

**NICKERSON
ELEMENTARY**



**PANTHERS
2017-2018**

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District Information

DISTRICT PHILOSOPHY OF EDUCATION

The educational philosophy of the district is based on the concept that recognizes the individuality of each student and the necessity that the educational program must be designed to provide for individual needs of students. This basic philosophy requires an educational program that provides the learning experience necessary for students to develop their educational skills to the fullest potential.

The district recognizes the importance of a well-rounded education which includes basic skill development, a strong activities program, varied opportunities for students to explore a variety of educational interests, and an introduction to learning experiences of a vocational nature.

DISTRICT MISSION STATEMENT

The ultimate goal of education is to prepare each student to live in an unknown future. Consequently, the challenge of educators is to equip students with knowledge, skills and values, that will enable them to live effectively, productively, and enjoyably in tomorrow's world. Inherent is the intent to help each student to reach his/her full potential as a human being.

PURPOSE

The purpose of this student policy handbook is to provide some information about your school. State law mandates some of the policies, some are directed by our local school board and superintendent, and others are guidelines that we feel are essential for operating a strong school program. Please read and discuss this information with your child. Students will be expected to observe the policies as outlined. This information will be updated periodically.

ADMINISTRATION

| | | |
|------------------|--|--------------|
| Dr. Dawn Johnson | Superintendent of Schools | 620-663-7141 |
| Penny Stoss | Asst. Superintendent of Schools | 620-663-7141 |
| Kristi Rohling | Business Manager | 620-663-7141 |
| Rick Blosser | Principal, Nickerson High School | 620-422-3226 |
| Amy Jones | Principal, Nickerson Elementary | 620-422-3215 |
| Vince Naccarato | Principal, Reno Valley Middle School | 620-662-4573 |
| Julie Schrum | Principal, South Hutchinson Elementary | 620-665-8441 |
| Danno Ochs | Supervisor of Buildings and Grounds | 620-422-3205 |
| Roy Lewis | Transportation Director | 620-422-3191 |

BOARD OF EDUCATION

Tammy Davis, President
Jessica Engelland, Vice-President
Mike Apfel
Jason Ontjes
Linda Owen
Duane Phillips
Dan Schweizer

EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

Unified School District #309 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Students are protected against discrimination in admission, access to enrollment, access to and use of school facilities, counseling and guidance, vocational education, physical education, competitive athletics, student rules, regulations, and benefits, health services and school-sponsored extracurricular activities. Any questions regarding the Boards' compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act may be directed to the USD #309 Compliance Officer, who can be reached at 4501 West 4th, Hutchinson, KS 67502, telephone (620)663-7141, or by contacting the Office of Civil Rights of the Department of Education, telephone (816)891-8026. The District Compliance Officer can also be contacted for the existence and location of accessible services, activities, and facilities.

HARASSMENT RACIAL and/or SEXUAL

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, race, color, or national origin. Discrimination or harassment on the basis of race, color or national origin will not be tolerated; sexual harassment will not be tolerated. Sexual or racial discrimination is strictly prohibited.

All forms of sexual and racial harassment are unlawful discrimination and are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual and racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It is a violation of policy for any student, employee or third party (visitor, vendor, etc.) to sexually or racially harass any student, employee or other individual associated with the school. Further, it is a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint.

Sexual Harassment Defined

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Racial Harassment Defined

Racial harassment may result from verbal or physical conduct or written graphic material. It is racially motivated conduct which:

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

Reporting Sexual or Racial Harassment

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

Any student who believes that he or she has been subjected to sexual or racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another licensed staff member. Any school employee who receives a complaint of sexual or racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination compliance procedure.

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

Failure to Report

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

Involvement of Authorities

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

Confidentiality

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

Retaliation and False Complaints

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

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

Homeless Student Regulations Required by Federal and State Law

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records (See JR and JGCB)

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless coordinator: Dawn Johnson, USD 309 Complex, (620) 663-7141. The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.

4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Complaint Form

PROGRAMS FOR HOMELESS STUDENTS

(Assignment to a School Other than School of Origin/School Requested by the Parent)

After reviewing the situation, it would be in the best interest of your child or youth to be educated at

_____.

Explanation of decision: _____

If you so choose, you may appeal this decision in the following manner:

You may verbally and informally state your complaint to the district's homeless coordinator. If the complaint is not promptly resolved, you may complain in writing to the homeless coordinator. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator will provide you a written decision, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the result.

PARENTS' RIGHT TO KNOW PROVISION OF ESEA

The Elementary and Secondary Act of 2002 (ESEA or "No Child Left Behind") requires schools to annually notify parents of their right to request information on the professional qualifications of their child's teachers. The ESEA goal is for every child to have "highly qualified" teachers. Highly qualified teachers in Kansas are those individuals who have obtained college degrees and full State licensure as a teacher in the area the individual is teaching; the teacher has not had licensed or licensure requirements waived on an emergency, temporary, or provisional basis.

A parent who wishes to know the qualifications of his child's teacher may request this information from the building principal. The principal will provide the information on the status of the teacher's licensure.

Protection of Pupil Rights Amendment: Regulation

Surveys: Parental Inspection Rights

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to

determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

Approved: December 8, 2003

Copyright Regulations and Fair Use” Rules for Educators.

In accordance with school board policy ECH, the following regulations will be observed to comply with the copyright laws of the United States.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

The Purpose and Character of the Use

The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair use would probably allow teachers acting on their own to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

The Nature of the Copyrighted Work

Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

The Amount and Substantiality of the Portion Used

Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies can result in greater penalties.

Prohibited Practice

No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from

the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice

A teacher may make--for use in scholarly research, in teaching or in preparation for teaching a class--a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. “School days” are school session days--not counting weekends, holidays, vacations, examination periods or other scheduled interruptions--within the 45 calendar day retention period.

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose without authorization.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

Computer Software

District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be rightful.

When software is used on a disk-sharing system, efforts shall be made to secure this software from copying.

Illegal copies of copyrighted programs shall not be made or used on school equipment.

Approved by Board of Education: September 8, 2003

RESIDENCY

The legal residence of a student under age 18 will be established on the basis of the actual residence of the parents or guardian of the student.

Resident students are those students age 18 or older who actually reside within the boundaries of the school district, and those students under age 18 who actually reside with their parents or legal guardians within the boundaries of the school district. Ownership of land located within the school district and/or the subsequent payment of taxes for school purposes will not establish residence if in fact the parents or legal guardian actually reside outside the district. Legal guardianship will be established by the presentation of a judicial order or similar legal document designating guardianship.

Students who reside in another district may enroll in this district upon recommendation of the building principal and approval of the Superintendent, provided such students meet applicable age and entrance requirements, and provide evidence of good attendance and behavior where they have previously attended school. An appropriate application must be filed each school year. Certain special fees may be applicable to out-of-district admissions.

TITLE I PROGRAM

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
 - State academic content and achievement standards;
 - How to monitor their child's progress; and
 - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:

- Keeping families informed of opportunities for involvement and encouraging participation in various programs.
- Providing access to educational resources for parents/families to use together with their children.
- Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
- Allowing parents reasonable access to staff that work with their children.
- Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Promoting activities, which emphasize the importance of parent-school communication.

ACTIVITIES TO ENABLE PARENTAL PARTICIPATION

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

SCHEDULING FOR PARENTS' CONVENIENCE

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provides information in a format and language the parents understand.

ANNUAL EVALUATION

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

Hazing/Harassment/Intimidation/Bullying/Menacing

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

“Bullying” means:

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

iii Placing a student of staff member in reasonable fear of harm to the student or staff member

- (B) Any 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.

Included in our policy are lessons on character development, how to report bullying, by-stander education, and conflict resolution. The administration will deal with all bullying reports and administer discipline in accordance with the school's discipline policy.

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

Individuals may also be referred to law enforcement officials as determined by the building administrator.

Student Privacy Rights

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

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

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

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

Building Information

ADDRESS

Please keep the school informed of your current home address, business or work address, and phone numbers. This information may be needed in an emergency.

ALCOHOL, DRUGS, AND TOBACCO PRODUCTS

The use or possession of any stimulant, depressant, or hallucinogen (drugs, alcohol, or cereal malt beverages) or paraphernalia to use such drugs while attending school or while representing the school or attending a school function, on or off the school premises, will result in suspension or expulsion from school and referral to law enforcement. Selling or distributing drugs will result in expulsion from school and referral to legal authorities.

If circumstances warrant, the administration may reduce the suspension/expulsion requirements, provided the student and parents participate in an established community-based evaluation or treatment program. The goal or purpose of this effort is to identify potential substance abuse by the student and to provide information, guidance, and support to the student and parents in a difficult situation. Upon return to school, the student will be placed on a probationary status.

ATTENDANCE

Each student is allowed a maximum of ten days excused absences a year for situations such as illness, death, funerals of friends or relatives, accidents, emergencies, or unavoidable situations necessitating absence such as family vacations or any other justifiable activities having the prior approval of parents or guardians. Absences not confirmed by parents by phone or note upon the student's return to school will be classified as unexcused. All other absences beyond ten are normally classified as unexcused. Absences due to a student being hospitalized or under the treatment of a physician for a specific illness are medically excused when the school is properly informed through a statement from the doctor.

Truancy will be filed with the County Attorney's office when a student under the age of eighteen accumulates unexcused absences on three consecutive days, or a total of five days in a semester or 10 days during the school year.

BICYCLES

Bicycles must be walked and not ridden on the school grounds. They should be parked in the area provided. Students are not permitted to bring motorized vehicles of any type to school at any time. Students must obey traffic laws.

CONFERENCES

Regularly scheduled Parent-Teacher Conferences take place in the fall and in the spring according to the School Calendar. Unscheduled conferences may be called at any convenient time by parents, teachers, or principals. Once a conference has been scheduled, every effort should be made to attend. Individual Education Plan (IEP), conferences must take place each school year for parents of those pupils involved in special services programs. If your child participates in special programs it is extremely important that you attend these conferences when scheduled.

DISCIPLINARY STATEMENT

It is the feeling of the Board of Education, the administration, and the faculty, that the school is here to serve those students who show by their conduct and study habits that they want an education. We further feel that we cannot and will not tolerate a student who seems intent on violating as many rules and regulations as possible, and who, by his/her actions, disrupts the rights of other students. Actions of this nature may result in In-School Suspension, Out-of-School Suspension or expulsion from school. Respect toward all teachers and employees, as well as obedience, is expected from every student enrolled in Nickerson-South Hutchinson School District.

Good discipline is extremely important in any school and in each classroom. Without good discipline, students cannot realize their greatest growth potential. One of the most important lessons education should teach is self-discipline. It is the foundation of proper conduct and appropriate work habits that are essential to a successful life. To help students develop proper behavior and good conduct it is imperative that the school and home work together to achieve this goal.

The general philosophy of discipline in our school district would be based on the idea that each student has the right to an education, but that no student has the right to disrupt, interfere, or impede the rights of other students. The school's expectation is that the student will manage his/her personal behavior in an obedient, honest, and respectable manner at all times. These expectations apply throughout the school, including classrooms, halls, and playground, school bus, and lunchroom. This includes any situation in which the student is involved in any school activity where the student represents the school as a team member of any school organization. Corrective disciplinary measures will be based on a process that will include a multitude of strategies designed to modify student behavior.

For each disciplinary violation reported to the building principal, notification will be sent to the parents stating the student's misconduct and the action taken by the school. This notification will come in the form of a Disciplinary Referral Notice. A copy of the referral notice will be placed in the student's records so that a fair and impartial decision can be made regarding further disciplinary action to be taken by the school.

DRESS CODE

Proper clothing and good grooming are essential for an effective educational environment. It is important that students present themselves in such a way that they do not damage their status with others or reflect an undesirable image of the school.

Students will be expected to wear clothing that is appropriate for the occasion. Acceptable school clothing need not be expensive or new, but should be neat and clean. Scanty or unnecessarily saggy clothing as well as clothing with alcohol, drug, profanity, violence, or sexual references will be prohibited.

DRILLS

Each school will have one fire drill every month. Schools will also have at least three tornado drills during the school year. There will be two bus evacuation drills per year.

EMERGENCY SCHOOL CLOSINGS

If school should have to be dismissed for a snowstorm, power failure, or some other emergency, radio stations: KZSN, KHCC, KHYM, KHUT, KFDI, KICT, KSKU, KRZZ, KRBB, KZCH, KZLS, or KWBW will notify parents. The following television stations will be notified as well: KSN, KWCH, and KAKE. Parents will also be notified through the Alert Now system via phone call and or email. Each family should have some prior arrangement made so their children will know where to go in such emergencies.

If there is doubt whether school will be held due to snowstorms, a school official will notify the radio stations before 7:00 a.m. and have the announcement read on the morning news. If no announcement is read, school will be in session.

FIELD TRIPS

Field trips are provided only for activities that will contribute significantly to the instructional program. Field trips will not be approved for the purpose of providing parties, picnics, etc. Field trips should be planned so that student participation is not dependent on financial charges to parents, and all eligible students would be included in field trips without regard to ability to pay.

Student transportation for field trips will be provided in accordance with Board Policy.

Field trips taken will be approved in advance by the building principal for all elementary grades. The number of field trips taken by different teachers may vary, in accordance with the degree to which field trips constitute a significant and enriching contribution to the instructional program provided by a teacher. Field trips involving overnight stay are not permitted.

The parent/guardian of elementary students will be informed in advance of their child's participation in an instructional field trip.

GRADES

Report cards are issued at the end of each quarter. These cards are to be examined by the parent. A parent-teacher conference will be scheduled each semester. A notification will be sent to parents of students who are not making satisfactory progress or who are failing at the middle of each grading period. The uniform grading system for Unified School District #309 is as follows:

| Grade | Mark | Interpretation |
|--------------|-------------|-----------------------|
| Kindergarten | S | Satisfactory, |
| | I | Improvement Shown |
| | - | Improvement Needed |
| Grades 1-2 | E | Excellent |
| | S | Satisfactory |
| | I | Shows Improvement |
| | N | Needs Improvement |
| | U | Unsatisfactory |
| Grade 3-6 | A | Excellent |
| | B | Above Average |
| | C | Average |
| | D | Below Average |
| | I | Incomplete |
| | NP | Not Passing |

The use of E, S, I, N, U will be used for grades 3 through 6 in physical education, and music.

HEALTH

The district school nurse will be in each building at least one-half day per week. When she is not in the building, the school is authorized to send children home from school if there are indications that a child has or may be getting a contagious disease.

Guidelines for parents:

These are the recommendations and guidelines for parents as recommended by the Kansas Department of Health and Environment.

**Recommendations for Students with Specific Contagious Diseases
(Kansas Department of Health and Environment)**

| Conditions for Exclusion from School | Conditions for Returning to School |
|---|--|
| 1) Oral temperature of 99.6 degrees or above with headache, sore throat, nausea, coughing/sneezing or other symptoms. | 1) Free of fever for 24 hours. |
| 2) Oral temperature of 100.4 or above will be sent home even when there are no other symptoms. | 2) Free of fever for 24 hours. |
| 3) Severe cough where students gets red or blue in the face or makes high pitched “croupy” or “whooping” sounds after coughing. | 3) Symptom free or physician’s written approval to return to school. |
| 4) Diarrhea, maximum of two watery stools in a four-hour period. | 4) Free of diarrhea for 24 hours. |
| 5) Vomiting | 5) Free of upset stomach and vomiting for 24 hours. |
| 6) CONJUNCTIVITIS, BACTERIAL (Pink eye) – inflammation of the conjunctiva of one or both eyes, swelling of the eyelids, and a purulent discharge. | 6) Excluded from school until 24 hours AFTER treatment has been initiated. |

Health Guidelines continued on next page

| | |
|---|--|
| 7) Infected areas of the skin with crust, yellow, dry area or rash, e.g. impetigo, ringworm, etc. | 7) Return to school 24 hours AFTER treatment has been initiated. |
| 8) Severe itching of the body or scalp or constant scratching of the scalp, e.g. head lice or scabies | 8) After treatment, including free of LIVE lice. |
| 9) Fainting or seizures (other than pre-existing conditions) or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck. | 9) Symptom free or physician's written approval to return |

Parents/Guardians are requested to report the physician's diagnosis to the school. As required by law, nursing services will report communicable diseases to the Kansas Department of Health and Environment and/or the Reno County Health Department.

If you have questions, please feel free to contact: D'ana Heinlein, RN
 USD #309 District Nurse
 620-663-7141

HONOR ROLL

There will be a posted Honor Roll for Grades 3 thru 6 in all schools. Students will be placed on the appropriate Honor Roll at the end of each quarter. The Principal's Honor Roll will consist of all students in grades 5 & 6 who have earned a grade of A in all subjects for which grades are given.

IMMUNIZATION

Kansas state regulations require that any pupil entering school shall be required to present a certification from a licensed physician or county health department that he/she has completed immunizations against; diphtheria, pertussis, tetanus, oral polio, measles, mumps, rubella. Students not in compliance will be excluded from school unless they are exempt from immunizations by law. If they are not exempt, there is a ninety (90) day grace period to get immunizations completed before the student will be excluded.

Kindergarten - Prior to admission to kindergarten, a student must show proof of age and proof of receiving at least one dose of each of the vaccines; measles, mumps, rubella, diphtheria, pertussis, tetanus, and oral polio. The series of immunizations must be completed within ninety (90) days or student will be excluded.

INSTRUCTION

All students K-6 will be required to participate in regular physical education classes unless there is a physical limitation verified by a physician's request for exclusion or restriction.

Instrumental music (band) will be available to all students in grades 5-6.

INDEBTEDNESS

Indebtedness to schools should be avoided. Prompt payment of all fees, when due will be appreciated. Arrangements can be made with the principal at enrollment to make installment payments on textbook charges.

LUNCH/BREAKFAST PROGRAM

All schools will have a lunch period of 30 minutes for each student. Students will be expected to remain at the lunch table for a minimum of fifteen minutes. They may spend the remainder of their noon period on the playground (weather permitting) but not in the corridors or restrooms. Lunch and Breakfast account money should be paid in advance.

Power School is used to show your child's balance for Breakfast, Lunch and Milk. Students are permitted to bring sack lunches and purchase milk if they desire. Free or reduced meals will be served to children who qualify according to the guidelines established by the National School Lunch Act. Eligibility standards and applications may be obtained in the school office.

MAKE-UP WORK

Students who do not complete work (when due) because of absence or who are doing unsatisfactory work may be assigned a make-up period of 30 minutes after school. Parents will be notified in advance when a child will be kept in. Parents are responsible for transportation when a child has to stay after school.

MEDICATION AT SCHOOL

The State Department of Health has issued a recommendation for tighter restrictions regarding the administration of medications at school whether prescription or over-the-counter drugs. Parents are reminded that the taking of medication at school should be avoided whenever possible. Medication ordered on a schedule of "three times a day" can usually be taken at home before school, after school, and at bedtime. Many medications are now available in long-acting form to be taken twice a day, each a.m. and p.m. This includes many antihistamines and decongestant drugs. When it is essential that a student take medication at school, the school will try to cooperate in every way possible. All medication must be sent from home in the original container appropriately labeled stating the name of the student, name of the medication, dosage, and time to be administered. Parents should request two containers from the pharmacist, one for home and one for school.

Medication cannot be given at school until the "Medication Administration Request" form is completed and returned to school. Please note-any medication given at school must have been recommended by a physician-including over-the-counter drug such as Tylenol, cough medications, etc. Please indicate the physician's name on the form. Extra forms are available at the office.

The original "Medication Request" form will be kept by the person administering the medication, teacher, or school secretary, and each dose given will be recorded on the reverse side of the record form. This form will be returned to the school nurse when the medication is no longer being given, and the school nurse will file it in the student's cumulative health record. Medication sent to school without the completed "Medication Administration Request" form and not in the original container properly labeled, will not be given and will be returned home with the student. Parents should save the request form for future use or stop by the office to sign a form and leave medication if necessary.

Students should not have access to the stored medications. Principals will make the decision as to whether or not medication will be stored in the office and administered by the secretary or in the room in a secured place and administered by the teacher.

Those administering any medication will read the labels 3 times:

- 1) Before removing the medication from the container,
- 2) after removing the medication from the container,
- 3) when returning the container to its storage spot.

It is recommended the medication be taken in the presence of the person administering it.

MISSION STATEMENT OF NICKERSON ELEMENTARY SCHOOL

Nickerson Elementary School will provide a positive and cooperative learning environment which emphasizes student responsibility, as well as an atmosphere of mutual respect. All students will have the opportunity to develop the necessary skills for living, learning, and working in our evolving global community.

PARENTS' ORGANIZATIONS

Each school has its own parents' organization that serves a variety of functions. Among these functions are: liaison between school and community, fundraising activities, volunteers to assist in classrooms and to provide parent aids for various class activities.

PARTIES

Parties for students will be held during the school day. In some cases, parent aids may be responsible and in other cases the homeroom teacher may be responsible for the parties. Please check with the school principal for specific details. Students wishing to bring treats for their birthday should notify the teacher at least one day in advance. Treats will normally be distributed during the last 15 minutes of class time.

Party Invitations: If invitations for parties are passed out at school, everyone in the class must be included.

PERSONAL PROPERTY

Toys, games and electronic devices should be left at home unless special arrangements have been made with the teacher. To avoid misunderstandings, losses, and disputes, students should not bring personal property, such as balls, bats or other playground equipment to school. Ball gloves may be brought to school if properly marked for identification. Items such as animals, snakes, firearms or weapons, real or toy explosives, or glass containers will not be permitted on school grounds. Any item to be brought on the bus by a student should be packaged in a bag and be carried either in the passenger's lap or placed under the seat. Stuffed animals should be of a size that a student can manage the items along with any other belongings for which they may be responsible.

SAFETY

Students are encouraged to practice safety precautions on the school grounds at all times. An adult will be on duty during play periods to supervise students in their activities. Skateboards and Wheeled Shoes are not allowed at school during school hours. Caution should be used in and around school buses.

SCHOOL HOURS

Students should not arrive at school more than thirty minutes before school begins. Students will be expected to leave school at dismissal time unless they are involved in an after-school activity or detention.

The school hours in USD #309 are as follows:

| | |
|--|--------------------------|
| South Hutchinson Elementary _____ | 8:10 AM – 3:10 PM |
| <u>Nickerson Elementary</u> _____ | 8:10 AM – 3:10 PM |
| Reno Valley Middle School _____ | 7:55 AM – 2:55 PM |
| Nickerson High School _____ | 8:10 AM – 3:10 PM |

SCHOOL PROPERTY

Students who deface, destroy, lose, or take school property will be held accountable. It is extremely difficult to assess damage or theft appropriately. However, if items are damaged, lost, or stolen, a monetary charge will be made to the responsible party.

Students must never attempt to climb or play on school buildings, enter through windows, or misuse school or playground equipment. Appropriate law enforcement officials will be notified when students are trespassing in or on the building or committing acts of vandalism around the school.

SUSPENSION POLICY

The Board of Education has authorized the administration to suspend or expel from school any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;

2. Conduct which substantially disrupts, impedes, or interferes with the operation of any school;

3. Conduct which endangers the safety of others or substantially impinges upon or invades the rights of others, at school, on school property, or at a school supervised activity;

4. Conduct which if the pupil is an adult, constitutes the commission of a felony or; if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;

5. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

6. Disobedience of any order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

7. Possession of a weapon at school, on school property, or at a school sponsored event will result in a 186 school day suspension.

A suspension may be for a short term not exceeding five school days, or an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. A written notice of any short term suspension and the reason therefore shall be given to the student involved, to his parents or guardian, and to the Superintendent within twenty-four (24) hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student and representative should meet. A parent conference is required for a student to be reinstated after an out of school suspension. All suspensions will be in compliance with K.S.A. 72-8901 and in accordance with due process as outlined by Kansas statute.

SUSPENSION OFFENSES

Acts of unacceptable behavior that may result in suspension/ expulsion with notification made to legal authorities upon the first offense or for repeated infractions, include but are not limited to the following:

1. Possession, consumption or sale of alcoholic beverages, narcotics, marijuana, addictive drugs, or drug paraphernalia.
2. Possessions, threat, or use of lethal weapons.
3. Vandalism or destruction of school property.
4. Theft of property and/or extortion of any type or amount.

5. Failure to comply with reasonable request from the administration, teaching staff, and other school employees.
6. Fighting, intimidation, sexual harassment, or threatening by word or deed.
7. Possession and/or ignition of any form of fireworks.
8. Excessive tardiness or absence.
9. Open defiance of authority. Use of profanity or vulgarities.
10. Repeated violation of school regulations.

PROBATION DEFINITION:

A probationary period of five school days will be assigned for each day of Out-of-School Suspension (OSS). During the probation, one additional disciplinary referral will result in a long-term suspension from school. Immediate dismissal from participation in any extracurricular activities will be in effect during the time the student is suspended.

A probationary period will be in effect upon the return to school for any student suspended Out-of-School for more than one day.

Probation for Second Suspension:

A student suspended for the second time in a school year will be placed on probation for the remainder of the school year. Immediate dismissal from any extracurricular activities will be considered upon the second suspension. A third suspension will result in a formal hearing with a recommendation that the student be suspended long term or expelled.

TARDIES

Each student is allowed a maximum of five tardies a semester. The office will assign detentions after the fifth tardy.

TELEPHONE

The telephone is for school business. Students will not be allowed to use the phone except in emergencies or for a medical reason. Permission to use the phone must be obtained from a homeroom teacher, principal, or school secretary before a student may use the telephone. Students will not be called out of class for phone calls except in case of emergencies.

TEXTBOOKS

All students in USD #309 are required to pay appropriate textbook fees in accordance with School Board policy. These fees vary by grade level and should be paid at the time of enrollment. Please contact the appropriate school office to determine the cost of fees.

Book rental fees will be charged or refunded on a monthly basis for students transferring into or out of the school after the school year starts.

Children who have abused rental textbooks by defacing or marking in the books or by other means will be assessed appropriately for the replacement of the book or books.

TRANSPORTATION SERVICES

Application for transportation for eligible students (Students that live 2.5 miles or more from school or those transported for safety reasons.) must be filled out before service will be provided. These forms are available from the school office.

Transportation to and from school will be provided at no charge. Transportation services will not necessarily provide door to door service and will be on a space available basis.

A copy of our Student School Bus Conduct and Safety Rules, which apply to all students using USD #309 bus services, will be available at enrollment. Bus drivers will review these bus rules and regulations with students riding the bus during the first few days of school.

The driver is in full charge of students when they are riding the bus. Students must obey the driver promptly. Failure to observe these bus rules will result in transportation being denied for a period of time.

VALUABLES

Valuables should not be brought to school unless absolutely necessary. Students are responsible for safe keeping their own valuables, as the school will not assume responsibility for them. All clothing should be marked for easy identification.

VISITORS

Adult visitors to our school are always welcome. Visitors should sign in at the school office before going to any other school area. Visitors should plan their visits so that the school program will not be interrupted. It is always best to arrange for an appointment. School age visitors will not be permitted in our school without advance permission from the school office.

All visitors are expected to adhere to all policies of the school and district including a prohibition of the use of tobacco products; wearing of appropriate and modest clothing; refrain from possessing any type of weapon including knives on school property or in a vehicle; use of appropriate language; and showing respect for all faculty staff members.