

# OVERBROOK ATTENDANCE CENTER

## PARENT & STUDENT HANDBOOK 2022-2023



**Mrs. Lorle Bolt, Principal**  
**Mrs. Erin Metsker, Counselor**  
**Mrs. Dusty Rolla, Nurse**

**Miss Megan Reynolds, Office Manager**  
**Miss Jackie Beatty, SRO**

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# USD 434 INFORMATION

## Board Members

Tanner Black - President  
Stephanie Ganger  
Justin Ramsdell  
Madison Sowers  
Kylie Hastings  
Michelle Schmale  
Jason Supple

## Administration

James Lentz, Superintendent  
Faith Flory, Deputy Superintendent  
Carrie Mugridge, Curriculum Director

## Board Goals 2022

<https://www.usd434.org/vnews/display.v/SEC/Board%20of%20Education%7CGoals>

## Board Policy

All currently approved policies for USD 434 may be found on the district webpage <https://www.usd434.org/vnews/display.v/SEC/District%7CPolicies> or copies may be attained by calling the District Office. Common policy questions

Sexual Harassment  
Drug Free Schools  
Student Records  
Weapons  
Truancy

\*Exclusion and Restraint is required to be in the handbook, and can be found, in its entirety, at the end of this handbook.

## ACCEPTANCE OF ACCOUNTABILITY

Achieving our mission is a shared responsibility. The primary responsibility is accepted by the Board of Education and Superintendent of Schools, building administrators, faculty members, and support personnel of the district.

Students are accountable for taking advantage of educational opportunities and experiences provided throughout the district. The parents and community contribute to the achievement of these specific goals by upholding this mission and actively supporting the school and students. The Santa Fe Trail District expects support from government agencies involved in education.

Santa Fe Trail USD 434 does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact:

Superintendent of Schools  
Phone: (800) 836-9525

104 S. Burlingame Ave.  
Scranton, Kansas 66537

## OVERBROOK ATTENDANCE CENTER INFORMATION

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Erin Metsker, Counselor	<a href="mailto:emetsker@usd434.us">emetsker@usd434.us</a>
Megan Reynolds, Office Manager	<a href="mailto:mreynolds@usd434.us">mreynolds@usd434.us</a>
Dusty Rolla, Nurse	<a href="mailto:drolla@usd434.us">drolla@usd434.us</a>
Jackie Beatty, SRO	<a href="mailto:jbeatty@usd434.us">jbeatty@usd434.us</a>

Individual Teacher Email Address: first initial then last name followed by @usd434.us

Phone: 1- (800) 836-9525, Option 2 or the extension of your party if you know it.

Fax: (785) 783-6521

Mailing address: 202 West 7th St.  
Overbrook, KS 66524

Santa Fe Trail USD 434 website: <http://www.usd434.org>

### SAFETY HOTLINE

The statewide toll-free number, 1-877-626-8203, may be called to report school violence.

## QUICK REFERENCE GUIDE

### **You are ALWAYS welcome!**

We love having parents at school! Our school is a locked-down facility. You start by pressing the button on the front door. All visitors must pass through the office. When you are ready to leave, we ask that you stop by the office and sign out.

### **The school day**

Students are welcome to arrive at 7:20. Students are dismissed at 3:25 to walk, be picked up or ride the shuttle buses. At about 3:40, the route buses will leave OAC.

### **Absent today? Going to be gone another time?**

School begins at 8:00. On days that your student is absent, we ask that parents/guardians call the school office by 9:00. You may also email absence information to Miss Megan, [mreynolds@usd434.us](mailto:mreynolds@usd434.us), and include your child's classroom teacher. Our voicemail is on 24/7, and you can certainly leave your message anytime.

Should your student have appointments or pre arranged absences, please let the office know so that we can enter excused absences. Many service providers will give a note that excuses your child for the appointment. You can turn in that note when your child returns to school.

With no information at all, your child's information will be considered unexcused until we determine differently.

### **Student Meals**

Breakfast is served from 7:30-7:55. Lunch is 25 minutes each day.

### **Want to come for lunch?**

Our lunch count is turned in by 9:00 am. If you'd like to join your child for lunch, please call the office by 9:00. Miss Megan will share the lunch choices or you certainly may bring your own. Currently, an adult lunch is \$3.75, and we ask that you pay when you sign in.

### **Transportation Changes**

Each child will need to have a designated transportation destination that we will follow every day. Sometimes it is necessary to change how your child will get home from school. Please call our office by 2:30 each day if you need to make changes. If you email the teacher to make changes, include Miss Megan. We will then notify your child and the bus monitor.

If your child will have a schedule that regularly changes due to family arrangements, please consider providing the office with that schedule so we can make sure your child is headed to the right place!

### **Parent Addresses and Phone Numbers**

It is very important that the office maintains current addresses, phone numbers and email addresses on our students. Whenever you experience a change, please contact the office to share those updates. We will be sure to make changes and notify your child's teacher. This is especially helpful when we need to make contact because your child is ill or injured; but, it is also helpful when we send student data to teachers and for sending out School Messenger emails.

## **SCHOOL BUSINESS**

### **AGE OF ENTRANCE TO SCHOOL**

Any child who has attained the age of five on or before August 31 of the current school year is eligible to enter kindergarten. A child who was a resident of another state and who was attending kindergarten in that state is eligible to enter kindergarten regardless of age.

Any child enrolling in kindergarten or first grade for the first time must present a certified copy of the birth certificate, or, as an alternative, a copy of the court order placing the student in the custody of the Kansas DCF. Parents who do not have such a certificate should request one from the Bureau of Vital Statistics in the state in which the child was born. School offices have available request forms for State of Kansas birth certificates upon parental request.

The parents and/or guardians of any student enrolling in the district for the first time in Grades 2 through 12 shall furnish proof of identity of the student. The proof of identity may include, but may not be limited to, a certified birth certificate, a copy of a court order placing the student in the custody of the Kansas SRS, a certified transcript of the student, or other documentary evidence that the district considers satisfactory. (K.S.A. 72-53, 106)

Proof of identity must be presented within 30 days of enrollment.

According to Kansas law, all students must show proof of immunization against diphtheria, pertussis, tetanus, polio, measles (rubeola), mumps, and rubella. All students entering kindergarten and first grade must also show proof of immunization for Hepatitis B and two varicella (chickenpox), unless proof of the chickenpox disease is provided.

### **CLASS PLACEMENT**

The building principal is responsible for the assignment of students to classes. Parental input, teacher input, gender mixes, behavioral history, and academic performance are among the factors considered when assigning classes.

Parent requests for a particular teacher are discouraged. Exceptions could include previous conflicts with a teacher or requests for separation from another student(s). Other social reasons are not valid reasons for requests. Parent requests must be made in writing by April 15 for the following school year, and must include the reason for that request and a first and second choice of a teacher. Class assignments will be announced at enrollment. Once class assignments are made, they will not be changed, except when the reason is determined to be in the best educational interest of the child.

In determining the grade level of a new student, the principal considers the previous schooling of the student. The student may be assigned to a higher or lower grade level if the best interest of the student is served. In all cases, the parents will be involved in the decision.

### **EMERGENCIES**

All parents must have on file in the school office a phone number where they may be reached in an emergency. If the phone number changes during the year, the school must be notified. The district K-12 Alert System will provide news of an emergency situation.

### **EARLY DISMISSAL**

Parents will be required to have on file in the school office information on where to send students in the event of early dismissal. Arrangements should be made with a neighbor, friend, or relative to receive your child if you are not home during the day. Specific instructions should also be given to students so they know what arrangements have been made. When school is dismissed early for an emergency, a person in Grade 5 or older must be at home before a student can be sent to the home. When the weather is threatening, local media will provide news of early dismissal. The district School Messenger System will provide news of early dismissal or an emergency situation.

### **FEES**

Fees are charged for textbooks/technology/materials used in the classroom, with payment due at the time of enrollment. Checks are made payable to the school district. Fee waivers are available upon proper application, using the same guidelines as those for free lunch. Reduced fee waivers are not available.

### **FOOD SERVICE**

Breakfast is served daily. Students will eat breakfast in the buildings in which they attend. Breakfast times will be determined as per arrival of buses to each attendance center.

All students must eat lunch at school, unless they are excused by parents. Free and reduced lunches are available to those who qualify. Applications are available during enrollment and in the school office. No student is required to purchase meals at school. Parents may send a sack lunch with their child.

No student, nor school employee, will be allowed to accumulate more than two weeks of food service debt, regardless of whether or not they are reduced lunches or full-pay. Students/Parents will be notified through the building administrative office when accounts are delinquent and notified again should an account become two weeks delinquent.

### **INSURANCE**

Information and enrollment for optional insurance coverage at parent expense is provided at enrollment and is available in the principal's office throughout the year.

Information on the Healthwave insurance program, for those who qualify, is also available during enrollment and in the office throughout the year.

### **PROTECTION OF PRIVACY RIGHTS**

Approved 8/13/14

The superintendent, the board of education, and district staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted,

or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

## **RACIAL AND DISABILITY HARASSMENT: STUDENTS**

Approved 1/19/19

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination.

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

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

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

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

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the



alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

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

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

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

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

## **SCHOOL SITE COUNCILS**

Approved 8/13/14

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board at least one time a year.

### **TEXTBOOKS, MATERIALS, AND LIBRARY BOOKS**

USD 434 schools have a textbook rental program, with rental fees established and collected each year for the use of the books. A fee may also be charged to cover the cost of consumable materials related to the curriculum.

Any book lost or badly damaged is the responsibility of the individual student. Compensation for lost or damaged books is based on the replacement cost.

Library books and periodicals checked out to a student are also the responsibility of the student.

Students will receive notice when books are overdue. When books are long overdue, parents will receive notice of the replacement cost of the book or materials if not returned.

### **VISITORS**

Parents, grandparents, and community members are invited to visit the school. Prior notification is appreciated by the classroom teacher. Visitors will enter through the front door and are required to sign in with the office upon arrival and to sign out when they depart.

Parents/grandparents wishing to speak with their students should make arrangements through the school office. Emergency messages are delivered immediately, while messages of a non-emergency measure are delivered at the end of the day.

Students from other schools are not allowed to visit classrooms without prior permission of the building principal.

### **ANIMALS IN SCHOOLS**

Guidelines for animals at school are found in the "Animals in Kansas Schools" pamphlet published by the Kansas State. Dept. of Health and Environment and will be followed. If **specific permission** is obtained in advance from the building principal, the following animals may be brought to school for short visits: domestic dog, domestic cat, domestic ferret, domestic ungulate (e.g. cow, sheep, goat, pig, horse), pet rabbit, or pet rodent (e.g. mice, rats, hamsters, gerbils, guinea pigs, chinchillas). Parrots, parakeets, cockatiels, and other such birds should be confined to cages and will not be handled by children.

Animals brought to school must be clean, healthy, free of disease, and free of external parasites such as fleas, ticks, and mites, as well as skin lesions. Female dogs and cats should be determined not to be in estrus (heat) at the time of the visit. Current rabies vaccinations by a licensed veterinarian should be documented for all dogs, cats, and ferrets brought to school for instructional purposes. All such animals should be restrained by collar, harness, cage, leash, or other safe container while at school and should be restricted to the areas designated by the building principal.

The following animals are **not allowed** at school at any time: wild animals, poisonous animals (spiders, poisonous reptiles, poisonous amphibians, spiders, etc.), wolf-dog hybrids, stray animals, baby chicks and ducks, and aggressive animals.

### **MONEY**

All checks for fees or food service should be made payable to the school. Money brought by students should be in a sealed envelope with the student's name, grade, and teacher's name on the outside of the envelope.

Students are discouraged from keeping money or items of value in any amount in their desk or in their locker. The school cannot be responsible for money or valuables that are lost.

## THE SCHOOL DAY

### ATTENDANCE

USD 434 schools enforce the laws of the State of Kansas concerning attendance and absences of students. Kansas law requires that school be in session for a minimum of 1116 hours during the school year. A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents.

Chronic cases of absence or other unexcused absences will be handled in accordance with the truancy laws of Kansas K.S.A. 72-1113 which declares: "Whenever a child is required by law to attend school and such child is inexcusably absent on either three (3) consecutive days, or five (5) or more days in any semester, or seven (7) or more days in a school year, such child is truant. A child is inexcusably absent from school without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child." For the purpose of determining truancy, three (3) tardies to a student's first class of the day will count as one day of truancy. If a student has an unexcused absence of more than one hour (60 minutes) of school on a given day, that day will count as a day of truancy.

Building principals are designated as Truancy Officers. They will report to the county attorney or SRS any student who is found to be truant from school. Excessive absences may be referred to the Student Turn Around Team (STAT) for action.

The school will determine whether the absence is excused or unexcused. Kansas State Law allows USD 434 to accept only the following as valid reasons for excusing an absence:

- Illness (long-term illness verified by notification from doctor).
- Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).
- A family crisis.
- Extended absences of the student when expressly requested by the parents or guardian and prior arrangements have been made in preparation for the absence as defined in the Student Handbook.
- School approved activities.

The following procedures concerning attendance and absences will be followed:

- Parents are requested to notify the school before 9 a.m. if a child will be absent or tardy. If the school is not notified, the school may contact the parent/guardian to determine the reason for the absence
- Absence due to medical or dental treatment will be excused upon receiving written or verbal notification from the parent and an appointment card or written verification of the treatment from the provider.
- Absence due to illness or injury will be excused upon receiving written verbal notification from the parent.
- Absence for attending funerals or religious events will be excused upon receiving a written note from the parent prior to the absence.
- If a student misses the bus, the school should be notified before 8:20 a.m.

- Reasons for an absence not previously covered must be approved by the building principal prior to the absence. Approval for an absence by a parent does not necessarily mean that the absence will be excused by the school.
- Students who receive an unexcused absence for skipping class, leaving the school without permission, or presenting a falsified or forged excuse note may be required to make up all unexcused time. In addition, the student may be subject to further disciplinary action, including in-school suspension.
- Tardies recorded after 10 a.m. or before 1:30 p.m. will be recorded as an absence for that half day.
- Prior to an anticipated absence, it is the responsibility of the student to obtain assignments which will be missed and to turn in homework assignments before they become late. Work missed when absent will be made up. It is the responsibility of the student to obtain
- missed assignments. To obtain credit for makeup work, it must be turned in to the appropriate teacher on time.
- Work missed when an absence is unexcused or during an out-of-school suspension must be made up.
- All students arriving after 8 a.m. must first report to the office for an admit slip.
- The schools reserve the right to request written notes from the attending physician when absences are interfering with the student's education.
- Students riding the bus will not be counted as tardy if the bus is delayed.

### **ARRIVAL AND DEPARTURE**

Each student will need to have a designated transportation destination that the school will follow. Changes to this destination must be made in writing or by phone by 3:00 pm of that day. Classes begin at 8:00 am in all three buildings. Students will be bussed to their attendance center from their home community school building or other indicated stops. The buses will leave the buildings according to a schedule set by the transportation director and the district administration following enrollment each year. Students will report to the designated area for supervision upon their arrival at the buildings.

<b>Event</b>	<b>Where</b>	<b>Arrival</b>	<b>Departure</b>
<b>School Arrival</b>	<b>All District</b>	<b>7:20 a.m.</b>	
<b>Shuttle Buses am</b>	<b>School or assigned stop</b>	<b>7:20 a.m.</b>	<b>7:30 a.m.</b>
<b>OAC Shuttle Buses pm OAC Walkers/Picked up</b>	<b>East recess door Front door/K at West door</b>		<b>3:25 p.m.</b>
<b>OAC Route Buses</b>	<b>Leave school</b>		<b>3:45</b>

Cars, by law, will need to stop and wait behind the buses while they unload. All high school students should wait to load the bus on the sidewalk in front of the building in the bus loading area. High School students will not be allowed to congregate at the front door to the school. When shuttle buses arrive at Overbrook Attendance Center from the other communities, all students are to unload and either immediately walk home or line up in their bus line on the blacktop.

SAC Arrival Procedures

All shuttle buses will be parked in front of the building on Burlingame Avenue, heading north. Students being dropped off to attend SAC or to catch the shuttle bus should be dropped off on Second Street, which is a one-way street going east on the south side of the school building. For the safety of our students, please do not drop off students on Burlingame Avenue in front of the school and let them walk between the buses. Students coming to catch the shuttle bus should come into the SAC gym, no earlier than 7:20 am. Shuttle buses leave promptly at 7:20 a.m. High school students should wait on their morning bus at the corner of Second Street and Burlingame Avenue.

#### SAC Shuttle Bus Procedures:

When shuttle buses arrive at the Scranton Attendance Center from the other communities, all students are to unload and either immediately walk home or line up in their bus line on the front sidewalk until their route bus loads. Students will not be allowed to run around the yard or stand around and visit during this time. Adults are on duty to supervise shuttle buses unloading and route buses loading. Route buses will leave promptly by 3:45 p.m.

#### CAC Arrival Procedures:

All shuttle buses will be parked in front of the building on 4<sup>th</sup> Street, heading south. Students being dropped off to attend CAC or to catch the shuttle buses to OAC and SAC should be dropped off either in the east parking lot drop-off lane or in the south parking lot. For the safety of our students, students should only be dropped off in those places. The drop-off lane in the east parking lot is the outside lane. DO NOT use the actual parking lane to drop off students. Students coming to catch the shuttle buses should arrive at 7:20. Again, the shuttle buses leave promptly at 7:30 a.m. CAC/SFTJH students will stay in the gym until the daily morning assembly. CAC/SFTJH students who eat breakfast will go directly to the cafeteria upon arrival, and then move to the gym. Those who are not eating breakfast will be supervised in the gym. High school students should wait on their morning bus on the south side of the building.

#### CAC Dismissal Procedures:

There are two dismissal bells for school. All students who will be bused back to their home communities will be dismissed at 3:20 p.m. The buses will depart for the home community school building at 3:25 p.m. Students who live in the Carbondale attendance area will be dismissed at 3:40 p.m. Students who walk should immediately leave the school grounds, while those being picked up should be picked up promptly at 3:40 p.m. Students not riding the shuttle buses do not get dismissed from school until 3:40 p.m. K-8 students are prohibited from driving vehicles to school and/or parking on school property. Student drop-off and pick-up will be in the above-mentioned designated areas only. Students will need to use the crosswalks with the direction of the supervisors on duty. Parents and families are encouraged to do the same.

#### CAC Shuttle Bus Procedures:

When shuttle buses arrive at the Carbondale Attendance Center from the other communities, all students are to unload and either immediately walk home or line up in their bus line with the bus supervisor until the bus loads for departure. Students will not be allowed to run around the yard or stand around and visit during this time. Students may not go to the playground upon arrival at CAC. Adults are on duty to supervise shuttle buses unloading and route buses loading. Route buses will leave by 3:45 p.m.

## **BICYCLES AND SKATEBOARDS**

Bicycles should be parked in designated racks, and locked at the student's discretion. Bicycles are not allowed in the school building or on the sidewalks before or after school. Skateboards are not allowed on school property.

## **BUS RULES AND PROCEDURES**

The school's major concern while transporting students to and from school is safety. To ensure safety, good behavior on the bus is required. The bus is an extension of the classroom, and the driver and/or para-educator in charge has the same authority as a teacher. The driver and/or para-educator may assign seats to students, contact parents, and discipline students.

The following rules are in effect:

1. Students will be on time, show respect for others, and conduct themselves in a safe and orderly manner.
2. Students will sit in assigned seats (if seats are assigned) and remain seated at all times while the bus is in motion.
3. Students will keep hands and feet to themselves while on the bus, stay out of the aisle unless entering or exiting, and refrain from throwing things on the bus.
4. Students will not possess or use alcohol, illegal drugs, or tobacco on the bus.
5. Students will talk in a normal conversation voice, refrain from backtalk to the driver or others, and be quiet at all railroad crossings.
6. Students will refrain from deliberate defiance; obscene and unacceptable language, remarks, or signs; and fighting or scuffling.
7. Students will not tamper with or vandalize the bus or equipment.
8. Students will not extend hands, arms, or any part of their body outside the window of the bus. Windows will only be opened with driver approval.
9. Students should face the front while on the bus.

The bus driver and/or para-educator will enforce rules, prepare Incident Reports, and contact parents. The principal will administer consequences and serve as the appeal authority.

Parents requesting transportation changes for the day must call the school office by 2:30 p.m.

\*Transportation Handbook can be accessed on the district website:

<https://www.usd434.org/vnews/display.v/SEC/Santa%20Fe%20Trail%20HS%7CHandbooks%3E%3ETransportation%20Handbook>

## **DRESS CODE**

The school reserves the right to determine the appropriateness of dress and appearance while attending school and/or school related activities. Clothing and appearance shall be neat and clean. Shorts and shirts of an appropriate length are acceptable (no bare midriff or excessive skin exposed) and footwear must be worn. High heeled shoes are not allowed. The waistband of all shorts and long pants must be worn above the hips. Spaghetti straps and halter tops are not allowed. Undergarments should not be visible at any time. Hats, bandanas, and other non-religious head coverings are not to be worn at school during the regular school day. Clothing judged by the school to be indecent, suggestive, having any reference by word or influence to violence, death, racial slurs, illegal drugs or alcohol, or disruptive, is not allowed. Face painting is prohibited unless authorized by the administration. The school further reserves the right to restrict the activity in any other situation where the student's health or safety is directly related to the manner of dress.

## **LEARNING OPPORTUNITIES**

In addition to school subjects of reading, writing, math, science, and social studies, students also will participate in

Counseling - The mission of elementary counseling in the Santa Fe Trail Schools is to provide a program that emphasizes academic, career, personal, and social development for all students. Counseling services may be obtained by calling the school office and asking for the school counselor

Explorations - A class time dedicated to exploring the hands-on, inquiry-based methods of learning through the integration of science, technology, reading, engineering, art, and math.

Physical Education - Fitness education is provided to all students K-8. Exceptions are made with a written note from a student's physician. For fitness classes, all students are required to have clean gym shoes with non-marking soles, which are not worn elsewhere.

Vocal Music - Vocal music is part of the academic program in all USD 434 schools. It provides an opportunity for children to develop a good foundation in music, as well as an appreciation for music in the world around them. Performances are a vital part of the vocal programs of USD 434. Students enrolled in these classes are expected to attend and participate in all scheduled performances.

Reading and Math interventions - Reading and math support services for students who qualify are provided in all schools, either through teachers or through paraprofessionals. Parent support and participation are encouraged to aid in the development of reading and math skills.

## **HOMEWORK/LATE WORK/MAKEUP WORK**

Each classroom teacher may assign meaningful homework according to the needs of each child. Homework that is assigned is expected to be completed. While assignments every night may not be required, students are expected to spend time outside of school improving those skills learned in school. Parents should give teachers adequate advanced notice when they plan to pick up homework for a child who has been absent. This notice allows the teacher time to get assignments ready and keeps classroom interruptions to a minimum.

It is expected that all classroom assignments will be completed by the assigned due date, unless that child has an excused absence. Reasonable deadlines will be set for those with an excused absence, as per Board of Education policy. If deadlines are not met, the student's grade will be lowered 50 percent for their earned grade. After five days late the student will receive a zero.

All teachers will supply make-up work assignments at the first opportunity in cases of excused absences. Credit will be given for all such make-up work completed in a timely manner.

The district reserves the right to determine whether or not credit will be granted for make-up work resulting from unexcused absences. After consultation with the appropriate teachers, the building principal will make such a determination subject to possible review by the superintendent.

## **STUDENT PROGRESS AND EVALUATION**

The school year is divided into four quarters, with grades given at the end of each quarter. Grades represent the achievement of the student for that period of time, and are based on one or more of the following criteria:

Building grading scales

Portfolios illustrating progress

Qualitative/narrative comments

The district will formally schedule parent-teacher conferences two times per year. Parents and/or teachers may request additional conferences as deemed necessary to monitor the progress of students.

### **CONFERENCES**

Parents are urged to be a full partner in the educational process. All parents are asked to attend the regularly scheduled parent-teacher conferences concerning the progress of their child. If they cannot attend, they are encouraged to call the teacher and make arrangements for an alternate time. Dates for conferences can be found on the district calendar.

Conferences with appropriate staff members may be arranged at any time by calling the school office.

### **STUDENT IMPROVEMENT TEAM**

A Student Improvement Team (SIT) is in place in each school. This is a team of teachers, the school counselor, and the principal which has a purpose of providing appropriate interventions and assistance for students in need of academic or behavior a. Through combined efforts, a nurturing environment is created to help these students. Parental support and encouragement are a vital part of that effort as well.

### **PROMOTION/RETENTION**

In arriving at a decision for either the promotion or retention of a student, the school will consider the viewpoints of the teacher, special services personnel, principal, and parents. The final decision in any case pertaining to promotion or retention shall rest with the building principal.

### **TECHNOLOGY**

Technology, either directly or indirectly, affects everyone. Therefore, all students in USD 434 are provided the opportunity to become familiar with various forms and uses of technology, as identified in the District Technology Standards.

Individual iPads or Chromebooks are available to every student. The devices will only be sent home for extended absences due to illness/family emergency or at the teacher's discretion for individual need.

### **GIFTS**

Flowers, balloons and gifts delivered to students at school will be picked up in the office at the end of the day. Flower, balloon and gift deliveries will not be taken to the classroom and will be the responsibility of the student to pick up at the end of the day.

### **INVITATIONS AT SCHOOL**

Invitations brought to school to be distributed will include everyone in that student's class. No exceptions will be made.

### **PARTIES**

Parties are approved only for special holidays, such as Halloween, Christmas, and Valentine's Day. Room parents may assist the teacher in planning and in supervising party activities.

Birthday treats are permitted, but advance arrangements should be made with the classroom teacher. Food and beverages for classroom rewards, parties, and celebrations will not be provided until at least one hour after the end of the last lunch period, unless prior approval is given by the building principal.



OAC does not host a kindergarten graduation. Though individual classroom teachers may have a small celebration during the school day in their classroom, the school does not hold a kindergarten graduation.

### **PERSONAL PROPERTY/ELECTRONIC DEVICES**

Individual radio/tape/CD/MP3 players and/or headsets, cell phones, cameras, pagers, flash drives, trading cards, and fidget spinners are not permitted during the instructional day, which includes any sports, activity practices, and any school sponsored events. Personal electronic devices must be turned off and left in the student's locker when a locker is assigned, otherwise these items must be put away in the student's backpack. The school will not be responsible for any lost, stolen, or damaged personal property or electronic devices, including cell phones.

### **RECESS**

All students are expected to participate in recess activities. If the temperature is 20 degrees or higher (temperature or wind chill) and the weather is not inclement, students will ordinarily go outside for recess. The building principal, in cooperation with recess supervisors, decides when recess is held outside.

Individual students are not allowed to stay in because they do not want to go outside. Generally, if a child is able to come to school, he/she is able to go to recess. Rare exceptions to this rule may be made under special circumstances.

If a child is to stay in during recess, a doctor's note is required, and the child will be provided supervision.

### **HEALTH SERVICES**

The Director of Health Education coordinates health services for all students through screenings or individual counsel. It is the responsibility of the parent or guardian to inform the school health personnel of existing or newly developed health concerns.

**Assessments/Physicals** - Any child 8 years or younger who enters a Kansas school for the first time, including preschool students, must show proof of a health assessment which has been conducted within twelve months of school entry. Health assessments may be signed by a physician, a person acting under the direction of a physician, or a nurse who is certified by the Department of Health and Environment for assessments. Students not meeting this requirement within 90 days of school entry will be excluded. Yearly sports physicals are required prior to participation in KSHSAA activities and/or practices.

**Immunizations** - According to Kansas law, all students must show proof of immunization against diphtheria, pertussis, tetanus, polio, measles (rubeola), mumps, and rubella. All students entering kindergarten and first grade must also show proof of immunization for Hepatitis B and two varicella (chickenpox), unless proof of the chickenpox disease is provided. This proof shall be verified by one of the following:

- The signed statement of a physician indicating the student's date of illness
- The signed statement of a parent indicating the student's date of illness (month and year)
- Laboratory evidence of varicella immunity.

Students who have not completed the required vaccinations are given 90 days after the first day of school to comply with this law. A parent or guardian is notified in advance of delinquent immunizations. In May, the nurse notifies the parent/guardian of students in need of immunizations for the following year. Therefore, the 90-day notification period is effective over the summer break and students will present current immunization histories before entering school in the fall. Medical exemptions for immunizations must be renewed yearly.

**Accidents/Illness** -The school nurse or nurse assistant will be notified in the event of serious injury or illness. Injuries will be managed according to standard first aid protocol. Students will be sent to the health office when they are too sick to stay in class. The office will notify the parent or guardian to obtain specific arrangements for the child.

It is the parent's responsibility to provide the names and phone numbers of persons to contact when a child is injured or ill.

A student who has been ill should remain home until he/she has been free from fever and/or vomiting for 24 hours.

**Medication** - It is desirable for medication to be administered in the home. However, it is recognized that some students are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illness. It is also recognized that in many short-term illnesses, medication may need to be continued after a student returns to school. It is the district's intent to cooperate with the parent and physician in seeing that a student receives the correct medication and dosage at the proper time.

The District Nurse is responsible for supervision of the medication policy and delegation of nursing tasks to unlicensed assistive personnel.

**Medication Policy** -Medication (prescription and over-the-counter) may be administered as delegated by the district nurse under the following conditions:

**Prescription Medications**

1. A written physician order and signed parental consent are on file in the school office. Physicians orders must include the medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effect of the medication. (Prescription medication in an original, properly-labeled container may be substituted for the physician's written permission if the medication is to be given for two weeks or less.)

2. All medication must be brought to school in the original container and be appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and the times to be administered. Two containers, one for home and one for school, may be requested from a pharmacist.

3. Only oral administration of medication will be permitted, except in emergency situations. Administration of insulin may be monitored by delegated unlicensed assistive personnel. However, insulin injections may not be given by unlicensed personnel.

4. Any change in the type of medication, dosage, and/or time of administration must be accompanied by a written physician's order and parent/guardian permission.

5. All medications must be kept in a locked cabinet in the health office.

6. The building principal will have final authority to revoke medication privileges.

7. Permission for the supervision of prescription medication expires at the end of each school year.

**Non-Prescription Medications (Over-the Counter)**

1. Non-prescription medications include, but are not limited to, Tylenol, Advil, cough drops, and Midol.

2. Written parental consent must be on file in the school health office.

Information that must be included in the consent includes medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effects of the medication.

3. Non-prescription medications must be in the original container. They will be administered per the package directions on the label, unless accompanied by a

written doctor's order.

4. All medications must be kept in a locked cabinet in the health office.
5. The building principal will have final authority to revoke medication privileges.
6. Permission for the supervision of non-prescription medications expires at the end of each school year.

### **Self-Administration of Asthma Inhalers/Epi-pens**

The self-administration of medication used for the treatment of anaphylactic reactions or asthma is permitted for students K-8 if the students meet the following criteria:

1. A written physician's order and parental consent are on file in the school health office. Written consent must include the name and purpose of the medication, the prescribed dosage, the conditions under which the medication is to be self-administered, any additional special circumstances under which the medication is to be administered, and the length of time for which the medication is prescribed.

2. The written consent from the physician and parent or guardian will also show that the student has been instructed on self-administration of the medication and is authorized to do so in school.

3. The medication will be brought to school in the original container appropriately labeled by the pharmacy or physician, with the student's name, the medication name, dosage, and times to be administered. It is recommended that the pharmacy label be applied to the mouthpiece of the asthma inhalers rather than the box. This helps in the identification of inhalers that might be lost or misplaced.

4. The school district and its employees are not liable for any injury that may result from the self-administration of asthma inhalers or epi-pens.

5. The school district and its employees are not liable for lost or misplaced inhalers or epi-pens.

6. Permission for the self-administration of asthma inhalers and/or epi-pens expires at the end of each school year.

### **TELEPHONE USAGE**

The telephones at school are to be used for school business only. Students are permitted to use the phone only after receiving permission from school personnel. Students will not be permitted to call parents to obtain permission to change after-school plans. Arrangements to ride or go home with friends should be made in advance.

### **VIDEOS**

Videos rated "G" or "PG" may be shown by teachers at appropriate times. The showing of any video rated "PG" requires administrative approval and parental notification.

### **DRILLS**

Bus evacuation drills are practiced each school year according to state requirements.

Fire evacuation drills are conducted four times each school year, as required by state law.

Tornado drills are conducted at least two times each school year, as required by state law.

Crisis drills are conducted at least three times each school year, as required by state law.

## **CONDUCT AND DISCIPLINE**

### **CODE OF CONDUCT**

Discipline is the development of self-control, character, and proper respect for self, others, and property. It is one of the most important goals of education. Discipline and good order are necessary for a proper learning environment.

The Code of Conduct for USD 434 students requires the following:

1. Appropriate school behavior that assures the right of students to learn and the right of every teacher to teach. Appropriate out-of-class behavior demonstrates respect for the personal and property rights of other students.
  2. Arrival at school and in class on time.
  3. Daily school and class attendance.
  4. Appropriate use and care of the school buildings, facilities, and equipment.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Adherence to acceptable standards of courtesy, decency, and morality, as well as compliance with provisions of civil law.
  7. Obedience to rules that the school and teachers have established.
8. Elimination of loud talking, chasing, pushing, shoving, or other such disruptive behavior.
  9. Availability of supplies, books, and assignments in classes as instruction begins.
  10. Respect for the rights of others at all times.
  11. Care of textbooks, library books, and other school property.
12. Elimination of temper tantrums; open defiance involving refusal to conform to rules and regulations; profane language; willful disobedience; continual breaking of rules; physical attacks; and threats of physical attacks; name-calling; and verbal abuse.
13. Departure from the school property when school is dismissed, unless the student is participating in activities.
14. Following the dress code regulations and dressing appropriately for the current weather conditions.
  15. Positive, respectful, and cooperative attitudes at school and school events at all times.
  16. Keeping hands, feet, objects, and comments to themselves.
  17. Use of school telephones only in an emergency and with permission.
  18. Execution of emergency drills in a respectful and orderly fashion.

### **CONSEQUENCES**

The following are consequences which may be enacted for violation of the Code of Conduct:

1. Phone calls and/or notes to parents
2. Requests for meetings with parents
3. Time Out
4. Lunch Detention
5. In-School Suspension
6. Out-of-School Suspension
7. Expulsion
8. Other consequences as deemed appropriate by the staff

Short-term suspension shall be from one to five school days. The maximum time for a long-term suspension shall not exceed 90 school days. The maximum time for an expulsion shall not exceed 186

school days. In case of either a suspension or expulsion, if the number of school days applied extends beyond the current school year, the remaining number of days may be applied to the succeeding school year.

Short term suspension will not exceed five school days. Written notice and reasons will be furnished to the student, the parent, and the superintendent within 24 hours after the suspension has been imposed. Parents have the right to a hearing if they so desire.

Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing. Such a date of notice shall not be later than the last day of the short-term suspension.

Students serving an out-of-school suspension will not receive credit for work assigned while serving an out of school suspension.

Students serving in-school suspension shall be required to do all regular assignments and will be denied usual privileges. They will not be allowed to participate in or attend extracurricular activities during school time.

## **STUDENT DISCIPLINE PROCESS**

### **CLASSROOM DISCIPLINE**

- When a student has misbehaved and all classroom procedures have been exhausted, the student will be referred to the principal, depending on the need.
- All adults will make classroom corrections prior to an office referral, except for serious offenses.
- Use the principal, counselor and parents to help solve a discipline problem before it becomes necessary to remove a student from the classroom.
- Whenever a student has a discipline issue, the teacher will:
  - Document the incident in the Log Entry feature in PowerSchool.
  - Describe the issue, state concerns, and what he/she did to correct the behavior.
- Thoroughly document the steps you are taking and save emails sent and received.
- Do not assign “office” during recess as a classroom consequence.
- Staff members are to contact parents when a classroom discipline issue has been handled during a school day.
- Contact parents when it appears that you need their support or at least want them to be aware of a situation, and follow-up to inform them of progress being made.

### **OFFICE REFERRALS**

- When the supervising adult has exhausted the steps they are to complete, the student may be brought to the office, accompanied by the teacher/para.
- At no time is a student to be brought to the office and left, without explanation.
- An office referral must be digitally filled out and submitted by the end of the school day, preferably as the student is coming to the office. Each student involved needs to have his/her own report.
- The principal and/or counselor will begin a matrix record on the initial office visit, record steps completed, and enter the incident and consequences in the Log Entry feature of PowerSchool.
- The teacher and/or principal will contact the parents. The principal will meet with the teacher to discuss the incident and to inform the teacher of the course of action.
- Follow-up with the student(s) and/or parents within a week to let everyone know that the situation has improved or our concern has continued.

- Notify the office if you need assistance removing a student from the classroom. Do not physically remove a student without the assistance of the principal unless it is an absolute emergency.
- Any form of corporal punishment is prohibited.

## **BULLYING PLAN**

Approved 7/11/18

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 434 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors. Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures.

The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

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

**\*Overbrook Attendance Center Rubric Please note BLT is working on this over the summer.**

To provide teaching experience for the building of social skills and appropriate behaviors, the Overbrook Attendance Center will follow a discipline rubric, which is in the appendix of this handbook.

## ACTIVITY INFORMATION

### ACTIVITY PASSES

Activity passes will be available during enrollment and in each school until September 30. The following passes will be available:

- Adult District - \$50.00
- Student District - \$25.00

All individuals wishing to enter a district function must have a pass to present at the gate for admittance. Adults from Santa Fe Trail communities age 65 or over will be admitted to all events free of charge.

### ATHLETIC EVENTS

All elementary students should be accompanied to athletic events by a parent or responsible adult, and should not be left unattended. Accidents or incidents due to horseplay, pickup games, etc. at USD #434 district events are a parent responsibility.

All students are expected to display proper courtesy, etiquette, and sportsmanship while attending athletic events. It is also expected that all parents, older siblings, and guests in the school will show proper courtesy, respect, and sportsmanship.

Students should be seated in the bleachers during athletic events. They should not be running around at any time, and are expected to follow building procedures pertaining to refreshments. They may not go in and out of the building or stand in doorways. Parents may be called if a student leaves the building.

### FIELD TRIPS

Subject to approval by the administration, class field trips which are of an educational nature and pertain to the prescribed curriculum for that class for that year, may be made. Due to limited financial resources and instructional time, field trips will generally be held to a minimum and within a 100 mile

radius of the school. If out of state, permission is required from the district administration and/or Board of Education. Field trips will generally be made by school bus, with adequate sponsorship provided. Due to insurance and liability issues, parents who serve as sponsors or chaperones may not bring along children other than those in the field trip group. That includes younger or older siblings or relatives. Students will be excluded from field trips if serving in-school or out-of-school suspensions.

## **FUNDRAISERS**

From time to time students have the opportunity to participate in fundraising activities for the purpose of providing funds for special activities. All fundraises must be approved by the BOE prior to the start of the school year. A list of planned fundraisers will be presented by the building principals at the August BOE meeting. All fundraising projects are voluntary, with all funds raised becoming the property of the school.

## **TECHNOLOGY INFORMATION**

### **TECHNOLOGY**

Technology, either directly or indirectly, affects everyone. Therefore, all students in USD 434 are provided the opportunity to become familiar with various forms and uses of technology, as identified in the District Technology Standards.

Kindergarten and First grade students will be assigned an iPad and students grades 2-12 will be assigned a Chromebook for their use at Santa Fe Trail. Other forms of technology with which students become familiar with include scanners, digital cameras, printers, green screens and use of the Internet.

### **TECHNOLOGY/INTERNET ACCEPTABLE USE**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail must be district issued and messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Access to network services is provided to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks, just as they are in any school environment. Therefore, general school rules will apply.

It is expected that students will comply with the following rules:

- Students will not give out personal information, such as name, address or phone number.
- Students will not agree to meet with someone they have met online without parental approval.
- Students will promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Students are responsible for their individual logon passwords and should take all reasonable precautions to prevent others from being able to use these passwords.
- Students will not share passwords.
- Students will not trespass in other folders or files.



- Students will not use, view, download, copy, send, post, or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence or discrimination towards others. Restrictions against inappropriate language, images, or video apply to public messages, private messages, materials posted on Web pages, and files stored or created on technology resources.
- Students shall not plagiarize works or violate copyright on the Internet or any other electronic resource.
- Students shall not use school resources to engage in “hacking” or attempts to otherwise compromise system security.
- Students will immediately inform his/her teacher or the network supervisor if he/she mistakenly accesses inappropriate information.
- K-8 students will not have personal information posted on Twitter, the district web or Facebook pages. However, group pictures as well as individual pictures without identifying names, taken at district activities, may be posted.
- Only e-mail accounts assigned and approved by the staff will be authorized for publication on a website.
- Students will not damage computers or networks or intentionally waste technology resources.
- Students will not place stickers, paint, emboss, or etch on district equipment.
- Students will not use the network for commercial purposes.
- Cyber bullying by students is strictly prohibited.

Violation of these rules and expectations will subject the individual to revocation of privileges and potential disciplinary action.

All students and a parent will receive and must sign a copy of the District Technology Acceptable Use and Electronic Device Policy at the beginning of each school year.

## **USD 434 Santa Fe Trail**

### **Policy for Receiving Electronic Devices and Acceptable Use**

Santa Fe Trail USD 434 is committed to providing meaningful learning activities for all students. We view the use of electronic devices critical to the delivery of our educational programs, and an essential part of our students’ learning experiences. To that end, students in grades K-12 will have an electronic device assigned to them each school year. Students will be required to review the Acceptable Use Policy for all district technology, and they and their parent/guardian must sign the Acceptable Use Policy form prior to receiving their device. All devices will be returned in satisfactory condition at the end of each school year for maintenance and summer storage.

The district has strict policies regarding Internet and Email usage, Cyberbullying, the Network, and Security. This information is contained below and can be found on the district website. In the student handbook of each building, information regarding the care and maintenance, building expectations, policy on damage, repair, missing or stolen devices, and the usage fee will be published. Again, the signature page of this document must be completed and on file with the office before students will receive their device.

### **Internet and Email Rules**

Students are responsible for appropriate online behavior just as they are responsible for appropriate behavior in the classroom and hallways. Communications online are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to the network services is given to students who agree to act in a considerate and responsible manner.

The following is NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, bullying, insulting or attacking others
- Vandalism or sabotage of computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files

### **Cyberbullying**

Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices to harass or stalk others. The District's computers, computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purposes of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of the Acceptable Use Policy. Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. Violations may result in the loss of access as well as other disciplinary or legal action.

### **Network**

- The purpose of the Santa Fe Trail computer network is to promote the exchange of information to further education and research and is consistent with the mission of USD 434.
- The network is not for private or for commercial business use, political or religious purposes.
- Any use of the network for illegal activity is prohibited.
- Use of the network to access obscene, pornographic or dangerous material is prohibited.
- Sending material likely to be offensive or objectionable to recipients is prohibited.
- Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
- Users will make the most efficient use of network resources to minimize interference with others.

### **Security**

- Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
- Users may not share their account with anyone or leave the account open or unattended.
- Users will keep all accounts and passwords confidential and not accessible to others.

### **Repair Fees**

- Santa Fe Trail students will receive a \$40 charge/fee for damages and/or loss of an electronic device, charger or case.
- Purposeful damage will be assessed at the replacement cost.

**Electronic Device/Acceptable Use/Student and Parent Agreement Form  
(To be signed, dated and returned to the building office)**

When signing the Student and Parent Agreement Form, you are acknowledging and accepting responsibility as stated:

- I understand that the student and parent/guardian are financially responsible for up to the full cost of the device if it is not returned, is damaged, is lost or stolen.
- All repairs and replacement must be performed through the district technology department.
- Do not buy replacement accessories or parts.
- I will not place stickers, paint, emboss, or etch on district issued equipment.
- I will take care of the device and keep clean.
- I will keep the device in a protective cover or case issued by the district.
- I have read and will follow the general maintenance and care of the Electronic device policy and will report any problems with it to a member of the technology support staff or administration.
- I will not leave my Electronic device unattended unless it is locked in a secure place.
- Parent/Guardian will supervise child’s use of devices and Internet while at home.
- I will return the district device to school when required and upon child’s withdrawal from USD 434.
- I will comply with the Acceptable Use Policy, Santa Fe Trail USD 434 policies, as well as state and federal laws.
- I understand that the Electronic device is property of Santa Fe Trail USD 434. As such, the school has the right to determine appropriate use, and to search the device at any time.

<b>Student Name</b>	<b>Student Signature</b>	<b>Date</b>
<b>Parent/Guardian Name</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>

**FOR SFTHS STUDENTS AND PARENTS ONLY**

Parent/Guardian of Santa Fe Trail USD 434 High School students must initial one of the options below.

	I <b><u>AM</u></b> in agreement with allowing <u>home access</u> of an Electronic device for my child.
	I am <b><u>NOT</u></b> in agreement with allowing <u>home access</u> of an Electronic/device for my child. Instead, my child will be allowed access to a device at school but will check it out and return it daily. I understand that this does <b><u>NOT</u></b> exempt my child from completing any

	<b>required homework, assignments, projects, research, etc. and/or district Acceptable Use and Internet Policies.</b>
<b>Date</b>	<b>Student Signature</b>
<b>Date</b>	<b>Parent/Guardian Signature</b>

## **EMERGENCY SAFETY INTERVENTIONS**

The Board of Education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### **Definitions**

**“Campus police officer”** means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

**“Chemical Restraint”** means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

**“Emergency Safety Intervention”** is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

**“Incident”** means each occurrence of the use of an emergency safety intervention.

**“Law enforcement officer”** and **“police officer”** mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

**“Legitimate law enforcement purpose”** means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

**“Mechanical Restraint”** means any device or object used to limit a student’s movement.

**“Parent”** means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

**“Physical Restraint”** means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

**“School resource officer”** means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### **Prohibited Types of Restraint**

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - Seatbelts and other safety equipment when used to secure students during transportation.

### **Use of Emergency Safety Interventions**

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### **ESI Restrictions**

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI.

Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### **Notification and Documentation**

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

### **Law Enforcement, School Resource, and Campus Security Officers**

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### **Documentation of ESI Incidents**

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student.

The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

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

### **Reporting Data**

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

### **Parent Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

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

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.