<sup>nd</sup> Write-up: Parents notified/ loss of privileges (lunch recess)

3<sup>rd</sup> Write-up: Parents notified/loss of ridership (1 week)



Additional Write-ups: Semester loss of ridership

## **BULLYING**

72-8256. Bullying, school district policies. (a) As used in this section:

(1) "Bullying means: (A) Any intentional gesture or any intentional written, verbal, electronic or physical act 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; or
- (iv) placing a student or staff member in reasonable fear of damage to the student's or staff members property;

(B) cyberbullying; or

(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(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.

The Board of Education believes that all students have a right to a safe and healthy school environment. The district, school and community have an obligation to promote mutual respect, tolerance, and acceptance. Belle Plaine Elementary School will not tolerate behavior that **infringes on the safety of any student and/or disrupts the educational process**. A student shall not bully, intimidate or harass another student through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assault, such as teasing or name-calling; and social isolation or manipulation either in person or on the internet, while on the school district property or as an educational disruption brought to the school district through a personal or commercial internet communication.

This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus which manifests itself at school and results in a disruption of the educational process. Students who violate this policy are subject to disciplinary action.

## **Belle Plaine Elementary School Anti-Bullying Program**

### **Types of Bullying**

There are three types of bullying:

- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting/biting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gesture
- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - Teasing



- Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
    - Leaving someone out on purpose
    - Telling other children not to be friends with someone
    - Spreading rumors about someone
    - Embarrassing someone in public

(Information taken from stopbullying.gov)

### **The Purpose of the BPES Anti-Bullying Program**

- To prevent and reduce, if not eliminate, existing bully/victim problems at BPES.
- To achieve better peer relations at school, and to create conditions that allows students to achieve at school and at school activities.
- To create a safe school environment for all.

### **BPES Anti-Bullying Student Guidelines**

- We will not bully others
- We will try to help students who are bullied
- We will try to include students who are left out
- If we know that someone is being bullied, then we will report it to an adult at school and an adult at home.

### **Reporting vs. Tattling**

**Reporting** is speaking the truth for somebody's safety.

- Purpose to keep someone safe
- Need help from an adult
- Important
- Harmful or dangerous
- Behavior is on purpose

**Tattling** is trying to get someone in trouble.

- To get someone in trouble
- You can solve the problem
- Unimportant
- Harmless
- Behavior is an accident

### **Cyberbullying**

"Cyberbullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. "Cyberbullying" and social bullying are not necessarily related.

### **Consequences for Student/s Who Exhibit Bullying Behavior**

Consequences for bullying are outlined in the Discipline Policy.

## **SAFE SCHOOL ACT**

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report **all felony and misdemeanor crimes** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information, which indicates a crime (felony or misdemeanor), **may** have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement) is



dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administrator shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parents, guardians, or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove the student from the school jurisdiction is the prerogative of law enforcement and **not** under the authority of school personnel.

### **TECHNOLOGY USE AND PRIVACY**

Students shall have no expectations of privacy when using district e-mail, computer systems, or electronic devices. 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 application or information stored in district computers, computers systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computers system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

### **CHILDREN'S INTERNET PROTECTION ACT (CIPA)**

The district shall implement and enforce an internet safety plan meeting the requirements of the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act.

Such plan shall include measures to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web.
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
  
- (3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors, and
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purpose of this policy, "minor" shall be defined to mean any student who is 18 years of age or under. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plans may be afforded to all district students. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required. (IIBGA)

### **CIPA Safety Plan**

#### **Goals:**

It is the policy of USD 357 to take the following measures in order to better protect our district students from harmful online and electronically transmitted content:

- Install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;



- Monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- Address issues related to the safety of students when using e-mail, chat rooms, and other electronic communications;
- Educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- Hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- Prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include , but may not be limited to, personally identifiable information contained in student records; and
- Comply with the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures or Internet filters shall be used to block or filter Internet, or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Belle Plaine USD 357 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use and dissemination of personally identifiable information regarding students.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Belle Plaine USD 357 staff to educate, supervise and monitor appropriate usage of the online computer network access to the Internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1) Students shall report suspected violation of this policy to any classroom teacher.
- 2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

### **Disciplinary Measures**

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

### **Adoption**

The board of Belle Plaine USD 357 adopted this Internet Safety Policy at a public meeting, following normal public notice, on November 23, 2009.

## **USE OF TRAINED DOGS TO SEARCH**

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.





## ATTENDANCE POLICY

### Absences and Excuses

When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parents(s) or the student. (JBD)

The law requires all children that have reached the age of seven and under the age of 18 who have not yet graduated must attend school. To be successful in school, a student must be regular and punctual in attendance. The practice of either occasional or frequent absences or tardiness in many cases leads to poor schoolwork and scholastic failure. Parents can render no greater help to their children than to see that they are in school every day.

No absence will be excused until the office has received a phone call or note from the student's parent or legal guardian. **The parent or guardian must contact the office on the day of the absence by 9:00 AM.** The office has voicemail; therefore parents can call anytime and leave a message. If the office does not receive a call, they will make an attempt to contact a parent by phone. Parents who do not contact the school by phone need to send a written note with the student when the student returns to school. If this procedure is not followed, the absence can be counted unexcused.

### Reasons for excused absences include:

- **Illness:** Excessive illnesses may require a physician's statement.
- **Medical or dental appointments:** Teachers and the office should be notified ahead of time. Students will be expected to make reasonable efforts to meet assignment deadlines and communicated with teachers prior to the absence.
- **Death in the immediate family.**
- **School sponsored activities:** Students will be expected to make reasonable efforts to meet assignments deadlines and communicate with teachers prior to the absence.
- **Limited Family requests:** As long as the student makes reasonable efforts to complete work ahead of time or negotiate a plan for makeup work with the principal. Parents must notify school in written form two weeks prior to absence of student if gone for an extended time or the absences may be considered unexcused. Student must get all homework prior to leaving.
- Other absences will be unexcused.

### Unexcused Absences:

1. It is impossible to list all of the possible reasons for receiving an **unexcused absence**. Examples of unexcused absences are oversleeping, shopping, babysitting, and leaving school without permission.
2. Students who are absent from school because of illness and are seen downtown or around school during or after school hours may be marked unexcused.
3. Students who are absent from school **must have administrative approval prior to attending school activities on the day of the absence.** Students must attend 1/2 day of school to attend or participate in activities. **Administration approval is required for ANY exception.**
4. The principal is the school official designated by the Board of Education to determine whether an absence is excused or unexcused.
5. **Excessive Absence Policy:** After eight excused absences in a semester, parents will be contacted. A doctor's note may be required to verify a doctor's appointment for any further absences to be excused. Any absences without the requested verification may be marked unexcused by the principal.

**Reminder:** It is the parent's responsibility to notify the school office if their child is going to be absent due to illness or for any other valid reason. Parents should call the office or send a note with their child explaining the reason for the absence. **If possible, please call the school by 9:00 am each morning your child is absent, 488-2617. If the school is not notified during that school day, the absence will**



**be marked unexcused.**

### **ADMINISTRATIVE DISCIPLINARY ACTION FOR TRUANCY**

Kansas Attendance statutes require that a referral be made to Department of Children and Family Services or the County Attorney when a student has 3 consecutive **unexcused** absences, 5 **unexcused** absences in a semester or 7 total **unexcused** absences in a year. They will also be kept informed of excessive absences. The school will follow the **Compulsory Attendance Law (Truancy)**.

### **TARDIES**

It is the responsibility of the parents to notify the school why their child is tardy. Excessive tardiness will not be tolerated and is not acceptable at BPES. The following will apply:

- If a student arrives after 8:00 a.m. but before 9:00 a.m., they are tardy.
- Breakfast is served between 7:30 and 7:50; **any student who arrives after that time will be served, but considered tardy.** Breakfast is not served after 8:00 a.m.
- If a student arrives at school after 9:00 a.m. but before 2:00 p.m., they will be counted as being absent 1/2 day
- If a student does not come to school at all, or arrives after 2:00 p.m., they will be counted as being absent the entire day
- K.S.A. 72-1113 (C) applies also to students who are tardy.

#### **Valid reasons for being tardy are:**

- Illness
- Appointments such as doctor or dental

**K.S.A. 72-1111:** Every parent, guardian, or other person in the state of Kansas having control over or charge of any child who has reached the age of seven (7) years and is under the age of sixteen (18) years, shall require such child to attend continuously a public school or a private, denominational, or parochial school taught by a competent instructor, each school year for such period as the public school of the school district which the child resides is in session.

### **MAKE-UP WORK**

It is the student's and parent's responsibility to obtain make-up assignments from teachers following excused or unexcused absences. Students with excused absences will be provided the number of days they missed **plus one** to make up work assigned while they were absent. Assignments made prior to an absence and due while the student was absent will be due the day the student returns from an excused absence. Students who are returning from an absence are responsible for picking-up homework and all assignments missed while absent. The make-up time begins immediately upon return to school. Students and parents are reminded it is the student's responsibility to keep up their schoolwork when absent from school.

### **MEDICAL EARLY RELEASE**

If it is necessary for a student to leave school due to an injury or illness, parents will be contacted by phone. It is extremely important that parents give school personnel current telephone numbers for:

- Home/Cell
- Work
- Another adult who will be responsible for the student if the parent cannot be reached or cannot come to school quickly.

Students will not be allowed to leave school while it is in session without permission from the office. If a student is to be picked up before the regular dismissal time, he/she is to be picked up in the school office or the health room. Students must be signed in/out at the office.



## SCHOOL HEALTH SERVICES

The school nurse identifies, modifies, or removes health-related barriers to learning, and promotes the highest level of student wellness. The nurse provides health screening and other health assessments, health information, and health counseling to staff, students and families. The nurse coordinates infection control and promotes a healthy, safe school environment. The nurse coordinates care of ill or injured students, and coordinates care for students needing on-going specialized health services at school.

### Student Illness

To ensure the wellness of our school as a whole, we ask that you abide by these basic rules.

- 1) Student must be **fever free for 24 hours** before returning to school.
- 2) Student must be **vomit free for 12 hours** before returning to school.
- 3) Please notify the school if your child has been diagnosed with a contagious illness. If your child has been diagnosed with a contagious illness that is treated with antibiotics he/she **must be on the antibiotics for 24 hours before returning to school**. These illnesses include, but are not limited to, strep throat and pinkeye.

### Required Immunizations

#### Immunization for entry into Preschool

<u>Vaccine</u>	<u>Doses</u>	
DTaP (Diphtheria, pertussis, tetanus)	4	
IPV (Polio)	3	
MMR (Measles, mumps, rubella)	1	
Varicella (Chicken Pox)	1	(or physician documentation of disease)
Hep A	2	
Hep B (Hepatitis B)	3	
Hib	4	(dependent upon the age of the child when doses were received)
Pevnar	4	(dependent upon the age of the child when doses were received)

\*This is in accordance with the ACIP recommended immunization schedule for children ages 0-4.

#### Immunization for entry into Kindergarten (K.A.R. 28-1-20)

<u>Vaccine</u>	<u>Doses</u>	
DTaP (Diphtheria, pertussis, tetanus)	5	(last dose on or after 4 <sup>th</sup> birthday)
IPV	4	(last dose on or after the 4 <sup>th</sup> birthday)
MMR	2	(the last dose on or after 1 <sup>st</sup> birthday)
Varicella	2	(or physician documentation of disease)
Hep B	3	

### Immunization Exemptions

In the event of an outbreak of a vaccine preventable disease, any child not vaccinated may be excluded from school based upon County and State Health Department recommendations.

### School Medication Policy

- 1) Students are not allowed to take medicine themselves.
- 2) We give only prescribed medication at school.  
Please bring medicine in the original pharmacy container or with written instructions from a physician or dentist. If this is impossible, your doctor may phone instructions to the nurse. If medicine is prescribed in the Emergency Room or your doctor gives you



samples, please remember to ask for written instructions for school.

- 3) Do **NOT** send over-the-counter medicine (Tylenol, Motrin, Tums, cough medicines, etc.) unless it has been prescribed by your doctor. Again, we must have written or oral instructions from the doctor or dentist.
- 4) If a student's medicine is prescribed for three (3) times a day, please give all doses at home unless your doctor sends specific instructions otherwise. The schedule most parents use is
  - (1) at breakfast,
  - (2) after school and
  - (3) at bedtime.
- 5) If a student's medicine is prescribed four (4) times a day, one dose can be given at school.
- 6) If a student needs prescribed medication during a school-sponsored event such as a field trip or athletic event, arrangements must be made prior to that event. The medication must be administered by the supervising adult.

### **PARENT CONTACT INFORMATION**

Parents are required to complete information when they enroll their children. This information will be used to notify parents when school is going to be dismissed early or if there is an emergency involving their child. It is important that the parent provide an emergency contact number for the school. It is the responsibility of the parents to notify the school when there are changes to be made regarding this information.

### **BOOK RENTAL**

Fees will be determined by the Board of Education prior to the beginning of the school year. When a student moves out of our district, the textbook rental fee will be prorated for a refund. If any book is lost or destroyed or is mutilated beyond normal wear, the student will be expected to pay the price of a new book or its repair. **There will be no refunds made after the beginning of the fourth quarter.**

### **CLASSROOM PARTIES**

Three parties are held during the school year: Halloween, Winter Break, and Valentine's Day. **Birthday Treats** – Students may bring their class treats to celebrate their birthday. However, these treats must be pre-packaged, store bought treats. Prior notification to the student's teacher is appreciated.

### **CLASSROOM PLACEMENTS**

Classroom placements will be made by the principal, with recommendations from the previous teacher and taking into account any special needs a student may have. This process will be followed to place the student in the learning environment that is best for the student. **No classroom requests by parent/guardian will be accepted.**

### **CLASSROOM VISITS**

Parents are encouraged to visit the school at their convenience, however, those wishing to visit **please schedule ahead of time, and ALL visitors need to sign in at the office.** It is suggested that visits be limited to approximately one hour. Please do not plan these visits during the first two or last two weeks of the school year, on days students are testing, when students are practicing for a program, or the week of a holiday. Friends should not visit school with the students, as it is disruptive for the class. If it is necessary, please contact the school one (1) day in advance so that arrangements can be made with the teacher and/or principal.



## **COUNSELOR**

Confidentiality is an essential component involved in the counseling process. It is necessary to build and maintain a trusting relationship between the child and the counselor. Therefore, the counselor will respect this confidentiality unless he/she feels that the student may cause harm to him/herself or others, or there is a need to report child abuse or criminal acts as required by law.

## **FIELD TRIPS**

Field trips will be planned throughout the school year. A blanket school permission is given at enrollment and on file in the office before students will be allowed to attend any field trips. Notes notifying parents of upcoming field trips will be sent home prior to the field trip. Depending on the field trip, parents may be invited to attend. We request that **no** siblings attend. Students are required to ride the bus to and from the field trip site. **Parents wishing to take their child home from the field trip must have a note on file in the office at least 24 hours before the field trip.**

### **Please keep in mind that:**

- It is not always possible for parents to meet their student at the field trip site because of the guidelines and regulations of that site.
- Schools are required to make reservations and have a deadline for the number of people going. It is not always possible to add last minute reservations.
- All parents that have been invited to go make arrangements to drive themselves.

## **GIFT EXCHANGES**

No gift exchanges are to take place at school with the exception of classroom Winter Break gift exchanges.

## **PERSONAL PARTIES**

No party invitations are to be given out at school, unless an invitation is provided for every student in the child's classroom. Prior arrangement with the classroom teacher is appreciated.

## **LIBRARY POLICY**

Each student may have two library books checked out at one time and these can be kept for two weeks for grades 2<sup>nd</sup> through 4th, **or** one week for kindergarten and 1st graders. At the end of each semester, the parent will receive a note informing them of the title of any overdue book, the date it was due, and the replacement price if it cannot be located. The student will have the option of returning the book for a refund if it is located later and returned, including those that might be found over the summer and returned in August. A note will also be sent with the price when a severely damaged book is returned.



## CAFETERIA

A statement from a recognized medical authority, which includes recommended substitute foods, must support substituting for milk or other foods. The statement should be maintained on file in the school.

Students who cannot obey the cafeteria rules will be seated at an isolated table; no talking is allowed at this table.

No pizzas, hamburgers, or fast food of any kind are to be delivered to the classrooms for a student's lunch.

**Breakfast is served between 7:35am and 7:50am; any student arriving between 7:50am and 8:00am will be served, but considered tardy. Breakfast is not served after 8:00 a.m. The cafeteria is open in the morning only for those students participating in the breakfast program.**

## SCHOOL MEALS

### BREAKFAST PRICES

\$2.20 Adults  
\$1.70 Students  
\$0.30 Reduced

### LUNCH PRICES

\$3.60 Adults  
\$2.50 Students  
\$0.40 Reduced

When a student does not have a sack lunch or the money to pay for a meal, the student will have to "charge" a meal. A meal slip will be sent home showing a negative balance for that day. **Parents will then be responsible for payment.**

### Meal Prices and Procedures

USD #357 participates in the Federal School Nutrition Program. Meal prices shall be determined annually by the Board of Education. All students must have a meal account in order to receive a school meal. USD #357 has established a policy allowing a maximum of 3 meal charges for all students and adults. Parents will be notified when the lunch account reaches \$5.00 or less. Once the account has a zero balance, the student will be allowed to charge 3 meals. On the 4<sup>th</sup> day the student will be served a snack and a carton of milk. On the 5<sup>th</sup> occurrence by an individual student the administration will notify the parents and the Department for Children and Families may be notified.

## SPECIAL MILK

Pre-School - 4th grades \$43.00 per semester

**MILK MUST BE PAID FOR IN ADVANCE - NO CHARGES ARE PERMITTED**

## MOVING

If you are planning to move, we would appreciate at least two days notice of your child's last day of attendance and **you will need to complete the withdrawal form.** Student records will be sent directly to the new school when requested by that school.

## PARENT QUESTIONS, CONCERNS AND PROBLEMS

If a parent has a question about a problem in the classroom, lunchroom, or on the playground, a solution can be reached more readily if the parent **first contacts the teacher** to discuss the problem.



## PERSONAL ITEMS

Students should not bring personal playthings (toys, trading cards, etc.), unless requested by a teacher (i.e.: show and tell). Toy guns are specifically forbidden. I-pods, cell phones, and electronic games are to be **kept in a backpack during school hours**. If the student has them out **during the school day**, the item will be confiscated and taken to the office for the remainder of the day. First offense, the student will be able to pick up the item at the end of the day and the parent will be contacted, but any further offenses will require the parent to come to the office to pick up the items. Students are highly discouraged from bringing items of this kind to school.

Students are also discouraged from bringing extra money to school. **The school is not responsible for personal items that are lost, broken, traded or loaned to other students.**

## RECESS

Students will go outside when at all possible for recess. Parents should make sure their children are dressed for outside activity in all kinds of Kansas weather. Students will have recess as long as the wind chill is above 20 degrees. All students will be expected to go out to recess with their class; however, consideration will be given to students with special health problems. Students are expected to obey the recess rules established by the teachers. Recess time is a privilege. Those who cannot follow the rules of the classroom or recess may lose all or part of that privilege.

## RETENTION

Before retention is considered, the student's abilities should be weighed and the best interests of the student shall be considered. Every effort will be made by the teachers and the administration to report the achievement rate of each pupil to his/her parents by report cards and by conferences. When it becomes evident that a student is not achieving acceptable standards, the parent will be notified that retention is being considered. This notice of possible retention will include an invitation to the parents to confer with the principal and the teacher. This conference will help the school to make a more complete evaluation of the student. The decision to retain a student will be made by the teacher and principal. This decision will be final.

## SCHOOL DRESS

Since the dress code depends on a parent's good judgment, we rely on you to ensure that your child comes to school dressed appropriately. T-shirts with inappropriate language, shirts with oversized armholes, mesh shirts, low-cut shirts, or short shorts are not acceptable elementary attire. Clothing or items that are a distraction and detract from the learning environment will be deemed inappropriate, and parents will be called. Students should also dress for appropriate weather since they will be going out for recess, weather permitting. **If a child is dressed inappropriately, the parent will be called to bring the student appropriate clothing.**

## SEVERE WEATHER

In the event that we are having severe weather and there is some question concerning whether or not school is in session, a person should tune their radio to any of these stations: KFH, KLEY, or KFDI. School closings will also be aired on Channels 3, 10, and 12. Please make sure that the office has current phone numbers in the event that school should be cancelled during regular school hours. The School Messenger service will also call all students in the district to let parents know school has been cancelled.

## TELEPHONE

The use of the telephone should be reserved for school business and for emergency calls only. Please



try to make all necessary plans with your children before they leave in the morning. When necessary you may call the office to leave a message.

### **Notice of Non-Discrimination**

Students, their parents, and employees of Unified School District No. 357, Belle Plaine, KS are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, or handicap and is required by Title VI, Title IX and Section 504 (ADA) not to discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment of or employment in its programs and activities. Any person having inquiries concerning USD No.357 compliance with those regulations is directed to contact Superintendent Dr. Rose Kane, USD 357, 719 N. Main, Belle Plaine, KS 67013, phone (620) 488-2288. Superintendent Kane has been designated by the Board of Education of Unified School District No. 357 to coordinate the school district's efforts to comply with the above named Regulation.

### **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 Educational Amendment 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. (refer to the complete district policy JGEC and GAAC)

### **Racial and Disability Harassment**

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, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability (disability harassment") shall not be tolerated in the school district. Racial or disability 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.

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. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. (refer to the complete district policy JGECA,)

### **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.

This policy shall be made available on the district website with links to the policy available on any





individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

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

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

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

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Physical Restraint" means bodily force used to substantially limit a student's movement.

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

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

Prohibited Types of Restraint

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

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

- o Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
- o Any device used by law enforcement officers to carry out law enforcement duties; or
- o Seatbelts and other safety equipment used to secure students during transportation.

**Training** All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position.

Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

**Documentation**

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

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

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

All such documentation shall be provided to the building principal, who shall be responsible for providing



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

#### Reporting Data

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

#### Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

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

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

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

Adopted: 09/2013