

# Garden Plain Elementary School

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## Shared Moral Values of Renwick USD 267

### **Tolerance**

*Kindness and Generosity*

### **Courage**

*Moral Strength and Character*

### **Honesty**

*Truthfulness*

### **Loyalty**

*Faithfulness and Allegiance*

### **Perseverance**

*Determination*

### **Respect**

*Considerate of others and Property*

### **Responsibility**

*Moral and Personal accountability*

### **Self-Discipline**

*Control*

### **Trustworthy**

*Assured Reliance*

## STUDENT HANDBOOK

2018-19

NAME:

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**Garden Plain Elementary Mission statement:** *We will maximize each child's potential to become problem solvers, lifelong learners and responsible contributors to society.*

### **Why do we issue each student a school agenda book?**

Your school agenda has been designed to help you manage your time so that you can take an active part in controlling your academic achievement. Garden Plain Elementary School requires 3<sup>rd</sup>-8<sup>th</sup> grade students to use their agenda throughout the year, so if they lose their agenda, they will be expected to buy a new one at a cost of \$2.00 (3-5) and \$7.00 (6-8). Your agenda will be used as a hall pass, to record assignments, and to relay messages from school to home. It also includes our student handbook. The policies that are listed in this handbook are designed to serve as a guide and may not be all-inclusive. All policies listed in this student handbook are subject to administrative discretion. Likewise, they are subject to revision any time the administration deems necessary. We will make every effort to ensure that students and parents are notified of any changes. Any rule which when broken, violates laws, must be reported to the proper authorities.

### **Academics**

All grades are reported on a nine-week basis. Midterms will be sent out each grading period. Any questions or concerns should be directed to the appropriate teacher. An incomplete is given only in case of an illness or emergency, when the student has not been able to complete his/her assignments. The student receiving an incomplete grade must take the initiative to complete the work and have a grade recorded.

<u>Grading System/Student Progress</u>			<u>Music / PE Rubric</u>		<u>K-2 Academic/Behavior</u>
90-100	A	90%	S+	Satisfactory	3 Satisfactory/Mastery
80-89	B	80%	S	Satisfactory	2 Developing Skill/Behavior
70-79	C	70%	S-	Satisfactory	1 Needs Improvement
60-69	D	60%	IN	Improvement Needed	
0-59	F	0%	UN	Unsatisfactory	

### **Parent/Teacher Conferences**

Parents are invited to attend the two parent teacher conferences that have been scheduled for the sixth week of the first and third nine weeks. This allows both parents and teachers the opportunity to communicate about student progress. Parents should feel free to contact their child's teacher at any other time they feel there is a need.

### **GoEdu-Star**

GoEdu-Star is an online informational system that parents can access on the internet. Parents can check attendance, lunch account balances and grades. Teachers will update grades on a weekly basis. Once parents have created their user id and password, they can access their student's information. If you need assistance, contact the office.

### **Anti-Bullying Policy**

#### **Bullying / Cyber Bullying**

1. The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the School District to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.
  - a) All forms of bullying and cyber bullying by school district students while on school grounds or at school district events are hereby prohibited. Anyone who engages in
  - b) bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.
  - c) Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.

- d) Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
  - e) The School District shall annually inform students that bullying or cyber bullying of students will not be tolerated.
2. Definitions:
- a) Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student (one-sided) that has the effect of:
    - i. Physically, emotionally or mentally harming a student;
    - ii. Damaging, extorting or taking a student's personal property;
    - iii. Placing a student in reasonable fear of physical, emotional or mental harm
    - iv. Placing a student in reasonable fear of damage to or loss of personal property; or
    - v. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
  - b) Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
    - i. Placing a student in reasonable fear of damage to or loss of personal property;
    - ii. Physically, emotionally or mentally harming a student;
    - iii. Placing a student in reasonable fear of physical, emotional or mental harm;
    - iv. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
  - c) All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline. The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.
3. Delegation of Responsibility:
- a) Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.
  - b) Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.
  - c) Students shall be encouraged to report bullying or cyber bullying complaints to any staff member.
  - d) Any staff member who receives a bullying or cyber bullying complaint shall gather information or seek administrative assistance to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, the building principal must complete the appropriate written documentation (see bullying reporting form).
  - e) The building principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused.
4. Complaint Procedure:
- a) A student shall report a complaint of bullying or cyber bullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student.
  - b) The staff member will either gather the information or seek administrative assistance to determine if the alleged bullying or cyber bullying conduct occurred. After the information has been gathered, the building principal shall be notified of the complaint. The building principal will determine the need for further investigation or the

- appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying or
- c) cyber bullying, the building principal must complete the appropriate written documentation.
5. A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline guidelines in each building, which may include suspension, expulsion or notification to the appropriate authorities

### **Arrival**

The school day is from 8:05am-3:27pm. Students are not permitted to enter the building until (7:45am). Students may enter earlier if they have an appointment with a teacher. All students should be out of the building by 3:45pm unless they are under the supervision of a faculty member/sponsor. Students are not to be in the building before 7:45am or after 3:45pm.

### **Attendance**

The Board of Education, administration, and staff of Garden Plain Elementary encourage regular attendance at school by all students. Students who attend on a regular basis will have a better opportunity to receive instruction that is continual and in 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.

On the day a student is absent, the parent should call the school secretary or school administrator at 531-2261 by 8:30 a.m. and state the reason for the absence. Upon returning to school, if the parent or guardian has called, the student will not be required to bring a note from home. If returning during the school day, they check in at the office to have their planner stamped/pick up a pass, and then report to class. If the parent or guardian does not call or send a note prior to their child's absence, an unexcused absence or tardy will be recorded. The school will contact students' parent(s) if a student is not in school by 8:30 a.m. **With accordance to Board Policies, the principal makes the determination if the absence is justified and if the student will be allowed to make up the classroom work missed.**

### **Excused Absences**

1. Personal illness and professional appointments.
2. Serious illness or death of a member of the family.
3. Emergencies calling for the student's services or presence at home.
4. Obligatory religious observances.
5. Participation in a district-approved or school-sponsored activity.
6. Other absences, which are deemed necessary by the parents and approved in advance by the administration.

### **Unexcused Absences**

Absences for reasons other than those listed above are generally considered unexcused. An unexcused absence means work missed will be made-up; however, it is the responsibility of the student to seek out this work from their teachers. The principal and secretary will review attendance records regularly.

Pre-Arranged Absence - An excused absence may be arranged for in advance by special request from the parent or guardian. This request must be made to the building principal. Assignments should be made up and handed in to the various teachers the day the student returns to school. The same policy applies to students who miss school because of school-sponsored events, special concerts, athletic events, music festivals, and field trips.

Making Up Missed Work -A student has one day for every day missed to make up any work missed during his/her absence.

- Example: If a student is absent Monday, returns Tuesday, any work missed from Monday is due on Wednesday. If a student is absent for two days, they have two days upon their return to make up the work.
- If a student is present the day an assignment is assigned, but absent the day it is due, the assignment is due on the day they return.

#### Tardy to School or Class

Being on time to school and class is important. The student should be in their classroom before the 8:05 bell. If a student is late coming to school, parents should call in advance if possible and provide lunch count information. Tardy students must first report to the office when arriving at school and sign in. They will also pick up a tardy slip to show their teacher. If a student gets to class without a tardy slip or stamp, the teacher will send them back to the office. This is for K-8 students.

#### Truancy-State Truancy Regulations

Kansas Statutes Annotated 72-111 and 72-113 clearly state that the Board of Education has a legal duty to adopt rules for determining valid excuses for absenteeism to comply with State statutes. The statute states, that if a child is inexcusably absent on any three consecutive days or five or more days in any semester, such child is truant. Schools are required BY LAW to report all truancy violations to the Secretary of Social Rehabilitation Services (SRS).

Dismissal of Students: If a student needs to leave the building for a doctor or dental appointment, or other valid reasons, parents are requested to send a note with the student or contact the school office. When a student leaves the school during the day, a parent or other authorized person must report to the office to sign the student out. Upon his/her return to school, the student must sign back in at the office. Students shall not leave the school premises during school hours without permission of the principal and request or permission of the parent or guardian. Students will only be permitted to leave school before the dismissal hour at the request of, or in the company of a parent of the student as defined by Kansas Law, school employee, police officer, or court official. The name, address and telephone number of the parent or lawful custodian and emergency contacts shall be entered on the permanent record of the student in accordance with BOE Policy. If any police or court official requests the dismissal of a student during school hours, parents will be notified at once.

#### Assembly Conduct

Assemblies are presented during the year at times advantageous to the student body. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

1. Students will sit in groups as assigned by the teacher
2. All students will enter and leave the gym promptly, and quietly, be seated, and refrain from unnecessary noise.
3. Teachers will sit with their grade level.
4. Hand clapping is the only acceptable kind of applause. No negative responses or noises are allowed.
5. Courtesy and proper conduct must be maintained at all times.
6. Students not showing appropriate assembly behavior will be removed and sent to the office.

### **Bicycles/Scooters/Skateboards**

The same traffic laws regulate bicycle riders as those for automobiles. If a student rides a bicycle to school, he/she should practice all bicycle safety rules. Bicycles, scooters and skateboards should be walked, when on the school campus (GPE/GPHS). Bicycles must be parked in the racks that are provided. Students are encouraged to lock their bicycles in the rack.

### **Care of Property & Lock/Locker Assignments**

Students should refrain from marring textbooks, Chromebooks, desks, tables, lockers, walls, or floors and other destructive acts that destroy public property. Students are responsible for all books and materials checked out to them. Any acts of vandalism or destruction of school property may result in payment for damaged property which will include labor costs and or suspension from school. Each student (3-8) will be assigned a hall locker. The lockers are school property and may be inspected at regular intervals or when the administration considers it necessary. Students do not have an expectation of privacy for the contents. **Students should remember to keep their combination to themselves. Do not even share it with your best friend. The school is not responsible for loss of items in student lockers.**

### **Change of Address/Moving**

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. **THIS IS EXTREMELY IMPORTANT!** Students moving from GPES must have their parents contact the office by phone or in person and inform the school when the student's last day will be. On the last day the student must come to the office and obtain a checkout sheet. The sheet is to be taken to each class and signed by all teachers. The student will then bring the sheet to the office at the end of the day.

### **Class Assignments**

Prior to the start of the academic year, the school makes student class assignments. Requests for specific teachers are not allowed according to district policy. Class assignments will be posted when they are available.

### **Communication-Thursday Packet/Website**

Each Thursday the youngest child in the family will bring home communications in regards to Garden Plain Elementary and/or community; this is called our "Thursday Packet." Please review this information with your child/children, sign the packet and have your child return it to school. **Please remember to ask your child for any handouts.** The school and district web sites will also provide information about GPE, teachers, curriculum, activities, etc.

### **Cross Walk Guidelines**

1. Students are to walk, not run, across the crosswalk.
2. No pushing or shoving while waiting at the crosswalk.
3. Wait for patrol signs before crossing.
4. Stay between the white crossing lines.
5. Bicycles, scooters and skateboards are to be walked across the crosswalk and on school property.
6. Obey instructions of the crossing guard.
7. Respond respectfully to crossing guard.
8. Failure to adhere to the cross walk guidelines or instruction from the crossing guard may result in a detention.

## **Crisis Plan**

The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disaster, to bomb threats and intruders in the building. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis. If a true crisis occurs, and students have to be evacuated from their school, please contact central office for details of where you may pick up your child (444-2165).

## **Emergency Drills**

We are required by law to have periodic fire and tornado drills during the school year. We also conduct Lock Down drills as part of our crisis planning. These are serious drills and students should conduct themselves accordingly. All teachers are responsible for the students in his/her classroom. All teachers should take their grade books, crisis pouch, and follow their group. Students are to remain silent and cooperate completely during these drills. No student will leave the school premises unless accompanied by his/her parent.

## **Fire**

The alert signal for fire, or fire drill, is a continuous sounding of the fire alarm.

1. All personnel and students will participate in all fire drills.
2. Drills will be held at regular intervals during the school year.
3. Under no condition shall students run, but shall walk rapidly and quietly.
4. If a stairway or door is blocked, use the alternate route.
5. At the sound of the fire bell, students will leave all work immediately. All books and notebooks will be left on desks.
6. When fire drills occur, the safety of the occupants of the building should be considered above all else.
7. Everyone should move at least fifty (50) feet away from the building.
8. The teacher will be responsible for closing the classroom door and windows in addition to turning out all lights when the last student has made his/her exit.
9. Do not enter the building until the "all clear" is given.

## **Tornado**

The signal for a tornado or tornado drill is a pulse alarm that sounds over the intercom.

1. All personnel and students will participate in all tornado drills.
2. All students shall follow the designated procedure as outlined for the specific class they are in at the time of the alert.
3. Students not in class (such as in the hall or going to the media center) shall proceed to any designated area.
4. Under no condition shall students run, but shall walk rapidly.
5. Remain calm, alert, and quiet so announcements can be heard.
6. Remain in designated areas until the "all clear" is given.

## **Dance Guidelines**

Only GPMS students will be allowed to attend GPMS dances. Admission may be charged for school dances.

1. Organization sponsors or designated volunteers will supervise dances.
2. Parents are welcome to visit all dances.
3. Students will not leave the dance at any time unless accompanied by their parent.
4. The doors will close 30 minutes after the beginning of the dance, with no admittance after that

- time. Exceptions may be made if prior arrangements are made with the principal or sponsor.
5. Unruly conduct will not be tolerated.
  6. All school policies are in effect at all dances.

### **Dress Code**

Appearance does affect the learning atmosphere of a school. Neatness and good taste are emphasized as guidelines for understanding and interpreting this dress code. This code is not intended to impose a financial hardship on any student or family. General guidelines include:

1. Shoes must be worn. To ensure student safety during recess, sandals without a back strap **are not** permitted for **PreK-5** students. Shoes with wheels/rollers **are not** permitted **PreK-8**. Shoes with electronic components, such as games **are not** allowed **PreK-8**.
2. Due to weather and temperature conditions, shorts are discouraged from November thru March.
3. Apparel that is excessively short **may not** be worn. Skirts can be no shorter than 3 inches above the knee. The inseam on shorts will be no shorter than 6 inches. Shorts **may not** be rolled down at the waist. Apparel that is excessively large or excessively long **may not** be worn. **No** “bagging” or “sagging”.
4. Pants with holes that expose the skin are not acceptable.
5. Clothing designed for maximum exposure to the sun (mesh shirts, tank tops, midriff, etc.) **may not** be worn.  
Sleeveless shirts may be worn as long as it is hemmed and does not expose undergarments. Material width at the shoulder must be 1 inch wide.
6. Clothing having vulgar or obscene language or gestures, inappropriate double meanings, racial slurs, or endorsements of alcohol, drug, or tobacco products **are unacceptable**.
7. Head apparel such as hats, bandanas, and sunglasses **are not** to be worn in the school building unless given permission on special school days.
8. Hair dyes and high-lites must be natural colors of hair. Facial hair is prohibited.
9. Chains such as pant chains **are not** to be worn on school property.
10. Tattoos must be covered.
11. Ears may be pierced and ear rings worn in that location only. **No** other visible body piercing may be displayed by wearing jewelry or chains.

*This list is not intended to be all-inclusive. Students will be given the option of changing or going home, with an unexcused absence. For repeated occurrences, the staff may issue a detention. The principal reserves the right to make a determination if the personal appearance of a student is inappropriate, distracting, or offensive.*

### **Enrollment Information (REQUIRED by first day of school)**

1. **Certificate of Live Birth** – **Kansas State Law K.A.R.72-53-106** states that schools must verify proof of identity for every student **within 30 days** after school entry. A certified copy of a state issued birth certificate must be presented by all pupils entering a Kansas School for the first time.
2. **Student Physical** - **Kansas State Law K.A.R.72-5214** requires every pupil up to the age of nine (9) years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment **within 90 days** after school entry.
3. **Immunization Requirements** – **Kansas State Law K.A.R. 28-1-20** defines immunizations required for any individual who attends school or early childhood programs operated by a school. See Nursing (pg. 21.) for the detailed list of immunizations.



### **Fines**

The staff wants the students at the Garden Plain Elementary School to be responsible and respectful individuals. Students will be held responsible for any school materials which are checked out to them. If a textbook or library book is lost or destroyed, the student will be required to pay the price of replacing it. The person or persons responsible for the damage must pay for any damage done to the building or equipment. A student who owes a fine must pay before the school year is complete. A student who has not settled all accounts will not receive his/her certificate of promotion or report card. We encourage protection and respect for our school and the materials in it. Building principals or designated representatives shall be authorized to collect fees, fines, or charges authorized by the board for any school property lost, damaged or destroyed by a student and shall be paid for by such student in accordance with rules and regulations prescribed by the board. Building principals shall attempt to collect the justifiable value of school property lost, damaged or destroyed by a student. If, after the attempt to collect, such amount remains unpaid, the principal shall report the matter to the superintendent whom shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

### **Field Trips**

Periodically, students will have educationally related field trips. There will be a "generic" field trip form to be signed at enrollment. Students must ride in school provided transportation unless a note is received in the office, from a parent or family physician, excusing the child from riding school provided transportation. All exceptions must receive administrative approval.

### **Gang Activity**

Gang activity which threatens the safety or well-being of persons or property on school grounds, or at school activities, or which disrupts the school environment is prohibited. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, or reflected by any student **shall not:**

1. Present a physical safety hazard to self, students, staff, and/or other employees;
2. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
3. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.
4. Solicit or promote students into gang activity.

### **Live Animals**

No live animals are allowed on school property without prior principal approval.

### **Lost and Found Articles**

Each student should assume the responsibility of taking care of his/her own possessions to help prevent losses and to aid in the recovery of lost items. A student should place his/her name in all books, billfolds, wearing apparel, etc. so that such articles may be identified and returned when found. If a student loses something, he/she should check with the office and ask all of his/her teachers. If a student finds an item, he/she is to bring it to the office.

### **Library**

Our Library is designed to support classroom learning and promote leisure reading. Procedures to be followed are listed below:

1. During the school day/week, Students will come to the media center with their classes. Students may also come alone at other times with teacher's permission.
2. Students may check books out for a two-week period and may recheck them if necessary. Fines may be levied for late or damaged books at the discretion of the librarian.
3. Reference books and Encyclopedias may be used in classrooms during the school day.
4. A favorable atmosphere for studying and reading should prevail at all times.
5. The Library staff should not be interrupted when classes are in session.

### **Lunch/Cafeteria**

Garden Plain Elementary has "closed" lunch periods. Students must remain at school for the noon meal. Parents needing to request exemptions from this policy should contact the principal. You may buy school lunches or bring sack lunches. All food will be eaten in the cafeteria. Candy and carbonated soft drinks are prohibited. It is expected that all students will behave in a responsible manner in the lunchroom, allowing all to eat in a pleasant atmosphere. This means manners such as raising your hand for seconds, talking only to the person next to you, picking up your area when you leave. Lunches must be PREPAID. Parents may bring lunch to their child. Bringing lunches to students other than your own child is not allowed.

**Applications and information concerning free or reduced lunches are available in the office.**

### **Middle School Information**

See pg. 17

### **Parties**

We have classroom parties at various times of the year. Activities and treats should be appropriate for carpets. Balloons and floral arrangements, etc. to individuals are discouraged. They will be delivered to students at the end of the day or an appropriate time to reduce distractions.

### **Physical Education Uniforms**

Students in the sixth through eighth grades will be required to wear a school issued physical education uniform. Their name will be boldly printed on the front of the shirt. This will help in returning lost items to their rightful owners.

### **Nursing/Student Health**

See pg. 20

### **Racism**

Remarks, writings, or signs that are derogatory toward any ethnic group will not be tolerated. Any student who believes he or she has been subjected to harassment, sexual harassment or racial harassment, should discuss the problem with his/her principal, or another certified staff member. Complaints regarding all forms of harassment shall be investigated under district policy, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

### **Sexual Harassment**

Sexual Harassment is a civil offense and a violation of an individual's right to an education in an appropriate environment. The following actions can be considered sexual harassment: having

sexual comments, jokes, gestures or looks made about one; 2) being touched, grabbed, or pinched in a sexual way; 3) being flashed or mooned; 4) having sexual rumors spread about one; 5) being shown, given, or left sexual pictures, photographs, illustrations, messages, or notes; 6) having way blocked or being cornered in a sexual way; 7) having one's clothing pulled off or down; 8) being forced to do something sexual including kissing; and 9) being spied on during dressing or showering at school.

### **Safe School Act**

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report **all felony and misdemeanor crimes** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information, which indicates a crime (felony or misdemeanor), **may** have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement), or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and **not** under the authority of school personnel.

### **School Discipline Policy**

The discipline policy is based on mutual respect among administrators, teachers, staff, students, and parents. These policies are designed to create a pleasant and safe environment for all students in our school. Students must remember that they are responsible for their actions. If actions are in violation of school policies, students will have to accept the consequences. Kansas law allows the school district to hold students accountable for their behavior while they are on school district property, at all bus stops, and at all school sponsored activities.

### **Student Responsibilities and Expectations**

The following expectations have been developed to guide students in making appropriate behavior choices and to explain the expectations of the administration and staff concerning student behavior (these are not meant to be all-inclusive).

#### **1. Students are expected to be honest and considerate of others.**

- Dishonest behaviors include lying, stealing, forging signatures, cheating, copying another person's work (plagiarizing).
- Demonstrate a willingness to contribute to safety and learning for yourself and others.
- Mimicking of others is unkind and inappropriate.

#### **2. Students are expected to follow the directions from adults in an appropriate manner.**

- Follow directions without arguing.
- Use a respectful tone of voice.
- Avoid rude or disrespectful non-verbal expressions.
- Treat substitutes with respect and cooperation.

#### **3. Students are expected to stay on task and not interfere with the learning or the teaching that is taking place.**

- Keep your body parts to yourself.

- Use appropriate and respectful language.
  - Put downs are unacceptable.
  - Ask permission to borrow items from teachers and others.
  - Respect the right of others to learn.
- 4. Students are expected to come prepared to class each day.**
- Come to school prepared with materials and assignments.
  - Turn in assignments on due date.
  - Be attentive in class.
  - Keep on task in the classroom.
- 5. Students are expected to display pride in our school by keeping the building and grounds clean and unmarred.**
- Damage of school property (vandalism) or the property of others is not permitted.
  - Display care for the appearance of our school (pride).

### K-5 Discipline Plan

**Step I:** Teachers will handle inappropriate behavior in their own classrooms when possible.

Possible logical consequences include the following:

- |                                                    |                                                |
|----------------------------------------------------|------------------------------------------------|
| *written work that is appropriate for the behavior | * loss of a privilege                          |
| *walking at recess                                 | * after school detention                       |
| *removal from activity in classroom                | *service in the classroom                      |
| * loss of recess                                   | *phone call or written communication to parent |

### **Step II**

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 III**

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 IV**

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.*

### 6<sup>th</sup>-8<sup>th</sup> Middle School Discipline Plan/Detentions

- Detention slips will be completed and logged in the Goedustar system by the faculty member assigning the detention. Forms must be signed and returned to the teacher assigning the detention. In lieu of a signed form, a parent/guardian may contact the principal or faculty member that assigned the detention. Forms must be returned, or contact made by the parent, by the detention date.
- Detentions will be served on WEDNESDAY immediately after school with the teacher assigned to monitor Detention Hall. Students will have 24 hours' notice before they have to serve the detention.

- In extenuating circumstances a parent/guardian may contact the principal to make alternate arrangements.
- Failure to attend a detention will result in the detention being doubled.
- Students with more than 1.5 hours of detention during a nine week period will not participate in the incentive event.
- At the beginning of each nine week grading period, students will start over with 0 minutes of detention. However, past infractions will reflect on future consequences.
- If a student receives an excessive amount of detentions in a nine weeks (3 or more hours), the student will be assigned ISS on the next two (2) detentions and OSS on the next two detentions and any subsequent detentions will alternate between ISS and OSS.
- It is the student's responsibility to communicate their detention to their parent/guardian and arrange transportation.

#### Detention Guidelines

1. Bring classroom work/AR book to detention.
2. Students will not sleep, or lay heads on desks
3. No food, gum, candy, or drinks are allowed in the room.
4. Students will raise hands to speak.
5. Students will remain in assigned seats.
6. Feet will remain on the floor and hands will be kept to oneself.
7. Students will not talk without permission from the teacher or administrator.
8. Students will not disrupt the learning of other students.

***Infractions of the above guidelines – Failure to cooperate will result in a warning; Second failure to cooperate will result in repeating the detention. If not cooperative the following week, the student will be referred to the office. Skipping detention will result in time being doubled. For repeated occurrences, an office referral will be issued.***

#### 30 Minute Detentions (Examples)

**\*Disruptive Behavior** - Any behavior that deprives the instructor of the right to teach, deprives other students of the right to learn, or any behavior that adversely affects the learning environment of the classroom or school.

**\*Dress Code** - Violation of school dress code.

**\*Failure to Comply** - Refusal to comply with reasonable request of school personnel (teachers, secretaries, substitutes, para-professionals, bus drivers etc.) or behavior that challenges their authority

**\*Gum/Candy/Food/Drinks** -Consumption of gum, candy, food or drinks except as designated by teachers for special occasions. These treats shall be consumed only in the class that they are given.

**\*Horseplay** -Inappropriate physical actions with no intent to cause injury.

**\*Profanity** - Cursing, swearing, vulgarity, failure to use appropriate language, or the use of physical gestures that are disrespectful in nature.

**\*Tardy**- Every 3 tardies, a 30 minute detention will be assigned.

#### 1 Hr. Detention (Examples)

##### **\*Cell Phone & Phone Watches**

- **First infraction**—Cell phone confiscated, taken to office. Student may retrieve the phone at the end of the school day. Student receives a 1 hour 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.

**\*Cheating** - To violate rules dishonestly or attempt to deceive. Students cheating will receive a zero on all work being performed when cheating.

**\*Disrespect** - Inappropriate or argumentative remarks or actions, being rude or uncooperative towards staff.

**\*Flagrant/Intentional Lying or Omission** - Giving false information to any school personnel

**\*Precipitating a Fight/Scuffle** - Statements or actions that encourage others to fight or engaging in physical contact in anger.

**\*Unnecessary Items** -The possession of item(s) which could be used to cause a disturbance and is/are unnecessary for school activities (cellular phone, beeper, iPod, laser lights, etc.) If a parent feels that a child must have a cell phone, it is to remain in the students locker during the school day. Students may use the school phone with permission at any time during the day.

**\*\* These lists are not an all-inclusive list. The faculty or administration will handle actions not listed as they deem appropriate.**

### **Automatic Office Referrals**

**All automatic referrals will be handled through the principal's office utilizing Board of Education Policies.**

**\*Alcohol and Drugs** - A student, who is guilty of possessing, offering, selling, buying, or being under the influence of any illegal drug, alcohol, drug paraphernalia, simulated drugs, or other controlled substance on school property or at any school-sponsored activity, will be detained immediately. The administration will contact the proper law enforcement officials and the student's parents. An immediate short-term suspension of 10 school days may be imposed. A formal hearing may be held. Disciplinary action will be administered as per BOE Drug Free School Policy. The student may be required to undergo a complete substance abuse evaluation by a licensed agency before he/she is allowed back to Garden Plain Elementary School or an alternative school as per Board of Education policy.

**\*Assault** - Physical attack of one person, or of a group of persons, upon another person who does not wish to engage in the conflict and has not provoked the attack.

**\*Destruction of Property/Vandalism**- Destroying or mutilating objects or materials belonging to the school, school personnel, students, or other persons. (Misdemeanor - under \$500/Felony - over \$500)

**\*Fighting** - Purpose of inflicting physical harm on another person.

**\*Tobacco** -The use or possession of any tobacco product by students at school or at a school-sponsored activity is prohibited. Students who use or possess tobacco products at school or a school-sponsored activity will be subject to the BOE Tobacco Free School Policy and law enforcement will be contacted.

**\*Theft** -Taking or concealing property that belongs to others.

**Misdemeanor** - under \$500      **Felony** - over \$500

**\*Threat** - Any statement or action that is communicated with the intent to commit violence or terrorize another individual, or cause the evacuation of any building, facility or district vehicle.

**\*Weapons-** Students shall not knowingly possess, handle, or transmit, any object that can reasonably be considered a weapon or simulation thereof:

1. On the school grounds during, before, or after school hours.
2. On school grounds at any other time when the school is being used by any school personnel or school group.
3. Off the school grounds at a school activity, function or event.

**Weapons are identified in two categories:**

- A. Articles commonly used or designed to inflict bodily harm and/or to intimidate others. Examples are firearms, air gun, BB gun, slingshot (or any other instruments capable of accelerating a projectile), knuckles, knives of any kind, chains, clubs, stars, or any other weapon identified by K.S.A. 72-8901.
- B. Articles designed for other purposes, but are used to threaten, inflict bodily harm, or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, rulers, etc.

A student acting in an aggressive or belligerent manner with any article as described in Section B above shall be deemed to be in possession of a weapon. Disciplinary action will be taken. A student using or in possession of a weapon will be subject to suspension, possible expulsion proceedings, referral to law enforcement agencies, or other appropriate action.

**\*\* These lists are not an all-inclusive list. The faculty or administration will handle actions not listed as they deem appropriate.**

### **In-School Suspension (ISS)**

Students assigned to ISS will be isolated in the office or classroom for the whole school day (lunch included). Staff will provide assignments/make-up work for the student to complete. Students receiving numerous detention hours may be assigned ISS.

### **Short-Term Suspension**

According to Kansas Law 72-8902: A suspension may be for a short term not exceeding ten school days. During an out-of-school suspension students are not allowed on school property or attend school events. Students will be allowed to make up work from a suspension for credit but it must be turned in the day the student returns to class from the suspension. It is the responsibility of the student/parent to pick up the work from school.

### **Long-Term Suspension/Expulsion**

Long term Suspension may be for a term of 11-90 days, Expulsion may be for a term of 91-186 days. According to Kansas Law 72-8901: The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any student guilty of any of the following:

- A. Violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- B. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- C. Conduct which substantially impinges upon or invades the rights of others, or
- D. Conduct, which has resulted in conviction of the student of any offense, specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- E. Disobedience of an order of a teacher, peace officer, 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.

An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

### **Student Parking and Driving**

Students that are eligible to drive to school are required to park in the parking lot at Garden Plain High School, not at Garden Plain Elementary. They are expected to drive safely; failure to do so may result in loss of driving/parking privileges at school.

### **Telephone Calls and Messages**

The office telephone is a business phone and should be used for that purpose. Students will be permitted to use the phone IN CASE OF EMERGENCY or when directed by school officials. Students will not be called out of their classrooms except in an emergency. All arrangements concerning after school activities (non-school) should be done by the student before coming to school. If a student needs to receive a message, the office will notify the student by giving his/her teacher the message. Since our office personnel are extremely busy, we ask parents to keep messages to a bare minimum.

Student cell phones are to be kept turned off during the school day and in lockers. Calls home should be made through the office, not from a cell phone. Students caught using cell phones during the day will have their phones confiscated. (See "Cell Phones" under Detention Policies.)

Watches with capabilities of making or receiving phone calls or messages are not allowed to be used during the school day. (See "Cell Phones & Phone Watches" under Detention Policies.)

### **Transportation/Bus Procedures**

Students will come to and from school many different ways. The most important thing to consider no matter how students arrive and depart from school is THEIR SAFETY AND THE SAFETY OF OTHERS.

1. The bus driver and/or sidewalk monitor are in full charge of students when they are riding, loading, or unloading the bus.
2. Students must remain seated. Aisles, doors, and emergency exits shall remain unobstructed at all times.
3. Rough conduct/fighting, vandalism, and profanity will not be permitted.
4. Students must be on time. The bus can not wait for those who are tardy.
5. No food or drink is allowed on the bus or in the loading area.
6. The use or possession of any tobacco or alcohol is prohibited.
7. Students will not open or close the bus windows without the permission of the driver.
8. Students will not throw any objects or extend any portion of their bodies through bus windows.
9. Students shall stay out of the driver's seat and shall not tamper with equipment.
10. No animals, firearms, knives, or weapons of any kind are allowed.
11. Any student wishing to ride a different bus must have a note signed by their parent and principal. Only then may they ride the bus if a seat is available.

### **Transportation Discipline Procedures**

The following discipline procedure will be used on all Renwick school buses and in the loading



areas. If a student breaks one or more of the bus rules, the bus driver will give a verbal warning. If a second offense occurs, a "bus discipline notice" will be given to the student to take home. Possible disciplinary action may be taken by the principal. If a third offense occurs, the transportation office will notify the parents in writing or by phone of the "discipline notice". The student may be suspended from riding the bus for three to five days. A fourth offense may result in suspension of bus privileges for the remainder of the school year or an appropriate intermediate period. In addition a conference will be held with the building principal, parent, student, transportation supervisor, and bus driver.

### **Visitors to School**

Persons requesting to relay messages, homework, lunch money, supplies, etc. to students, teachers, or other employees must stop in the office to make the proper arrangements. ALL visitors MUST sign in at the office, wear a Visitor's Sticker, and then sign out upon leaving. Parents are welcome to visit classes frequently and actively participate in the education of their child. We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time. Permission should be obtained from the classroom teachers if a specific class is to be visited. All visitors must obtain permission from the principal prior to the visit. All visitors are to follow school rules. Visitors may not bring other children into the classrooms when visiting. We do not allow students to have other non-Garden Plain Elementary students visit them at school.

### **Weather Policy**

Students will not go outside for recess when the temperature and/or wind chill index falls below 20 degrees or the principal determines the students should remain indoors (i.e. high winds, lightning, extreme heat, etc.) A child will remain indoors during recess when:

1. honoring a written doctor's note, or
2. the school is responding to a child's medical need, or
3. the school (teacher or principal) determines a child is inadequately clothed.

## **MIDDLE SCHOOL INFORMATION (6<sup>th</sup>-8<sup>th</sup>)**

### **Athletics/Extra-Curricular**

*Extra-curricular activities are a PRIVILEGE. Students are ambassadors of Garden Plain Middle School when they participate in extra-curricular activities and their behavior is expected to be EXEMPLARY.*

The standard and philosophy of a school are constantly reflected in that portion of the school's extra-curricular activities in which students represent the school before the general public. Therefore it is of the utmost importance that the philosophy, aims, objectives, and standards for the participation in extra-curricular activities be compatible with the overall objectives of the school. Students staying for extra-curricular activities must follow school guidelines. Students not following school guidelines may be sent home and/or banned from attending further school activities. Sportsmanship is encouraged by Garden Plain Elementary and KSHSAA. **The following actions are prohibited by GARDEN PLAIN ELEMENTARY and KSHSAA:**

1. Whistling may be mistaken as an official's call and possibly hinder team players, therefore it is prohibited.
2. Booming or Yelling to making loud noises at an opposing player while he shoots a free throw is prohibited. Stomping on bleachers is not considered to be in good taste for cheering sections.
3. Throwing any items on the playing area is dangerous to the players and officials.

Officials have the right to request violators be removed from the facility at any time.

4. Drinks without lids are not permitted in the gym. Please help keep the playing floor in good condition by staying off the floor with street shoes.

### **Kansas State High School Activities Association (KSHSAA)**

All KSHSAA rules and regulations are published in the official KSHSAA handbook, which is distributed annually and is available at your school office. Some of those rules are summarized on this page for your convenience. If you have questions, please contact your school office. Students may be eligible if:

1. They are a bona fide undergraduate student in good standing.
2. They have passed an adequate physical examination given by a physician and have written consent of their parents or legal guardian.
3. They are not 15 (8th grade) or 14 (7th grade) years of age on or before September 1 of the school year in which they compete.
4. They have not completed four semesters of middle school attendance nor have they participated in more than two seasons in one sport.
5. They do not engage in outside competition in the same sport during a season in which they are representing their school. **NOTE:** Consult the coach or Activities Director before you participate individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.
6. They are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they participate.
7. They have not competed under a false name, for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
8. They have passed at least five subjects of unit weight the previous semester. They must also be enrolled in and attending at least five new subjects (not previously passed) during the present semester.
9. You are a transfer student and have met the requirements of the KSHSAA Transfer Rule.
10. You have not violated the Anti-Tryout and Private Instruction Rule, which states, "Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.
11. You have complied with the Undue Influence Rule, which states: "The enrollment in a school, the transfer from one school to another or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (including alumni associations, booster groups and similar organizations) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school's standing in the Association and shall result in such other actions as the Executive Board deems appropriate."
12. A student may also be dismissed from the team by the principal, or coach, due to poor citizenship or other reasons outlined by the coach at the beginning of the season.

### **Additional Guidelines**

1. Students interested in participating in an extra-curricular activity must attend practice/meeting within the first two weeks. This deadline is set to due to KSHSAA policy regarding the number of practices required in order to participate in a competition. The student must be in school in order to participate in practice or activities, or be excused by the office and coach. At Garden Plain Middle School the student must be in school one half day (191 minutes) in order to participate. In case of illness in the family, a family emergency, a funeral, or an appointment with a health care provider, the student will be eligible to participate in the

- activity if that student notifies the principal/coach in advance. This rule includes participation in practice.
2. If the absence from a practice or activity is considered unexcused by the coach and/or sponsor, then the student will not be allowed to participate until he or she has made up the missed time to the satisfaction of the coach or sponsor. Guidelines and requirements for making up the missed time are left up to the sponsor or coach, and should be a part of the procedures on file with the Activity Director.
  3. Each head coach or sponsor will have on file with the administration a copy of his/her activity guidelines.
  4. Students that attend and represent Garden Plain Middle School activities must be a student in good standing with the school. A student is in good standing when they have **1) earned 65% or above** in each class (grades calculated weekly), **2) have demonstrated appropriate behavior** in classes and at other school activities. Teachers, coaches and parents will be notified of any students not meeting the requirements. Such students will be allowed to practice, but will not be allowed to compete/play until these standards are met.

### **Eligibility for Interscholastic Athletics/Activities and Academic Recovery Hall**

- Students earning a 64% or below are ineligible for all activities. If a student earns a D/F on a grade card at the end of a nine weeks, teacher discretion may be used to assign a student to start the next nine weeks in Academic Recovery Hall.
- Eligibility reports are turned in the second Friday of each new 9 weeks and each Friday therein after until the end of the 9 weeks. In cases of shorten weeks, three (3) plus days will constitute a week.
- Teachers turn in eligibility reports to the school secretary on Friday by 10 a.m.
- The school secretary makes a copy of the reports and mails/emails the original to the parent/guardian on Friday.
- The child is then ineligible the following Monday-Sunday.
- If a student is ineligible for three weeks in a row, they will be dismissed from their current extra-curricular activity. Once a new season starts, the process starts over.
- All 6-8<sup>th</sup> grade students marked INELIGIBLE, will be required to attend After-School Academic Recovery Hall. This also includes students NOT participating in an extra-curricular activity.
- Academic Recovery Hall is held Monday-Thursday from 3:35-4:15pm.
- Students will be required to attend Academic Recovery Hall all four days, Monday-Thursday.
- After Academic Recovery Hall, students can return to practice or go home.
- Students attending Academic Recovery Hall will not participate in interscholastic athletic or academic events. Students will not be allowed to suit out or ride the team bus.
- Students who fail to attend Academic Recovery Hall will receive a 1 hour detention. Parents will be notified if a student does NOT stay to attend Academic Recovery Hall. If the behavior continues, the detention time will be increased, or further consequences will result per administrator discretion.
- Activities include but are not limited to interscholastic athletic or academic teams.

### **Incentive Day Requirements**

To be eligible to attend school-sponsored activities, a student must meet both of the following criteria: maintain a positive attitude and maintain academic rigor.

- 1) Positive attitude is judged through student behavior. To be eligible for the trips and activities, students must have 1.5 hours or less of detention during the current quarter and no In-School Suspensions (ISS) or Out of School Suspensions (OSS).
- 2) Academic rigor is judged through quarterly grades and AR goals/contract being met. To be eligible for the trips and activities, students must have a 70% or higher in all enrolled classes AND must meet their quarterly AR goal/contract (as determined by the teacher and student).  
\*These guidelines will be in effect for all activity/incentive days, including end-of-year trips.

### **Promotion Exercises**

Garden Plain Middle School teachers and administrators are committed to helping our students gain the foundation needed for high school. The requirements to participate in promotion exercises at the middle school level are:

- 1) A student must earn 13 points out of a possible 16 points, during the current year, to be eligible to participate in 8<sup>th</sup> grade promotion exercises. 16 points are available throughout the year: 1 point per semester, per class.
- 2) One point will be assigned to passing grades of 65% or higher. Grades of 64% to 60% will receive ½ point and a grade of 59% or less will receive zero points.

Students, who achieve the above requirements, will participate in promotion exercises. Students, who do not meet the above requirement, may be promoted to the 9<sup>th</sup> grade, however will not be allowed to participate in the promotion exercises.

### **Nursing Information**

The school nurse is available Monday-Thursday (all day) and Friday ( morning only). The Health Office welcomes questions and requests for answers to health concerns **but cannot diagnose conditions**. If a student becomes ill (vomiting or fever of 100 degrees or greater) at school, parents/guardian will be notified and the student will need to be picked up . **Please keep your home, work, and cell phone numbers updated with the secretaries in the office in case of an emergency so we could contact you immediately.**

**\*Communicable Diseases:** The Sedgwick County Health Department has established the following regulations: The following communicable diseases **MUST** be reported to the Sedgwick County Health Department. Students will be excluded immediately until Health Department disease investigators provide additional directions regarding exclusions, readmissions, contact exposure and preventative measures: Measles, Mumps, Meningitis, Pertussis, Rubella, and any other unusual disease.

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 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 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 other children.

**\*Head lice:** Renwick USD 267 policy states that students with head lice will be excluded from school until treated properly and **all nits and live lice are removed**. Please report head lice to the school so we can work to keep this problem under control. **Students must report to the nurse when returning to school after head lice treatment to be checked before being released to go back to class. Students also may not ride the bus until checked and released by the school nurse.** Informational handouts are available from the nurse.

**\*Immunizations:** Kansas Law requires students to be compliant with immunization requirements and to provide that information to the student's attendance center. **Our district policy requires this documentation be on file in the school office prior to the first day of attendance in any school year.**

The current requirements by the **State Department of Health (K.A.R. 28-1-20)** are as follows;

1. **Five (5) doses DTaP (diphtheria, tetanus, accelerated pertussis).** Four doses acceptable if dose 4 given on or after the 4<sup>th</sup> birthday.
2. **One (1) dose Tdap (tetanus, diphtheria, accelerated pertussis)** is required at grades 7-12 if no previous history of **Tdap** vaccination regardless of interval since the last Td vaccine.
3. **Four (4) doses polio vaccine (IPV/OPV)** Four doses required. Three doses acceptable. One dose required after age 4 regardless of the number of previous doses, with a 6 month minimum interval from the previous dose.
4. **Two (2) doses MMR (mumps, measles, rubella).required** for grades K-12.
5. **Three (3) doses HpB (Hepatitis B) required** for K-12 students.
6. **Two (2) doses varicella (chicken pox) required** for grades K-10; one does required for grades 11-12. **No shots required** if the history of the varicella disease is documented by a licensed physician. Two doses are currently *recommended* by the ACIP for all ages.

If for any medical reasons your child is unable to receive any immunizations, or part thereof, you must have your doctor sign the back of the KCI for legal exemption for medical reasons. To exempt your child from immunizations for personal or religious reasons, the parent must sign and complete the back of the KCI. Any student failing to provide said documentation could be excluded from school by the superintendent of schools. Medical exemptions are required to be signed by the parent and physician yearly for each student that is exempt.

**\*Medications:** The school does not provide or administer any medication including ALL prescription and over the counter medications without proper paperwork on file. Students that need to take nonprescription and/or prescription medication at school must comply with the following:

\*Complete the medication release form signed by the parent, and the physician before the medication will be administered. The form must be accompanied by the physician's orders. Orders and signatures from physician's offices may be faxed to the school at 866-3055 or parents can send the order with the medication.

\* Prescription medication must be in the current original container with the recommended dosage. **Never** send any medication to school in an unmarked container or without proper paperwork.

\* All medications requested to be given at school must **not** be a first dose. A dose must be given prior to requesting it be administered at school.

**\*Essential Oils Use:**

1. Parent/Physician permission for Essential Oil use
2. Medication/Essential oil log

Homeopathic remedies such as essential oils or creams and lotions containing essential oils will be given at school only with the written note from your doctor. 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. These will be allowed unless the scent from these remedies triggers an asthmatic or allergic reaction for other students or staff in the school. Parents may come to school and administer such remedies to their children.

**Internet Safety & Acceptable Use Policy  
For Renwick USD 267**

**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.

## **K-12 Chromebook Policy**

### **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 and repair of any district hardware, software or other technology resources.

- 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.