

***Colwich
Elementary School***



Parent / Student Handbook
2020-2021

COLWICH ELEMENTARY SCHOOL HANDBOOK

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BULLYING POLICY MIDDLE SCHOOL

SCHOOL ORGANIZATION

Our school contains Kindergarten through 8th grades. We refer to grades K-5 as our Lower Division. Our Upper Division consists of grades 6-8. Grades K - 2 are self contained (one teacher for most subjects). Grades 3 - 5 will use a blended model of homeroom teachers with subject specific teaching. Grades 6 - 8 are completely departmentalized with students changing rooms and teachers throughout the day.

SCHOOL FEES

Curriculum materials fees are paid at enrollment. Students enrolling after the first nine-week period will pay a prorated portion. Delinquent fees from the past year must be paid before school begins.

ARRIVAL AND DISMISSAL TIME

Students should arrive at school no earlier than 8:00 A.M. The entry doors will be unlocked at that time. Classes begin at 8:05 A.M.

The regular school day ends at 3:27 P.M.
Students may be in the building after 3:45 only if they are under the direct supervision of a teacher or other responsible adult.

**STUDENTS ARE NOT TO BE
ON SCHOOL PROPERTY
BEFORE 8:00 A.M.**

Students arriving late to school must sign in at the office and receive an admit-to-class pass. Students leaving school early must first sign out in the office. Parents wishing to pick up their students early must either send a note or come to the office first. Please do not go directly to the classroom.

RELEASE TIME

Students with a parental request are released during the school day weekdays 8:05 - 8:15 a.m. for parental choice or religious activities. A waiver must be on file with parent signature.

CHANGE OF ADDRESS

Students and parents are requested to inform the office of any change of address or telephone number. This will help us to keep our mailing list and emergency information up to date. Students moving from Colwich Elementary must have their parents contact the office by phone or in person to inform the school when the student's last day will be.

SCHOOL SPONSORED ACTIVITIES AND SPORTS

Our 7th and 8th grade students have the opportunity to participate in volleyball (girls), basketball, and track. Students are expected to be in good academic standing in order to participate. Refer to ACTIVITIES ELIGIBILITY. Other sponsored activities include 7-8 grade Scholars Bowl, 6 grade Battle of the Books, 6-8 grade Student Council, choir, and band.

DRESS CODE

The intent of the uniform dress code is to provide a business-like atmosphere for learning and to build students' pride in their school and in themselves.

All students attending Colwich Elementary School beginning with the 1998 - 99 school year will be required to wear a school uniform. The basic uniform is described as a navy bottom with a white, red or navy top. A designated red

plaid from Parker Uniform or Tommy Hilfiger School Uniforms are also identified as options. Specifics are as follows:

SLACKS/SHORTS

- navy blue only
- dress style with or without pleats
- traditional straight leg and standard pocket
- polyester or polyester blend fabric
- no corduroy, cargo, carpenter, or denim fabric
- no outside pockets or athletic shorts worn under uniform shorts
- length of shorts must fall below mid-thigh

SHIRTS

- polo type with collar – cardinal red, white or navy
- turtle neck - cardinal red, white or navy
- button down dress shirt or oxford – white
- must be tucked in at all times
- tech long sleeve shirts may be worn under polo shirt - cardinal red, navy, white only
- undershirts worn under white polo shirts must be plain without logos

SWEATSHIRTS/HOODIES/SWEATERS

- solid navy blue, cardinal red, white
- CES logos only
- long sleeved or sleeveless, v-neck, crew neck, cardigan
- uniform approved shirts must be worn under sweaters with shirt collar visible
- non-uniform items may not be worn in the classroom

BELTS

- black, brown, navy
- shorts and pants must be belted at all times
- grades K - 2: belts optional

- SHOES • black, brown, white, navy, or gray athletic or leather dress shoes
- athletic shoes may have colored accents/logos
 - no neon base color on athletic shoes
 - no shoes allowed with heels over 1 “ including boots and dress shoes
 - no flip-flops, “croc” or sandals, moccasins, roller shoes, slippers

- SOCKS • black, brown, white, navy, or gray – no prints
- socks must be worn at all times and must match
 - 1 inch athletic logos are permitted on socks

SPIRIT SHIRTS

- CES logos from current and previous year only
- spirit shirts may be worn each Friday with uniform pants or shorts

JUMPERS

- “V” front or crew style
- navy blue or Parker Uniform/Tommy Hilfiger Uniform designated red/blue plaid
- length must fall below mid-thigh

SKIRTS/SKORTS

- navy blue or Parker Uniform/Tommy Hilfiger Uniform designated red/blue plaid
- length must fall below mid-thigh

TIGHTS/LEGGINGS/HOSE

- solid navy, white, black or flesh colored
- no baggy leggings, sweatpants, spandex, prints, glittery
- ankle length preferred

All uniforms must be worn in an appropriate manner.

- Students will adhere to the uniform dress code prior to entering the building each day.

- Uniforms are to be clean and repaired as needed. No large holes, rips, or frayed edges.
- NO coats, jackets, non-approved sweaters or sweatshirts will be worn in the classroom.
- NO hats in the building.
- Please label all sweaters, hoodies, sweatshirts, coats, and jackets. Lost and found is located in the cafeteria.
- Pants are to be worn appropriately, no “sagging”.
- Shorts are not recommended November thru March.
- School uniforms will be worn at all times unless designated otherwise by the principal.
- Athletic uniforms will not be worn to school.

Families who receive free or reduced lunch and for whom the cost of uniforms creates a financial hardship may apply to the principal for assistance.

A series of steps have been developed to enforce the uniform policy.

1. All students attending Colwich Elementary School are required to follow the uniform dress code.
2. Students who fail to wear the designated uniform will be given a warning and given appropriate clothing to wear for the day.
3. Students who continue to disregard the uniform dress code after being given a warning will be subject to disciplinary action (starts over each semester):
 - a. 1st infraction: Sent home to dress appropriately
 - b. 2nd - 3rd infraction: 15 Minute After School or Lunch Detention
 - c. 4th - 5th infraction: 30 Minute After School Detention or Lunch Detention
 - d. 6th + infractions: See Elementary and Middle School behavior steps, page 10

A variety of choices are available within the guidelines of our uniform dress code. In making choices of clothing and accessories, students are expected to honor the intent of the dress code. Attempts to circumvent the dress code will be viewed as non-compliance. We count on our parents’ help in monitoring their student’s apparel.

BREAKFAST

Colwich Elementary School provides a breakfast program for its students. Breakfast is served in two shifts: 7:55 - 8:05 and 8:15 - 8:25 a.m. weekdays. It is grab n’ go style as students are allowed to eat in their classrooms. Students who do not have enough money in their meal account will be allowed to charge up to 5 meals.

LUNCH

Colwich Elementary School provides a hot lunch program for its students. All children eat by grade level under adult supervision in the lunchroom. School lunches are paid in advance. There is a No Charge policy on school lunches. If a student forgets lunch money, he or she will be allowed to eat that day, but the parent will be notified to either send in lunch money or provide a sack lunch for the student. Students who wish to bring a sack lunch may purchase milk in the lunchroom. We ask parents provide utensils in sack lunches. NO CARBONATED BEVERAGES ALLOWED IN LUNCHROOM.

See Renwick Board of Education Attendance policy EE-R regarding Unpaid Meal Charges:

Beginning July 1, 2017, Renwick schools will implement the following charge policy. Students who do not have enough money in their meal account will be allowed to charge up to 5 meals. If a payment is not brought into the school office after the student has reached 5 additional meals the student will be provided an alternative meal free of charge. If payment is brought into the office to pay for that day’s meal, then the student(s) will be allowed a meal which will not be charged to the student’s account.

Schools will communicate student balances once there is a positive balance starting at \$15.00. Schools will communicate through a variety of measures including: verbally reminding students, sending account slips with

students, electronically notifying parents and finally a personal phone call if the student begins charging meals. You may call your child(ren)'s school and set up a payment plan. The school office staff or principal will work with the parents/guardians to put together plans to pay off their debt. If at the end of the year there is any outstanding food service bill it may be turned over to a collection agency.

ATTENDANCE

PHILOSOPHY

The Board of Education, administration, and staff of Colwich Elementary School believe that regular attendance is necessary to fully realize the benefits of educational opportunity. Students who attend on a regular basis will have a better opportunity to receive instruction that is continual and in a logical progression. The best learning takes place when students are present on a daily basis, contributing through the regular exchange of ideas, and receiving direction under the supervision of a certified staff member.

See Renwick Board of Education Attendance policy JB :

VALID EXCUSE FOR ABSENCE

The following are considered valid excuses for absence within the limits established by the Board of Education absence policy JBD: Personal illness, serious illness or death in the family, family emergency and personal business, doctor or dental appointments, religious observances, school activities, and other absences which are deemed necessary by the parents and approved in advance by the administration.

If your child will be absent, please call the school. When your child returns, please send a note stating the reason for the absence. Students reporting to school late must check in through the school office.

UNEXCUSED ABSENCE FROM SCHOOL

A student is unexcused when he/she is absent without a valid excuse for absence.

Examples of unexcused absences (not intended to be an all-inclusive list): hair appointments, oversleeping, missing the bus, working on homework or skipping school.

Students who have an unexcused absence will lose credit for all work missed during the time missed. Students who skip school or arrive late for unexcused reasons will be required to make up time in accordance with the building practice.

Students who have an unexcused absence from school on the day of an activity will not be allowed to participate in the activity that day.

TRUANCY

Kansas State Laws 72-1111 and 72-1113 require school attendance by all children between the ages of seven (7) years and sixteen years (16). If a child is not enrolled in a public or nonpublic school, such child is truant. If a child is inexcusably absent on either three (3) consecutive days or five (5) or more days in any semester, or seven unexcused absences in a school year, whichever comes first, such child is truant.

See Renwick Board of Education policy JBE

Schools are required BY LAW to report all truancy violations to the Secretary of Social Rehabilitation Services (SRS).

EXCESSIVE ABSENCES

Students will be limited to 12 excused absences per semester. Any absence past the 12 day limit will not be excused unless it is for illness verified by a licensed physician or for absence approved in advance by the administration. Exceptions: students who are hospitalized or suffering from a long term illness while under the care of a licensed

physician will be exempt from this provision. Long term illness is defined as an illness which keeps a student out of school for a least 4 consecutive days. In addition, all doctor and dental appointments verified by an appointment card will be exempt from this provision.

DOCTOR AND DENTAL APPOINTMENTS

Doctor and dental appointments are considered excused absences up to the maximum of 12 total absences per semester. If the maximum excused absences has been reached, verification of the appointment is necessary in order to excuse the absence. Verification may be an appointment card, a doctor's note, or other appropriate documentation. Every effort should be made to insure that the student does not continue to miss the same class period for these appointments. In most cases students will be excused for a maximum of 1/2 day for these appointments. Parents are urged to return children to school as soon as possible.

VACATIONS

All **vacations must be prearranged with the office** at least 5 days prior to the student leaving. The vacation will be excused only in as much as it falls within the 12 day absence limit. Any days which exceed the 12 day limit will be counted as unexcused. The student will be responsible for notifying each teacher and completing work as arranged with that teacher.

SCHOOL SPONSORED ACTIVITIES

All absences as a result of student participation in school sponsored activities will be excused. These absences do not count towards the 12 day limit. Students who miss classes for school sponsored activities need to make advance arrangements with their teachers for make-up work. Students must attend class at least 1/2 day to take part in an activity that day.

MAKE-UP WORK

In general two days are given to complete daily work missed due to each day of excused absence. For extended illness the student will be limited to 5 days following his or her return to make up work missed. Exceptions to this rule can be made through special arrangements with the teacher or the administration. These arrangements should be documented. No make-up work will be allowed for unexcused absences. Tests that have been scheduled in advance and long term assignments need to be completed upon arrival back to school.

TARDY TO SCHOOL

It is the student's responsibility to be on time for all classes. Students entering school after take-up time in the morning must check through the office before entering class.

TARDY TO CLASS

Reasons for being tardy between classes will be evaluated by the teacher, and the student may be sent back to the previous teacher for a note to determine if the tardiness is excused. Students may be excused and given a warning for the first tardy case. Students who continue to be tardy after receiving a warning, will make up time before or after school as follows: First time will be (10) minutes, the second will be (20) minutes and the third time, parents will be contacted for a conference and the student will serve an hour detention.

LEAVING SCHOOL

See Renwick Board of Education policy JBH

LEAVING BECAUSE OF ILLNESS OR INJURY

In case of illness or injury in which it does not seem advisable for the child to remain in the classroom, parents will be contacted by telephone to come to school and pick up their child. In cases where parents are not available by telephone, emergency numbers which parents have given the school will be used, and these people will be asked to pick up the child.

If parents cannot be contacted, the child will remain at school during school hours and will return home by regular means. In such cases, in our opinion where medical help is needed immediately, an ambulance will be called at the parent's expense and the child will be sent to the emergency room at one of the hospitals.

Ill or injured children will not be allowed to walk home during school hours, without the Principal's consent.

LEAVING SCHOOL FOR OTHER REASONS

Pupils will be permitted to leave school upon request of parents during school hours by either of the two following procedures:

- A. By sending to school a signed request, written by the parents asking for the child to be excused at a certain time that day.
- B. Parents may pick up their child at school by checking through the office. Please do not go directly to the classrooms. If anyone other than the parent is to pick up the child, a written statement, signed by his/her parent, must be sent designating who is to pick up the child. Email notification will be accepted as well.

During the school year, students in grades 1-8 will have a closed lunch period. The building principal must approve exceptions to this policy.

BEHAVIOR / DISCIPLINE

We believe all students can behave appropriately. In order to create a positive learning environment we will encourage students to be responsible, practice self-control, cooperate with others, and show respect. The following will occur to develop these characteristics:

- 1. Positive reinforcement for appropriate behavior.
- 2. Immediate consequences for inappropriate behavior.
- 3. Fairness to each student.
- 4. Parental involvement.

BEHAVIOR IS A MATTER OF
CHOICE. STUDENTS CHOOSE
TO BEHAVE IN EITHER
ACCEPTABLE OR
UNACCEPTABLE WAYS.

SCHOOL STANDARDS

- 1. Students will show respect toward other people and their property.**
 - a. Keep body parts to yourself.
 - b. Use appropriate and respectful language.
 - c. Put-downs are unacceptable.
 - d. Ask permission to borrow from teachers and others.
 - e. Damage of school property (vandalism) or the property of others is not permitted.
 - f. Display care for the appearance of our school.
 - g. Respect the right of others to learn.
- 2. Students will behave honestly.**

Dishonest behaviors include lying, stealing, forging signatures, cheating, copying another's work.
- 3. Students will be responsible for their own school work and materials.**
 - a. Come to school prepared with materials and assignments.
 - b. Be attentive in class.
 - c. Keep on task in your classrooms.
- 4. Students will move through the building in a quiet and orderly manner.**

- a. Use quiet voices.
- b. Walk on the right side of hall so traffic can flow smoothly.
- c. Keep hands off the walls and signs.
- d. Respectfully view the work of other students displayed in the halls.
- e. Respect others' choice to learn.

5. Students will follow directions given by all school personnel.

- a. Follow directions without arguing.
- b. Use a respectful tone of voice.
- c. Avoid rude or disrespectful non-verbal expressions.
- d. Mimicking of others is unkind and inappropriate.
- e. Treat substitutes with respect and cooperation.
- f. Demonstrate a willingness to contribute to safety and learning for yourself and others.
- g. Other than on special occasions designated by the teacher, gum, candy, and toys should be enjoyed at home.

DISCIPLINE PROCEDURE

Colwich Middle School (6-8)

Job Performance Cards (JPC) - Each Colwich Middle School student will wear a lanyard daily that includes a color coded card.

There are three JPC color levels: green, blue, and red:

1. Every student starts on the green level. Each card, regardless of color, has six (6) spaces for negative infractions (front) and six (6) positive contributions (back). There are eight (8) negative infraction codes: disrespect (DR), uniform (UN), unprepared (UP), disruptive (DR), late (LT), gum (GM), destructive (DS), and other (OT). When a student is given a negative infraction the teacher or pertinent adult writes the infraction number (1-6), the infraction code, his or her staff initials, and the date it was issued on the card.
2. After a student receives his or her sixth (6th) negative infraction, the green card is given to the homeroom teacher, it is recorded, all positive contributions (if any) get transferred to the new card, the parent or guardian is notified, the student is required to serve a 30 minute detention, and the student moves on to the blue JPC.
3. When the student uses up all the infraction spaces on the blue JPC, the same procedure follows, however the student is required to serve an hour detention, the principal is notified, and the student moves to a red JPC.
4. If the student fills up the red JPC, the same procedure follows, with a day in In-School Suspension.
5. Out of school suspension or expulsion are options in severe discipline cases. BOE Policy will be followed. The action will be determined by the seriousness of the infraction.
6. When a student is given a positive contribution by a teacher or an adult, the staff member simply writes his or her staff initials on any of the six (6) boxes on the back of any JPC card.
7. If a student receives six (6) positive contributions, the student takes the JPC card to the homeroom teacher, it is recorded, given another green card (or any color they are currently on), if there are any negative infractions they get transferred to the new card, and the student receives a golden reward ticket. Each ticket comes with a variety of rewards any student can utilize during the school year. If a student has positive contributions and receives a new color JPC the positive contributions transfer over. Additionally, if a student receives the same color card due to filling up all six (6) positive contribution boxes, the negative infractions transfer over. The student cannot move back down to a green card, or blue from red until the semester is over and the JPC plan starts over.
8. All marks, regardless of the nature, are at the discretion of the teacher or staff member.
9. If a student loses a card, they automatically move up to the next JPC color level. The JPC, as the student ID, must be on the student at all times. If a teacher or staff member asks for the students JPC and the student fails to provide it, the student will automatically be moved to the next JPC level color. This is to ensure that students do not lose cards or keep them at home to avoid getting marks.

Colwich Elementary School (K-5)

- Step One: Teachers will handle inappropriate behavior in their own classrooms when possible. Possible logical consequences include the following:
1. written work that is appropriate for the behavior
 2. loss of a privilege
 3. walking at recess
 4. after school detention
 5. removal from activity in classroom
 6. phone call or written communication to parent
 7. service in the classroom
 8. loss of recess
- Step Two: The student will be referred to the building administrator. The principal will conference with the student and parents may be notified. A meeting may be held with the principal, parent, child, and teacher. Consequences will be applied.
- Step Three: Students will be referred to the building administrator. Detention or in school suspension will be applied and a meeting or phone conference will occur with the parent, principal, student, and teachers. An alternative behavior plan may be developed at this time and consequences will be applied.
- Step Four: Out of school suspension or expulsion are options in severe discipline cases. BOE Policy will be followed. Although disciplinary action is outlined in the steps above, the discipline taken may not necessarily follow in chronological order as listed. The action will be determined by the seriousness of the infraction.

DETENTION

Students are expected to observe school standards, abide by guidelines set forth in the student handbook, and follow individual classroom rules. Detention may be assigned as a consequence of inappropriate behavior.

ACTIVITIES ELIGIBILITY (7-8 GRADES)

A student's first priority should be academic achievement. Students must be earning a 65% in their regular schoolwork and have all assignments completed and turned in to participate in extracurricular activities. Grades will be calculated weekly. Students, parents, and coaches will be notified on Thursday of any students not meeting the academic requirements. Students will be ineligible the following Monday through Friday. Such students will not be allowed to practice or play/compete until their academic standing meets these standards. Ineligible students will serve at least 15 minutes of study hall daily until they meet eligibility. Any student serving an after school detention or in school suspension will not participate in games/contests held on that day. Extra-curricular activities are a privilege. Students are ambassadors for Colwich Elementary School when they participate in extracurricular activities and as such their behavior is expected to be exemplary.

IN SCHOOL SUSPENSION - OUT OF SCHOOL SUSPENSION

Students assigned to in-school suspension will spend the entire school day in isolation working in the school building on school assignments. While in suspension a student will not be allowed to participate in any school activities outside the classroom.

The principal shall determine the number of days a student serves in suspension. The following are examples of problems leading to in-school or out-of-school suspension:

1. Insubordination
2. Disrespect
3. Fighting (both parties equally. Unless there is clear evidence of a one-person

- attack, totally unprovoked, we hold students responsible for avoiding fights.)
4. Unexcused absences and tardiness
 5. Profanity
 6. Unserved detention
 7. False fire alarm
 8. Drinking alcoholic beverages, using or possessing illegal drugs on school grounds
 9. Possessing, smoking, or using tobacco on school property
 10. Bringing threatening items to school including all knives
 11. Vandalism
 12. Stealing
 13. Cheating
 14. Failure to complete assignments
 15. Other situations that interrupt the school environment

Our goal is to enhance the learning climate to permit optimum learning in a pleasant, caring, productive climate. Research shows that successful schools, among other things, have good order. We appreciate your cooperation in attaining this goal.

DISRUPTION OF SCHOOL

See Renwick board of Education policy JCDA-R Unacceptable conduct includes but is not limited to: 1) occupying any school building, school grounds or part thereof with intent to deprive others of its use; 2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or from; 3) setting fire to or damaging any school building or property; 4) firing, displaying, or threatening use of firearms, explosives or other weapons on the school premises for any unlawful purpose; 5) preventing or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus; 6) preventing students from attending a class or school activity; 7) continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class.

VERBAL /PHYSICAL ASSAULT

Board of Education policy JCDA-R states that a student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee or another student.

ALCOHOL USE

Alcoholic beverages are not allowed on school grounds. See BOE policy JCDAB

Any student in violation of this policy **on or before** entering the school grounds or buildings, **at any** school sponsored activity off school grounds, or **traveling to or from** any school-sponsored activity will be subject to disciplinary action.

DRUG ABUSE REGULATIONS

According to Board of Education policy JDDA, the unlawful use, possession, sale, or distribution of drugs on the school premises or at school functions is prohibited. After notifying the parent, proper authorities will be informed of the drug violation. Drug abuse is defined as the self-administration and misuse of any drug in a manner that deviates from an approved medical prescription. Complete Board of Education drug and alcohol policies appear in the Handbook Supplement.

WEAPONS (see also Handbook Supplement)

Possession or use of a weapon, facsimile of a weapon, or any object that can reasonably be considered a weapon is prohibited. A person who is found to be in possession of such items, or who places another person in fear of bodily harm with such items on school premises, before or after school, or at school functions, is subject to administrative and/or legal action.

Renwick Board of Education policy JCDA-R states:

An elementary school pupil who is found to have violated this policy shall be subject to disciplinary action up to and including expulsion from the district. The age of the pupil and the nature of the violation will be considered in determining appropriate disciplinary action.

A middle school pupil who is found to have brought or to have been in possession of a firearm or replica firearm shall be expelled from the district. A middle school pupil who is found to have brought or to have been in possession of a dangerous weapon other than a firearm or replica firearm, or to have used a weapon to inflict bodily harm or to place a person(s) in fear of bodily harm shall be subject to disciplinary action up to and including expulsion from the district.

SEXUAL HARASSMENT

Sexual Harassment will not be tolerated in the school. The Board of Education defines sexual harassment, in policy JGEC.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, or a teacher.

RACIAL HARASSMENT

Discrimination or harassment on the basis of race, color, or national origin shall not be tolerated in the school district. See Renwick Board of Education policy JGECA.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, or another certified staff member. All complaints of racial harassment will be investigated and action will be taken to end the harassment. (Complete copies of Board policies on sexual and racial harassment appear in the Handbook Supplement).

THREATS

Threats of any kind, be they written, spoken, electronic, or any other means, will not be tolerated. In the event a threat is made at school, the administration will investigate the threat to determine the seriousness of the threat, and the person(s) responsible for making the threat. The safety of the students and staff is of the utmost importance when considering the seriousness of the threat. When deemed appropriate, law enforcement will be notified. The person(s) found responsible for making the threat will be subject to disciplinary action up to and including expulsion by the school. Criminal charges may also be pursued through law enforcement.

FINE ARTS ELECTIVES

Starting 2019-20, middle school students will be offered fine arts electives: vocal music, band, or both. Selection will be made during enrollment and effective the entire school year, no changes will be accepted without extenuating circumstances approved by the principal.

Starting 2019-20, Renwick will collect a \$10 instrumental music materials fee. Materials include valve oil, reeds, slide cream, music lyres, folders and so forth. This fee will be assessed with enrollment fees.

LOCKER POLICY

Lockers are provided for our upper grade students for the storage of school materials and clothing necessary for school attendance. Each student using a locker is required to read and share with his/her parents a written copy of our building locker policy. This statement is to be signed by both parent and student and returned to our office where it is kept on file. Students who are caught in another student's locker without the permission of a teacher or other school personnel will be disciplined.

See Renwick Board of Education policy JCAB-R.

BUS BEHAVIOR AND DISCIPLINE

Our “bus” students are fortunate to have safe buses to ride to and from school daily. With this privilege comes the responsibility of proper behavior while riding the bus. We expect all students to respect and obey the rules that have been set for riding the bus. Remember, the driver is in charge of the bus. Any violations of established bus rules will be reported to the building principal and disciplinary measures will be taken. Bus rules emphasize cooperation and safety precautions.

Students who need to ride buses other than their own assigned bus must bring a note from their parents to the office. The necessary arrangements will be made.

HALL TRAFFIC

The main traffic flow in the hall should be counter clock-wise; In other words, students should stay to the right as they move in the hall. This is particularly important during class changes.

While classes are in session, students must have an appropriate hall pass to be out of their classroom.

HOMEWORK

Our students will frequently be assigned homework. Research shows us that achievement increases when students have regular homework. Each teacher establishes his/her own practices regarding homework. It is the student’s responsibility to come to class prepared, with homework complete. If homework is incomplete teachers may require students to phone their parent, informing them of the incomplete work; students will be asked to stay after school to finish the work. Students may receive a zero on the incomplete assignment.

Students develop a responsible attitude about their homework when parents support its value by asking about it and by providing time for students to do their homework. Today students and families are very busy. Your child may need your help to give homework a priority in his/her busy schedule.

ACADEMIC HONESTY

Academic honesty is fundamental to the activities and principals of any educational institution. All members of the academic community must be confident that each person’s work has been responsibly and honorably acquired, developed, and presented. The Colwich Elementary School community regards academic dishonesty as an extremely serious matter, with serious consequences that range from no credit for the work to in school suspension.. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

CELL PHONE/ELECTRONIC DEVICE (Tablets, iPods etc.)

These devices are not allowed during the school day unless permission of the classroom teacher is granted, the following are the consequences for students caught with these devices.

First infraction—Cell phone confiscated, taken to office. Student may retrieve the phone at the end of the school day. Student receives a 30 minute detention.

Second and subsequent infractions—Cell phone confiscated, taken to office. Parents will be notified that they can retrieve the phone at the end of the school day. Student receives a 1 hour detention.

Students may use cell phones to notify parents when returning from extra curricular activities.

USE OF TECHNOLOGY AND THE LAN, WAN, AND INTERNET

We are fortunate to have a large number of computers and other technology available to our students and teachers. The use of technology, computers, the LAN, WAN, and the Internet is a privilege, not a right. Inappropriate use

may result in a suspension or cancellation of those privileges and/or further disciplinary action. The administration, faculty and staff of Renwick, USD 267 will deem what is inappropriate use and their decision is final.

Students who violate the technology rules or any classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. The administration, faculty and staff of Renwick, USD 267 may deny, revoke, or suspend specific user accounts for violations.

The Internet is a valuable and vital learning tool for students. Recognizing that not all material on the Internet is appropriate for children, we have taken steps to screen out inappropriate material. Our district has developed a set of policies to guide student access to the Internet. In addition, Renwick USD has created a technology policy to address the use of all technology throughout the schools. Students and parents are required to read and sign a copy of district policy. The signed copies are kept on file in the school. BOE policy JCDAC is provided in the District Supplement to the Handbook.

Renwick USD 267 Internet Safety & Acceptable Use Policy

Introduction

It is the policy of Renwick USD 267 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in 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 communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Renwick USD 267 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Renwick USD 267 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Renwick USD 267 Administration or designated representatives. The administration or designated representatives will provide age appropriate training for students who use the Renwick USD 267 Internet facilities. The training provided will be designed to promote the Renwick USD 267 commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Renwick USD 267 Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;

- ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
- iii. cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of Renwick USD 267 at a public meeting, following normal public notice, on January 16, 2012.

ALL 3 - 8 GRADE STUDENTS AND PARENTS WILL SIGN THE ABOVE POLICY AT ENROLLMENT.

CHROMEBOOKS USAGE

General Information:

- The Chromebook is school property and all users will follow this policy and the Renwick USD 267 acceptable use policy for technology as signed by both parents and student(s).
- Video streaming from sites such as, VUDU, Netflix, etc. is strictly prohibited unless directed by the teacher.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Renwick School District web filter through a web proxy
- Students will only be allowed to use the USD267.com email address given and should not access other emails during school hours.
- The Chromebook is school property and is subject to confiscation or searches at the will of the administration.
- Each classroom teacher has the authority to set their own guidelines for technology use within their classroom.

Violations:

District staff shall monitor for inappropriate use of district technology as defined by this policy. Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation. Students may also be assessed for the cost of damages to the chrome books.

- 1st Violation: Student will receive a verbal warning. Possible Detention and loss of access depending on infraction.
- 2nd Violation: Student will lose access to computers, the network and the Internet access for one week.
- 3rd Violation: Student will lose access to computers, the network and the Internet access for 9 weeks.
- 4th Violation: Student will lose access to computers, the network and the Internet access for one semester.

PROMOTION AND RETENTION

See Renwick Board of Education policy JFB.

VISITORS

Parents and other interested adults are invited and encouraged to visit classes upon appointment. Visitors must check in with the office first before going to a classroom. All visitors are required to wear a badge identifying them as a visitor. Children may visit only if accompanied by an adult. Visitors' presence should in no way interfere or impede normal school business. Administration may ask visitors to leave if their presence causes a distraction/disturbance in the learning environment.

VOLUNTEERS

Volunteers who work in a classroom on a regular basis, supervise students during a field trip when a staff member is not present, or work with students away from the supervision of a classroom teacher are required to be approved by the principal and sign a volunteer agreement form. Volunteers often work with individual students/staff and are expected to respect the privacy and confidentiality outlined in the Family Education Rights and Privacy Act. (FERPA).

PARENT OBSERVATIONS

Visitors are appreciated and welcome in USD 267. However, for the safety and welfare of the students, all visitors must report to the office before going to the classrooms and will be required to wear a badge identifying them as a visitor. Visitors' presence should in no way interfere or impede normal school business. Administration may ask visitors to leave if their presence causes a distraction/disturbance in the learning environment. If a classroom visit occurs during instructional time, the visitor must comply with the observation requirements listed below.

Volunteers who work in a classroom on a regular basis, supervise students during a field trip when a staff member is not present, or work with students away from the supervision of a classroom teacher are required to be approved by the principal and sign a volunteer agreement form.. Volunteers often work with individual students/staff and are expected to respect the privacy and confidentiality outlined in the Family Education Rights and Privacy Act. (FERPA).

Parents who would like to observe their child in the educational setting during the school day must comply with the following requirements:

1. All observations must be approved by the building administrator or his or her designee.
2. The observing parent must sign in in the office and wear visitor identification during the entire time.
3. Observation periods must not exceed 90 minutes per day.
4. The observer should not interact with students including the parent's child or staff members during the observation. The parent may request a time to meet with staff members at another time that is mutually convenient for the parent and the staff member and does not negatively impact the instructional day.
5. The observer will have an assigned area to sit and should remain in that area throughout the observation period.
6. The observer will respect the rights of confidentiality for all of the students in the learning area and will not discuss anything that is observed about other students with any outside party.

TELEPHONE

Primary use of the school phone is for school business. Students will be restricted to NECESSARY calls approved by the teacher or school secretary. All plans for after school activities are to be made BEFORE the student comes to school. Students may use cell phones to notify parents when returning from extra curricular activities.

SNACKS

Gum chewing and eating of snacks are not allowed at school unless approved by the teacher. Parents who wish to provide treats to a class must first make arrangements with the classroom teacher. Unexpected treats may be disruptive to the learning environment. Planned treats are always appreciated! Please be sure all snacks are on the acceptable snack list of the wellness plan.

SPECIAL SERVICES

Colwich has the services of a psychologist, speech therapist, home and school coordinator, learning disabilities teacher, teacher of gifted and access to numerous special education classes. Placement of students in special programs is done by referrals and testing only. The parent or school may request testing by the school psychologist. Following the testing the psychologist will make recommendation for proper placement of a student. Placement of students in special education programs requires the permission of the parents and the agreement of the team.

COUNSELING SERVICES

A full-time school counselor is available to provide counseling services to students when needed. Students may be referred to the counselor by a teacher, a parent, or by their own request. The school counselor will provide individual counseling sessions, group counseling opportunities (friendship group, social skills group, lunch buddies, etc.), and classroom lessons. Parents or students who are interested in receiving services from the counselor should contact a teacher, principal, the school counselor, or visit the school website to fill out a counseling request form.

TESTING

Testing required by the state of Kansas is given to designated grades to measure progress in basic skills.

Grades 3 - 8 English Language Arts and Math

Grades 5, 8 Science

Grades 6, 8 Social Studies

HOME - SCHOOL ORGANIZATION

Colwich Elementary School has an active Home-School Organization (HSO) whose main goal is to work for the welfare of the children of the district. We encourage all parents and teachers to become active members. There are many programs sponsored by HSO, and we need your time and talents. You may contact the school office for more information concerning this organization.

SCHOOL SITE COUNCIL

The Colwich Site Council is made up of parents, community business people, and school personnel. The purpose of the Site Council is to provide advice to the school in setting and evaluating goals and to serve as a liaison between the school, the community, and the Board of Education. Persons interested in serving on the Site Council should contact the principal.

CARE OF SCHOOL PROPERTY

Students should take pride in their school. There will be NO marking in books, on desks, chairs, or walls. Any defacing or willful destruction of school property will be treated as a breach of conduct and require discipline and restitution. If cost is involved, the principal will make a fair estimate and notify parents.

See Renwick Board of Education policy JS .

PERSONAL PROPERTY

Personal items are the responsibility of the student. It is suggested that items be marked with the pupil's full name. Students are NOT to bring radios, iPods, cell phones, CD players, toys, excessive money, or valuables to school. The school is not responsible for personal items.

ANIMALS AND PLANTS IN THE SCHOOL

Persons bringing animals and plants into the school must first receive permission from their teacher. Under no circumstances are animals to be transported on school buses. Domesticated animals must have been inoculated against rabies before being brought to school. Animals must be adequately housed and cared for in appropriate cages. Handling of animals and plants by students will be on a voluntary basis.

HEALTH

So that we will know what illnesses we have in our classrooms and what symptoms to look for in other students, we ask parents to send written excuses stating the nature of the illness with your child when he/she returns to school.

Children with fevers should not return to school until the fever is gone for 24 hours without being suppressed by Tylenol or other medications used to suppress fever.

IMMUNIZATIONS

All students enrolled in USD #267 are required by law to have on file in their health records proof of immunization for polio, diphtheria, whooping cough, tetanus, measles, rubella, mumps, chicken pox, and Hepatitis B except when parents give written objections on religious or other grounds.

COMMUNICABLE DISEASES

See Renwick Board of Education policy JGCC.

The Sedgwick County Health Department has established the following regulations:

The following communicable diseases **MUST** be reported to the Sedgwick County Health Department.

Exclude immediately until Health Department disease investigators provide additional directions regarding exclusions, readmission, contact exposure and preventative measures:

- Measles
- Mumps
- Meningitis
- Pertussis
- Rubella
- Any other unusual diseases

The following communicable diseases **MUST** be reported to the Sedgwick County Health Department:

- Chickenpox (varicella): excluded until 6 days after the first crop of vesicles appear or until the lesions are crusted.
- Hepatitis A: excluded until 14 days after onset of illness.
- Tuberculosis; latent infection and active disease

The following diseases are not reportable, but infected person must be excluded for the Duration listed:

- Impetigo: until 24 hours after starting antibiotic treatment.
- Pediculosis (head lice): until treated with a proper treatment and all nits have been removed.
- Pinkeye: until 24 hours after starting antibiotic treatment.
- Ringworm: until beginning treatment provided by a health care provider.
- Scabies: until the day after treatment.
- Strep throat: until 24 hours following initiation of antibiotic therapy.

A child may be excluded for an additional period of time depending on the recommendations of the Sedgwick County Health Department for the child's protection or for the protection of the other children.

MEDICATIONS

Prescription and over-the-counter medications will be given at school only with a written note from your doctor. If your child will be taking medication regularly at school please contact the office concerning school policies and medical forms to be filled out and signed by doctor and parent. The school will **NOT** provide students with aspirin, acetaminophen (Tylenol), Ibuprofen (Advil) or any other medications.

Medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered.

All medications must be kept in the office. **At no time are students to have medication in their possession while at school.**

ESSENTIAL OIL USE

Homeopathic remedies such as essential oils, or creams and lotions containing essential oils, will be given at school only with written authorization from a physician (Renwick USD 267 Medication Authorization Form). The product must be in the original manufacturer container/package with all labels intact. The manufacturer label must include the list of ingredients and directions for use. Parents may come to school and administer such remedies if unable to provide physician authorization. These homeopathic remedies will be allowed unless the scent from these remedies triggers asthmatic or allergic reactions for other students or staff in the school.

LUNCHROOM RULES AND GUIDELINES

1. Students are expected to
 - remain orderly, single file while waiting in line.
 - use good table manners.
 - keep hands to self.
 - sit on one side of the table (assigned seating if needed).
 - be responsible for condiments the first trip through
 - no food leaves the lunchroom
 - raise your hand if you need something.
 - say please and thank you.
 - quiet first 10 minutes
 - talk quietly and “walking feet”
 - lights out means zero voice level
 - food stay on own tray; do not throw food.
 - stay in seat until dismissed.
 - follow directions given by lunchroom workers.
 - respond respectfully to lunchroom workers.

2. Lunchroom rules are also applied to walking to and from the classroom. Appropriate behavior is expected of all students.

Glass bottles or carbonated pop are not permitted in student sack lunches.

Students are not permitted to leave school for lunch without parent pick up.

**We expect a high standard of behavior from our students while in the lunchroom.
Courteous eating habits, respectful attitudes, low speaking voices, and consideration
of others are qualities we expect in our lunchroom.**

DISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission to, or treatment in the district’s programs and activities is prohibited. Any student who believes that he or she has been discriminated against may file a complaint with the building administrator or the compliance coordinator.

BULLYING POLICY MIDDLE SCHOOL

I. Purpose

Colwich Elementary School is committed to providing a school climate with optimal learning conditions where all students and school personnel are safe and treated with respect. To meet these standards, bullying, harassment and intimidation of any kind are prohibited and violate this school bullying policy.

II. Definition of Bullying & Harassment

A. Definitions

Bullying is unwanted, aggressive behavior that may occur in person or electronically and involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. Individuals who engage in bullying others intend to cause harm or distress on the targeted person(s). Individuals who are targeted by bullying may experience harm and distress, including impact on physical, psychological, social or educational harm.

To be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: Individuals who bully use their power—such as physical strength, access to embarrassing information, age, position within the school or popularity—to control or harm others. Power imbalances can change over time and can vary depending on the situation, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

The difference between bullying and harassment:

Although bullying and harassment overlap at times, not all bullying is harassment and not all harassment is bullying. Harassment is also prohibited under this policy.

- Harassment is unwelcome conduct based on a protected class (i.e. race, color, national origin, gender, age, disability, religion, sexual identification) that creates a hostile environment. It does not need to include intent to harm, be directed at a specific target or involve repeated incidents.
- Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature.

A bullying or harassment incident can involve multiple individuals who are bullied and multiple individuals who bully.

The difference between bullying and peer conflict:

Bullying is not the same as peer conflict. Conflict resolution and peer mediation may be appropriate for responding to peer conflict, but not to bullying. This school/district bullying policy does not cover peer conflict.

- Peer conflict is an incident in which individuals with no perceived power imbalance fight, argue or disagree.

B. Statement of Scope

This prohibition of bullying and harassment applies to behavior that occurs:

- On school grounds: Immediately before or after school hours, during school hours or at any other time
- *At a school-sponsored activity, function or event: On or off school grounds*
- At school-related locations and events: This includes but is not limited to bus stops and property

adjacent to school grounds

• ***On school-associated transportation and when traveling: To or from school or a school activity, function or event***

- Through school-owned technology or equipment: During use on or off school grounds
- On or off school grounds: When the behavior has caused significant disruption to the learning environment or interfered with a student's ability to learn

C. Prohibited Behavior

Any form of bullying and harassment, regardless of severity, is unacceptable and will be taken seriously by school personnel, students, and families. Types of bullying may overlap and bullying behaviors may fall into one or more categories. The following behaviors are strictly prohibited under this policy:

- **Physical bullying:** Involves hurting a person's body or possessions and may include hitting, kicking, pinching, tripping, pushing, spitting, taking or breaking someone's things, or making mean or rude hand gestures.
- **Verbal bullying:** Involves saying or writing mean things that may cause emotional harm and may include teasing, name-calling, making inappropriate comments about someone, taunting, mocking someone, using put-downs or threatening to cause harm.
- **Relational (social) bullying:** This is sometimes referred to as social bullying and involves hurting someone's reputation or relationships and may include leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone on purpose, making others feel "invisible."
- **Cyberbullying:** Involves aggressive behavior using electronic devices and may include circulating electronic images or videos, insulting text messages, bullying through online games, or bullying through social media.
- **Harassment:** Includes any of the above behaviors based on race, color, national origin, gender, age, disability, religion or sexual identification.
- **Sexual Harassment:** Includes unwelcome sexual advances or comments, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature.

Any type of retaliation, including against individuals who report bullying, is also prohibited.

D. Examples of Protected Groups

Prohibition of behavior under this policy includes but is not limited to bullying behavior by any student, staff member or parent to any student, staff member, or parent. Bullying and harassment motivated by race, gender, social status, religious beliefs, mental/physical ability, sexual or gender identity and/or [other relevant characteristics] is strictly prohibited. All students, staff, and parents are protected under this policy, regardless of whether they are represented in the protected groups, as not all acts of bullying are based on specific characteristics.

III. Reporting

Colwich Elementary School expects that any individual who believes he/she has been the target of bullying or harassment submit a report of the bullying incident. This is also expected of any person in the

school community who sees or receives notice that an individual has been or may be targeted by bullying or harassment. All staff members are expected to intervene when witnessing or receiving reports of bullying and harassment.

Reports may be made using a bullying and harassment reporting form that can be found in the school's main office, counselor's office, from the school/district's website, the parent/student handbook, [and other locations determined by school/district]. Students, parents, close adult relatives or staff members may submit a bullying and harassment reporting form. Students may ask for help from a staff member to complete the form if the student wishes. Forms may be filed anonymously, confidentially or the individual may choose to be identified.

- **Anonymous and confidential reporting:** To submit a report without revealing identity, bullying and harassment reporting forms may be submitted in the complaint box located in the main office of the school [or the school/district should develop other methods for receiving anonymous reports]. The school will provide protection from retaliation for all individuals who submit reports of bullying or harassment behavior, whether or not they are the target of the behavior.

[Name and title of school employee] is responsible for receiving reports of bullying and harassment submitted to the complaint box and filing a written report. If the reported incident is in violation of civil law (i.e. sexual battery or a hate crime), [designated school administrator] is responsible for reporting the incident to law enforcement.

IV. Written Records

All reports of bullying and harassment will be documented on a bullying and harassment incident reporting form and submitted to the [name and title of designated school administrator] and recorded in a database for data collection and storage. Documentation will be maintained for reports, investigations, follow-up, resolution and communication between the school/district and involved parties. This data will be used to identify patterns of bullying behavior, to evaluate effectiveness of prevention programming and the response procedure, and for behavior reports to the school district. [School employee] is responsible for coordinating written records of bullying and harassment.

V. Investigating

CES Principal/Counselor/Teacher will conduct a prompt, thorough and impartial investigation of all reports of bullying and harassment using the bullying and harassment incident investigation form within three days after the report to ensure the safety of all students involved. Any individuals who were bullied, individuals who bullied and bystanders will be separated and asked to provide information about the incident. The investigation will also include a review of any previous complaints involving either the individual(s) who was (were) bullied or the individual(s) who bullied. The investigation procedure will vary depending on the nature of the reported incidence. All information gathered during the investigation will be submitted to [compliance officer] and will remain confidential. The findings from the investigation will be used by school administrators to determine the appropriate response procedure.

During the investigation process, Colwich Elementary School will take measures to ensure that no further bullying or harassment occurs between the individual(s) who was (were) bullied and the individual(s) who bullied. If necessary the school will put in place a student safety plan for the involved individuals. The plan may include changing the seating of the individual(s) who bullied in class, at lunch or on the bus, identifying a staff member who will act as a safe person for the individual(s) who was (were) bullied,

and/or altering the schedule of the individual(s) who bullied and access to the individual(s) who was (were) bullied. Any changes should not inconvenience the individual(s) who was (were) bullied.

VI. Responding

Schools will take prompt and effective steps to end bullying and harassment, eliminate any hostile environment, and prevent the bullying and harassment from happening again. After the school receives a report of bullying or harassment, and it is confirmed, the [school administrator] will contact the parent/guardian(s) of all students involved, and will maintain communication with the parent/guardian(s) once the investigation is completed to share the results of the investigation, whether there was a violation of policy, and the process for appealing the findings of the investigation. Support services will be provided to address the psycho-social needs of both the individual(s) who was (were) bullied and the individual(s) who bullied.

Possible support services for the individual(s) who was (were) bullied and the individual(s) who bullied may include counseling and a student safety plan. Possible non-punitive support strategies for the individual(s) who bullied include but are not limited to a parent/student conference, counseling with the school counselor, education about the effects of bullying and harassment, a behavior contract, anger management training, positive behavioral supports (e.g. functional behavioral assessment, behavioral intervention plan), referral to an external agency, cooperation with behavioral management programs developed in consultation with a mental health professional, or completion of community service. Different response strategies will be used if attempted strategies are ineffective. Following up with both the individual(s) who was (were) bullied and the individual(s) who bullied to monitor response efforts is the responsibility of [school personnel]. The school will ensure that individual(s) who were bullied and their families know how to report any subsequent problems.

VII. Sanctions

There will be appropriate sanctions for those participating in bullying. The developmental maturity levels of the parties, the levels of harm, the reasons surrounding the incident, the nature of the bullying, the context in which the alleged incidents occurred, and the past history of the parties involved will be considered when determining consequences. The [school/district] will follow a hierarchy of consequences for bullying (see Appendix A) [attach hierarchy of consequences]. Standard consequences for the individual(s) who bullied may include, but are not limited to time out, loss of privilege, verbal reprimand, parental notification, detention, reassignment of seats in class, cafeteria or bus, reassignment of classes, reassignment to another mode of transportation, reassignment to another school, completion of a letter of acknowledgement of actions with an apology to the individual(s) who was (were) bullied, repayment for damaged possessions, in-school suspension, out-of-school suspension, referral to law enforcement or expulsion. Students will work with [school personnel] to create a behavior change plan if bullying behavior continues. [School personnel] is responsible for monitoring effectiveness of sanctions.

VIII. Communications

For reference by families and the wider community, [School/district]'s website [and the website's of schools within district] will publicly and prominently feature this bullying policy, information about reporting bullying and harassment, and the name and contact information for the school administrator responsible for receiving incident reports. [School administrator] will also ensure that this policy is posted

in the main office and that the full bullying policy, including all key components, is distributed annually in the student, staff, volunteer and parent handbooks.

[School/district] will also be responsible for posting the contact information for the school district's coordinators of Title VI for reporting of harassment based on race, color or national origin, Title IX for reporting of sexual and gender-based harassment, and Section 504/Title II for reporting of disability harassment.

IX. Evaluation

This school/district bullying policy and its implementation will be evaluated using the data stored in the bullying/harassment incident database (see IV. Written Records). Data will be used to identify patterns of bullying behavior, and to evaluate effectiveness of prevention programming and the response procedure. Implementation and compliance with this school bullying policy will be evaluated using a student and staff bullying policy implementation survey. This school/district bullying policy will be reviewed and updated by an appointed committee on a [timeframe].

X. Training

All Colwich Elementary School administrators and staff will receive, at minimum, a bullying prevention training (e.g. Second Step Bullying Prevention Unit training) on recognizing and responding to bullying and an annual training on the school/district bullying policy including staff roles and responsibilities, investigation protocols, creating student safety plans, monitoring of hot spot areas of the school where bullying repeatedly occurs, and use of the incident reporting form. Staff members will also be given resources to help create a positive classroom climate to minimize the likelihood that bullying will occur. New staff will receive a copy of school policies and procedures within 30 days of hire and participate in annual training on bullying and harassment. The school will use a database to track the training of all staff and teachers.

Students will receive information on the recognition and prevention of bullying and harassment during educational lessons.

XI. Prevention

Colwich Elementary School will implement an evidence-based bullying prevention program at all grade levels to provide students with strategies aimed at preventing bullying and harassment and increasing socioemotional skills of students. The bullying prevention program will also include tools to improve school climate by identifying "hot spots" in the school where students feel the most unsafe and promoting student involvement in anti-bullying efforts, peer support and mutual respect, and supporting a culture that encourages students to report incidents of bullying and harassment to school personnel. Prevention will include an assessment of bullying perpetration and victimization in the school/district and an evaluation of the prevention plan and program.

XII. Rights of Victims to Seek Other Legal Remedies

This policy does not prevent individuals who were bullied from seeking legal remedies outside of the school/district to incidences of bullying and harassment.