

A Message from the Principal:

The faculty and staff of R. L. Wright Elementary School sincerely welcome you to the 2016 - 2017 school year!

It is our pleasure to help make your child's educational experience a memorable one. We would like you to always remember that our school is not defined by the building and rooms, but by the positive human interactions and relationships developed within these walls.

A school is a community, and it takes everyone's efforts to make it successful. Please help yourself by doing your part to make our school a success. Your future families and employers will appreciate the fact that you did!

Pat Breckunitch, K-6 Principal

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BOARD OF EDUCATION

Bryan Thompson	Steve Kingsley
George Currier	Beth Fields
Kenneth Blank	Michele Rowley
Kelley DeGraffenreid	

ADMINISTRATION

Larry Roth Superintendent
Pat Breckunitch Principal

SEDGWICK ELEMENTARY STAFF

Lisa MatsonKindergarten
Dana Koehn.....Kindergarten
Ashton Bennett.....First Grade
Jana Smith.....First Grade
Katie Wendler.....First Grade
Paula Brandt.....Second Grade
Mary Kaufman.....Second Grade
Erika AndersonThird Grade
Cassie WoodThird Grade
Kandee GardnerFourth Grade
Sandy WernerFourth Grade
Dwayne Cummings.....Fifth Grade
Sherri McBee.....Fifth Grade
Karen Stucky.....Sixth Grade
Marcie Thompson..... Sixth Grade
Diane Davison.....Title 1 / Activities Director
Mindy Armfield.At Risk Para
Anne WerthElementary Art
Stephanie Marston.....Music /Band
Aaron Stucky.....Elementary PE/Health
John Vinroe.....Vocal Music
Lori KasneyLibrarian
Natasha CarrionLibrary Aide
Beverly Lang.....Counselor
Charlene ManningK-6 IR
.....Speech /Language Pathologist
Dean Stwalley.....School Psychologist
Jennie Stover-Brown.....Social Worker
Barbara Haynes.....Gifted
Garrett FrederkingTechnology / Communications Dir.
Melanie McGinn.....Title 1
Jeff Werner.....6th Grade PE/Health
Tonya Buche.....Elementary Para
Heather TuckerElementary Para

CLASSIFIED STAFF

Misty StutzmanBoard Treasurer
Deniece Richardson.....Board Clerk
Debra Bohm.....Elementary Secretary
Stephanie Hoffsommer.....Elementary / Food Service Secretary
Jana Blank.....Nurse / Food Service Supervisor
Marc Willoughby.....Maintenance / Transportation Director
Paul DavisonHead Custodian / Maintenance
Rita Adams.....Elementary Custodian
Melinda Hughes.....Cook
Tashina Kroulik.....Cook
Janelle Brunner.....Cook
Sherri Outley.....Cook

ACADEMIC NOTIFICATION

Teachers will notify parents at the end of the 3rd and 6th week of each 9 week quarter as to which student is receiving an F or D in the class. If the student is failing at the end of the 3rd and/or 6th week, the teacher must try to reach the parent/guardian by phone at least twice. If no phone contact is made, then written notification must be made. If the student is receiving a D in class, then written notification will be made to the parents/guardian.

ACCIDENTS

We should always have your parent/guardian's correct address and TELEPHONE NUMBERS for home and work. If both parents work, we should be informed as to how to contact them in case of an emergency. A school nurse is available to handle any school accident. Any injured student must report to the teacher in charge. The teacher or office personnel will aid the student in getting to the school nurse, whereby the parents will be contacted and necessary medical attention obtained as soon as possible.

ATTENDANCE

**IF YOUR CHILD IS ILL, AND WILL NOT BE ATTENDING SCHOOL, PLEASE
NOTIFY THE GRADE SCHOOL OFFICE BY 8:45 A.M. (772-5604)**

Students in Grades K-6 must obtain an admit slip from the grade school office before they return to class. Teachers will not allow students in class without first initializing this slip.

The administration will make the determination as to the absence being excused or unexcused in accordance with the policies of USD #439.

It is the responsibility of each student to make up all work missed with the exception of those absences resulting from skipping school. An authorized school activity or an absence from school allows the student the privilege of making up the work missed and receiving a grade and credit or partial credit when the make up work is completed within a reasonable amount of time. Assignments for ALL absences resulting from school activities should be submitted to the teacher prior to the activity. A student will NOT receive credit for any work not made up. A reasonable amount of time for doing make-up work is interpreted as the number of days absent plus one day.

If a student misses two or three hours of class this shall be an absence for one half day. If a student misses four or more hours of class, this shall be an absence for one full day. Students arriving 20 minutes or more after a class has begun will have the entire hour counted as an absence.

If a student misses any part of a school day, they cannot practice or participate in extra-curricular activities anytime that day unless proper arrangements have been made and secured from the principal.

Parents are advised that a student should not attend any school activities the evening of an illness as an unexcused absence will be recorded. A student should be temperature free for 24 hours before returning to school.

CREDIT AND MAKE-UP FOR ABSENCES

Excused Absences: No make-up time necessary. Credit for make-up work given. (Days missed plus one)

Unexcused Absences: Make-up time may be necessary upon administrative discretion. If work may be made up, credit will be given. Exception is skipping.

Out-of-School Suspension: Short term suspension time will not accrue toward loss of credit. A suspended student will not receive credit during the time missed from school, but may make up missed work in the allotted time. (Days missed plus one) Long term suspensions (more than 5 days) are unexcused absences and by their nature carry a more severe penalty, and a loss of student credit may result contingent upon the circumstances.

In-School Suspension(ISS): Work credited providing the suspension time is completed satisfactorily. If suspension time is not completed satisfactorily, make-up work will not be credited. An ISS absence is excused if suspension time is completed satisfactorily.

A student may lose credit in a semester class if he or she has three consecutive or five total unexcused absences in a semester or ten days of excused absences in a semester. Excused and unexcused absences will not be counted together when the school is considering taking away credit. The building principal will use his own discretion where there is sufficient documentation of health or medical problems or extreme hardship. Parents of students who are absent must notify the school by phone by 9:00 or by a written note of the reason for the absence. **The absence will be counted as UNEXCUSED if the office is not contacted.** The note should include the following: (1) The date of return, (2) the date of the absence, (3) the name of the student for whom the note is written, (4) the reason for the absence, (5) the telephone number at which the writer can be reached in the event of a question, and (6) the signature of the person writing the note.

EXCUSED ABSENCE

Excused absences shall include but not limited to the following:

- *Personal illness and professional appointments.
- *Serious illness or death of a member of the family.
- *Emergencies calling for the student's presence at home.
- *Obligatory religious observances.
- *Participation in a USD 439 district-approved or Sedgwick school sponsored activity.
- *Excused absences approved by student handbook.

The administration reserves the right to judge the sufficiency of any claimed emergency. To be excused, all other absences shall have the prior approval of the administration. This prior approval should be obtained well in advance of the date when the student will be absent. The prior approval must be obtained for family vacations and for non-school related activities, including working for parents.

Medical and/or dental appointments should be made outside of the school day when possible.

PERFECT ATTENDANCE

Students receiving perfect attendance awards at the end of the year are those that have missed one (1) day of school or less. School sponsored activity trips do not count against perfect attendance.

STUDENT ILLNESS

A student who is ill cannot function to the best of his/her capabilities in the classroom. Therefore, it is recommended that ill students remain at home. If an illness occurs at school, the student should tell his or her teacher who will contact the school nurse. **The school nurse will determine whether the student is in need of being excused from school. A student must have the nurse's permission to leave school due to illness.** The parents or guardians of the student must be contacted before the student is allowed to leave the premises. Failure to notify school officials prior to leaving school for illness will result in an unexcused absence and may be dealt with as skipping.

In many cases, classes are taught in a progressive manner and in a logical sequence. One lesson may be the groundwork for all succeeding lessons. It is to the discretion of each teacher to determine specific requirements for make-up work in each class. An expected requirement would be conferring with the student outside of regular class time (before, during, or after school), to help bring him or her up to date.

TARDINESS

1. Students arriving at school after the 8:20 bell must report to the office to pick up a tardy slip.
2. On the fourth unexcused tardy to each class, the student will serve a 30 minute detention with that instructor.
3. Excused tardies will be accepted for the following:
 - a. signed statement form the office, nurse, counselor, or teacher
 - b. legitimate and reasonable excuse as determined by the teacher.
4. Students whose lateness causes them to miss more than 20 minutes of class will be counted absent.
5. Excessive tardiness will be dealt with as necessary.

TRUANCY

Students who have three (3) consecutive days of unexcused absence or five (5) total days of unexcused absence in a semester are truant and will be reported to SRS.

UNEXCUSED ABSENCE

Those students without a parental note or phone call or those with reasons which are unacceptable, or those who have been suspended from school will receive an unexcused absence. Regular and punctual attendance is an important requirement as daily grades and class discussions are an integral part of the educational process. If the student should have as many as three unexcused absences, a parental conference will be necessary. Truancy violations will be reported to SRS.

EXAMPLES OF UNEXCUSED ABSENCES

(Not An All Inclusive List)

- Baby-sitting Contingent upon circumstances
- Car trouble.....Without verification by parent
- Fair.....Unless participant
- Fair trips, track meets, etc. will be counted as family trips only if students attend with his or her parents.
- Hair appointments
- Home chores.....Contingent upon circumstances
- Hunting
- Missing bus
- Oversleeping
- Ski tripsWithout family
- Skip days
- Skiping school...1st offense, make up time or in-school suspension
2nd offense, double time or in-school suspension
3rd offense, in-school suspension
- Vacations.....Without family
- WorkingWithout prior administrative approval

ABSENCES ON DAY OF AN ACTIVITY

If a student misses any part of a school day, they cannot practice or participate in extracurricular activities anytime that day unless proper arrangements have been made and secured from the principal. **Parents are advised that a student should not attend any school activities the evening of an illness as an unexcused absence will be recorded.** Board policy states: "A student shall not be allowed to practice, participate in, or attend any school sponsored activities on a day in which he or she did not attend all classes unless approval is obtained from the administration prior to the event." **Students must be at school by 8:45 a.m. on the day of any activity, or have an excused absence, other than being sick, sleeping in, etc., or they will not be allowed to participate in any school activity that day.** In the event that a student has a previously arranged medical appointment (i.e. eye, dental, physician, etc.) on said day, a signed note from attending medical personnel (nurse, doctor, etc.) verifying this appointment will be required to allow practice or participation in activities.

BICYCLE/SCOOTERS: Scooters and roller blades will not be accepted as transportation to school. There is not adequate storage in classrooms to store these items.

BUILDING HOURS

Students are not permitted in the building until 7:30 a.m. with the exception of students involved in the breakfast program or are under other adult supervision. Those students will be expected to remain in the school cafeteria. All other students arriving prior to 7:30 will not be admitted in the building and will not be supervised by teachers. One exception to this policy is during winter months or rainy weather when outside conditions are extreme. During these periods, students will be allowed inside the cafeteria to wait for the bell to ring.

**School will begin at 8:20 a.m. and is dismissed at 3:18 in the jr. high/high school building and 3:21 in the grade school building.

**All students must leave the building by 3:30 p.m. unless being directly supervised by a staff member. Students not involved in after school activities are not to remain in the building.

BULLYING

Bullying on or while utilizing USD 439 property, in a USD 439 vehicle, or at any USD 439 sponsored activity or event is prohibited.

As used in the policy, the following definitions apply.

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

- (i) harming a student or staff member, whether physically or mentally;
- (ii) damaging a student's or staff member's property;
- (iii) placing a student or staff member in reasonable fear of harm to the student or staff member;

or

- (iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- (B) cyber bullying, or
- (C) any other form of intimidation or harassment prohibited by any policy of USD 439.

(2) "Cyber bullying" 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.

(3) "School vehicle" means any school bus, school van, other school vehicles and private vehicles used to transport students or staff members to and from school or any school-sponsored activity or event.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement (mental health) will be used to

change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Superintendent is authorized to direct development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of district, state and federal procedures.

There will be no initiation of any form in the USD 439 school system. Any student found to be intimidating a student in lieu of initiation or for some other reason, may be suspended. This suspension will be at the discretion of the principal as determined by the circumstances.

CALENDAR

A district calendar will be published annually and will include all activities for the entire year. If changes in dates occur they will be published in the monthly newsletter. The faculty sponsors of the organizations are responsible for scheduling all activities with the principal.

CARE OF PROPERTY

We have a beautiful school building and campus due to the care given it by our custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing, or destroying school property, the student will be suspended in accordance with Board of Education policy. The student will also be required to pay a dollar amount including labor costs for repairing the damages. Accidents or horseplay resulting in damages may result in full payment by the student(s) responsible. Discipline may be assigned at administrative discretion.

CHEATING AND ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

CHURCH NIGHT

School activities will not be scheduled on Wednesday nights if other dates and times can be arranged.

COMPUTER USE AGREEMENT

Students enrolled in Sedgwick Unified School District 439 have the opportunity to work with various software programs both on individual computers and through access over the district's computer network. It is imperative that when using district computers and software that strict guidelines are adhered to in order to prevent any costly error over the network or to any individual machine. Therefore, students will be expected to adhere to the following guidelines:

Expected behavior when using the computers in any of the computer labs is as follows:

1. Students are to work only in programs to which they have permission and student access. Students are not allowed to use programs, disks or other computer material that are not property of the school. Personal computer games are also not allowed. No hacking into existing programs, teacher files, E-mail, or administrative files.
2. When instructed to save their work to a storage disk or the computer hard drive students are to use language that is appropriate to the school environment. Programs are not to be saved using foul language.

3. When using the classroom computers students are not to have any food or drink.
4. Behavior that is disruptive in any manner will not be tolerated.

Realizing that computer access is a privilege and not a right, the following penalties will be imposed if student behavior does not follow the above guidelines.

1st offense: One Hour of detention and two weeks of teacher supervised computer access.

2nd offense: One day in-school suspension and no computer access for at least one week. Time period could be longer depending on offense.

3rd offense: Three days in-school suspension and no computer access at all for the remainder of the semester or school year.

CONFERENCE - PARENT REQUESTED

In the event that a parent should wish to have a conference with an instructor, the following procedures should be followed:

1. The parent should call the school office and ask to speak to the instructor regarding a conference. If the instructor is not occupied with a class, he/she will be called to the phone and an appointment arranged.
2. If the instructor is in class at the time, he/she will be notified as soon as possible.
3. The instructor will return the call and arrange an appointment at the school at a time convenient to both parties.

All parent conferences regarding pupil progress are to be held at school. This is necessary since grade books and teaching materials are available at this location. In order to give the parent a true evaluation, these materials are essential. The cooperation of the parents regarding this matter will be greatly appreciated.

DETENTION CENTER

Students may be assigned detention time in the detention center by the administration as a consequence for violating good order and decorum during the school day or at school activities. No gum, candy, or pop is allowed while in detention.

Detention will be assigned throughout the entire week, Monday through Friday.

Detention may be assigned for periods of up to one hour, or multiples of one hour for all offenses.

Detentions must be served on the following day after being assigned. They may be served on the same day assigned if parental permission has been secured. Normally, a student will not be allowed to go to an extra curricular practice until an academic session or behavioral detention is served. Administration reserves the right to make a determination concerning session and detention notices.

The administrator assigning detention will complete and sign the detention form. The original will be placed in the detention center notebook, one copy will be given to the student, and one copy will be mailed to parents. The form will include:

- a. The name of the offender.
- b. The nature of the offense.
- c. The length of time to be served.
- d. Required work, if any.

The following regulations will govern the detention center:

- a. **Detention will be served from 3:25 p.m. to 4:25 p.m.** Students serving detention will be seated by 3:25 p.m. and remain seated during the entire detention period.
- b. Students shall bring school assignments or reading materials to the detention center. Students must study or read during the entire period. (No Computers or any other electronic device will be allowed in detention.) Exceptions may be made with supervisor approval. Sleeping will not be allowed.
- c. Failure to maintain strict compliance with these regulations, will void credit for the detention and an hour will be added. Voided detention will be made up beginning the next school day.

The detention center supervisor will maintain a record of detention required by the detention center notebook form. The notebook will be returned to the principal each morning, along with any communication concerning detention attendance and behavior.

DIETARY SUPPLEMENTS:

R. L. Wright Elementary School does not condone the use of non-approved dietary supplements. Any dietary supplement a student wishes to use should be approved through the grade school office or nurse's office. If a student is found in possession of non-approved dietary supplements while at school or at any school activity, the supplement will be confiscated. Repeat offenders to this policy will be subject to disciplinary action.

DISCIPLINE

STUDENT DISCIPLINE PROCEDURES

Infraction Definitions:

Physical contact: Physical contact involves a continuum of contact ranging from horseplay to assault. The context and intent of the student's actions are taken into account when making a determination of the category of the offense.

- **Horseplay:** physical contact within the context of play with no harm intended to others.
- **Precipitating a fight:** statements or actions, which encourage others to fight.
- **Scuffle/Fighting:** engaging in physical contact with intent to harm or intimidate another person
- **Physical assault and/or battery:** engaging in or threatening a physical attack on another person. An individual strikes or attempts to strike another individual with part of their body and/or an object or weapon for the purpose of harming another person.

Threats and verbal abuse: statement or actions, which intimidate or upset another person.

Unexcused absence: defined in Attendance Section of this handbook.

Truancy: defined in Attendance Section of this handbook.

Sexual Harassment: defined in Sexual Harassment Section in this handbook.

Lying: giving false information or information intended to mislead.

Forgery: writing or using the signature or initials of another.

Destruction of property: destroying or mutilating objects or materials belonging to school, school personnel, or other persons.

Theft: taking or concealing property that belongs to others; stealing

Failure to comply: not carrying out reasonable requests of a school personnel or failure to follow established school rules.

Defiance of School personnel: refusal to comply with reasonable requests of school personnel.

Disruptive Behaviors: conduct and/or behavior that is disruptive to the orderly education procedure of the school.

Unnecessary Items: the possession of an item, which could be used to cause a disturbance, and which is unnecessary for school activities.

Tobacco: the use, sale, and/or possession of tobacco in any of its forms or possession of items used in the consumption of these products (i.e., matches, lighters, pipes, and etc.)

Drugs and alcohol: the possession, sale, use or transmittal of or being under the influence of any illegal drugs, medications not prescribed by the student' physician, alcohol, or other intoxicant of any kind or nature (including inhalants) on or about the school property at any time or at any school activity regardless of the location. Possession of paraphernalia related to the consumption, manufacture, possession, or storage of these items. In addition, substances used to mask or interfere with court ordered drug tests are not allowed to be carried or consumed while on USD 439 district property.

Unauthorized Area: when a student places himself or herself in an area that has been designated off limits by school personnel.

Leaving school without permission: defined in Leaving School Section in this handbook.

Obscene Language or behavior: any reference, gesture, comments, actions, jokes, drawings or other representations that:

- are sexually orientated,
- involve cursing or words that mimic, suggest or sound like curse words, (Note: Words that are used to sound like inappropriate language will result in the same disciplinary consequences.)
- are disrespectful to authority figures such as school officials, law enforcement, or judges;

Flagrant disrespect toward school personnel: when a student uses profanity, excessively loud or inappropriate tone, has physical contact, throws objects at or harasses school employees.

Weapons and destructive devices: defined in Weapons and Dangerous Instruments Section in this handbook.

Derogatory statements: the use of slurs, names, or terms that may be offensive to other individuals. This includes joking and "horseplay" type references as well.

Misuse of Computer/Internet: producing, downloading or printing inappropriate information is not allowed and may result in a temporary loss of access to the computer system. Inappropriate materials may include, but not limited to, information that is sexually oriented, violent, discriminatory, racist in nature, or pertaining to the promotion of illegal drug use. Chronic misuse will result in restricting Internet access or cancellation of the student's computer privileges.

Administrative Action Plan:

LEVEL 1: INFORMAL TALK (counseling)

A school official (teacher, administrator, or counselor) will talk to the student to reach an agreement regarding how the student should behave. Parents may be notified if necessary.

LEVEL 2: OFFICE REFERRAL

A student will be sent to the office for major rules violation or repeated violations of the same rule in one day. The student will be given a discipline report that will be forwarded to his parents, school administrators, and if applicable, the student's caseworker or probation officer.

LEVEL 3: LOSS OF PRIVILEGES/DETENTION

A student will be assigned time after school or privileges will be temporarily suspended. If the student is assigned detention, the student will report at 3:25pm on assigned day and is required to complete detention time. The normal detention time is one hour. Notice will be sent to parent/guardian.

LEVEL 4: CONFERENCE

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. Parents will be contacted and/or written notice will be mailed to the parent/guardian.

LEVEL 5: IN SCHOOL SUSPENSION (ISS)

The student will be removed from the classroom(s) and isolated under supervision of a school official for the entirety of the suspension.

LEVEL 6: OUT OF SCHOOL SUSPENSION (OSS) - Short term

The student will be removed from the school, it's grounds, and it's activities, for the entirety of the suspension.

LEVEL 7: LONG TERM OSS/EXPULSION.

The student will be removed from the school, it's grounds, and it's activities for the entirety of the suspension or expulsion. Expulsion can be for up to 180 days and will be enforced under Kansas Law and USD 439 School Board policy.

Infraction-Action Guidelines:

INFRACTION	FIRST OFFENSE	REPEAT OFFENSES*
Weapons & destructive devices**	LEVEL 7	Zero Tolerance
Physical assault and battery**	LEVEL 6	LEVEL 6-7
Drugs & alcohol**	LEVEL 6	LEVEL 6-7
Tobacco**	LEVEL 6	LEVEL 6-7
Flagrant disrespect to school personnel	LEVEL 5-7	LEVEL 6-7
Threats/Verbal abuse**	LEVEL 5-7	LEVEL 6-7
Sexual Harassment**	LEVEL 5-7	LEVEL 6-7
Theft**	LEVEL 6-7 (restitution)	
Scuffle/Fighting LEVEL 5-6	LEVEL 6-7	
Precipitating a fight**	LEVEL 2-7	LEVEL 5-7
Destruction of property**	LEVEL 2-7 (restitution)	LEVEL 5-7 (restitution)
Defiance of school personnel	LEVEL 2-6	LEVEL 5-7
Misuse of Computer/Internet	LEVEL 1-7	LEVEL 2-7
Failure to comply	LEVEL 1-6	LEVEL 3-7
Derogatory Statements	LEVEL 1-6	LEVEL 3-7
Obscene Language & behavior	LEVEL 1-5	LEVEL 2-7
Lying	LEVEL 1-3	LEVEL 3-7
Forgery	LEVEL 3-7	
Disruptive Behaviors	LEVEL 1-2	LEVEL 2-7
Leaving school without permission	LEVEL 1-2	LEVEL 2-7
Horseplay	LEVEL 1-2	LEVEL 2-7
Unnecessary Items	LEVEL 1-2	LEVEL 2-7
Unauthorized Areas	LEVEL 1-2	LEVEL 2-7
Unexcused absence	LEVEL 1	LEVEL 1-5

**** A police report may be filed**

NOTE: The Warranted LEVEL is ultimately up to the discretion of the building principal.

DRESS CODE FOR STUDENTS:

Appearance and dress are primarily student and parent responsibilities. Each student attending Sedgwick Schools shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards that will result in a neat, clean personal appearance. However, the following minimum standards are expected during the school day and at school sponsored activities (if applicable):

1. Alcohol, tobacco, drugs, drugs paraphernalia, profanity, or sexually suggestive statements, pictures, and/or implied references are not allowed on clothing. Tape or other substances may not be placed on clothing to alter or cover up profanity, a picture, or a reference.
2. Sandals or shoes must be worn at all times. House slippers are not appropriate footwear at school.
3. No sunglasses will be worn in the building.
4. Hats or head coverings are not to be worn in the buildings unless special circumstances or occasions warrant such an allowance. Appropriate exceptions will be determined by the administration.
5. Any type of sleeveless garment must have a 1-inch shoulder strap over both shoulders unless a sleeved shirt is worn under the garment. No under garments should be visible. This includes tank tops, dresses, spaghetti strap shirts, and sweater tops. The mid-section torso, back and hips must be covered. Low cut tops that are provocative are not acceptable in the school setting.
6. Length of shorts, skirts, and dresses: A general rule to follow is that the hem length should be as long or longer than the tips of one's fingers hanging to your side while standing upright.
7. No pajamas or any clothing that can be considered nightwear is appropriate for a school setting.
8. Clothing that is excessively tight should be avoided or should include additional apparel such as a long shirt, sweater, or shorts.
9. Blankets are not appropriate covering and are not acceptable replacements for coats.
10. Appropriateness of dress will be determined by and enforced by the administration on an individual basis.
11. Clothing with excessive holes, particularly jeans and shorts, may be deemed inappropriate.
12. Extreme or sloppy styles that are disruptive to the educational process will not be allowed.
13. Any item that may be considered disruptive to the educational process.
14. Anything that the principal/administrator considers a distraction or danger to the school environment.

The staff and principal are responsible for requiring students whose appearance does not give indication of effort to dress appropriately to make improvements in their grooming so as to be neat, clean, and non-disruptive. The list above is not all-inclusive. The principal reserves the right to deal with any situation not specifically mentioned above in the interest of the safety, security and/or the educational mission of the school.

Students deemed not meeting minimum dress standards will be advised that they need to comply with the dress code. Parents may be called to bring items necessary for compliance. Repeating dress code offenders may be dealt with more severely including detention and/or suspension.

DRUG FREE SCHOOLS (POLICY 90-27)

POLICY:

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises, or as a part of any school activity is prohibited.

PROCEDURE:

The possession, use delivery, transfer, or sale of alcoholic beverages, tobacco products, or controlled substances by students, while in school or at school-sponsored events, is expressly forbidden. Controlled substances are defined by law as being illegal to possess without a doctor's prescription or violate narcotics laws. Violation of the use of tobacco products will be dealt with on an individual basis at the discretion of the building administrators. Parents/guardians and law enforcement will be contacted immediately upon verification of the violation.

FIRST OFFENSE:

A first time violator shall be subject to the following sanctions:

1. A punishment up to and including expulsion.
2. Suspension from the next school function associated with the activity or the next school sponsored activity.
3. Meet with the Students Assistance Program Team and follow their recommendations.
 - a. If a student does not comply with the SAP team recommendations, the student will be suspended from all activities until the all requirements are met.

SECOND OFFENSE:

A second time violator shall be subject to the following sanctions:

1. A punishment up to and including expulsion.
2. Suspension from all student activities for a period of not less than one semester or four months.
3. A student placed on long term suspension under this policy may be re-admitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. The expense of the assessment will be the responsibility of the parent/guardian.

THIRD and SUBSEQUENT OFFENSES:

A student who violates the terms of this policy for a third time, and any subsequent violations, shall be subject to the following sanctions:

1. A punishment up to and including expulsion from school for the remainder of the school year.
2. Suspension from participation and attendance at all school activities for the year.
3. A student who is expelled from school under the terms of this policy may be re-admitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program. The expense of the assessment will be the responsibility of the parent/guardian.

All school staff members are expected to be concerned about the behaviors listed below:

1. Any student they witness in violation of the first paragraph of the procedure listed in this policy.
2. Any student who exhibits a pattern of unacceptable school performance that does not respond to usual and customary attempts to correct it.
3. Any student exhibiting signs, symptoms or indications of an alcohol or drug-related problem.
4. Any student whose self-disclosed alcohol/drug-related behavior places him/her or others at risk or in imminent danger.

After noticing these behaviors, the staff member may choose to speak directly with the student and if satisfactory results are achieved, the incident need only be documented and filed by the teacher. However, if the results are unsatisfactory, the staff members needs to complete a referral check list and submit it to the SAP Intervention Team contact person.

Referral of a student to the SAP by itself does not constitute an allegation that a student has an alcohol/drug-related problem.

Students may also be referred to the SAP Team through self-referral or by peers, parents, or community representatives. An essential feature of the program is that students and their family members are encouraged to contact the building administrator and or SAP Team for help with alcohol and other drug-related problems, with the assurance that such contact will be handled sensitively and confidentially. Upon receiving a referral, the SAP Intervention Team members meet to decide which

step to take next. After consideration of the information received and the goal of the referring staff member, the following options are available:

1. The intervention services files should be checked to determine whether a prior referral has been made regarding the student.
2. File the referral for future reference.
3. Submit the referral to the appropriate building administrator for disciplinary action.
4. Initiate the gathering of data from other staff (student's teachers, counselor, school nurse, attendance records, etc.) these forms should be completed as soon as possible and returned to the Intervention Team. After receiving these forms, the Intervention Team will meet to complete the student profile.

INTERVENTION

Upon completion of the student profile, a desired goal is established. All further action is directed toward this goal. Meet with students and or parents/guardians. Refer student and or parents to support groups. Refer student/family to approved AODA agency for an assessment. Results of the assessment may support treatment in an inpatient or outpatient program. The expense of any such assessment and/or treatment will be the responsibility of the parent/guardian.

Evaluations concerning satisfactory progress in the Student Assistance Program will be made by the SAP Team in consultation with the Intervention Team and the appropriate building administrator. No record of the student's participation on the SAP will become part of the student's permanent record. The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom they are prescribed and used according to other school policies governing medications at school. Involvement of the parents/guardians will be initiated at the discretion of the SAP Team and building administrator.

ELECTRONIC DEVICES:

Students are permitted to use electronic devices in the same manner as a school issued computer. The expectation is that the students will use them in an appropriate manner. When students are not in a classroom or under the direct supervision of classroom of a classroom teacher (i.e. before and after school, passing periods, lunch, etc.), electronic device shall be by student discretion. During class time when the students are under direct classroom teacher supervision, device use shall be by teacher discretion. While at school, ringers, alarms, and the like shall be turned off as to be turned off as to not needlessly interrupt and/or disrupt the normal school process. Students are strongly encouraged, as with school issued computers, to find constructive and educational uses for their personal devices or not bring them to school. Electronic devices that are deemed to cause a disruption in the classroom or take away from the educational process in any way will be confiscated and **returned to the legal guardian of record. Students who refuse to give up their electronic device(s) upon request of a teacher or administrator will be suspended.** USD #439 is not responsible for lost, stolen, or damaged electronic devices.

Additionally, use of the electronic devices while at school or at school activities must not violate any other district policies including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use, or harassment/bullying. Finally, students shall have no expectation of privacy concerning the use or possession of electronic devices at school or at school activities.

ELIGIBILITY TO REPRESENT GRADE SCHOOL

KSHSAA requires students to pass five subjects of equal weight during his or her last semester of attendance.

EXTENDED ACADEMIC TIME

The USD 439 Board of Education may, for various reasons, require extended academic time of students and staff.

DETENTION OR ACADEMIC SESSION NOTICE

A student who has a conflict with transportation, a school activity, or a personal appointment may be given one school day's notice to serve an academic session (or behavioral detention.) Normally, a student will not be allowed to go to an extra-curricular practice until an academic session or behavioral detention is served. Administration reserves the right to make a determination concerning session and detention notices.

EXTENDED SCHOOL YEAR

The Board of Education may extend the regular academic year. The superintendent shall be responsible for preparing a plan and presenting it to the board. The board may extend the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, or budgetary problems.

EXTENDED LEARNING OPPORTUNITIES FOR STUDENTS

The Board of Education may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board. Students may be assigned to extended academic sessions including, but not limited to:

Before or after-school;

Saturday school; or

Summer sessions

FIGHTING

Fighting may result in suspension or other disciplinary action by school personnel. If two (2) students are involved in a fight and one has clearly been the aggressor, he/she will receive a stricter penalty.

FIRE DRILLS

Fire drills will be held each month according to State regulations. The signal for a fire drill will be a continuous blast on the emergency buzzer or horn. Leave everything and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the drill. Move orderly, quickly, and follow instructions.

1. The first person out of a door should hold that door open for all other students exiting through that door.
2. Where there are double doors, both doors should be used for exiting.
3. Students are to follow instructions and pass orderly and quickly with NO talking.
4. Go a minimum of 150 feet from the building when possible before stopping.
5. Students out of their assigned classroom are to exit the building via the nearest exit.
6. A series of short bell rings indicates all clear to return to the building quietly.

FUND-RAISING

Fund-raising projects must have prior approval from the superintendent and/or the building principal. Presentations by companies for the purpose of fund-raising will be scheduled outside school hours. Attendance by students will be on a voluntary basis.

GRADE CARDS

A nine-weeks system for reporting grades will be used in all classes. It will be the responsibility of the students to deliver these to their parents. Each report card will have all previous and current grades listed.

AC=Altered Curriculum, for those students in special classes whose titles are the same, however the curriculum content is different. AC will be designated on the transcript and grade card.

IP=In Progress, students transferring to Sedgwick who do not have sufficient grades to record a nine-weeks grade will receive an IP on their grade card. At the conclusion of the semester all grades will be averaged.

GRADING SCALE

There is a unified scale for determining grades for students in grades 3-8 as per board policy. The following scale shall be followed:

A	=	100%	-	90%
B	=	89%	-	80%
C	=	79%	-	70%
D	=	69%	-	60%
F	=	59%	-	0%

In addition to, or instead of, the preceding grading scale, students in grades kindergarten, first, and second may be graded with the following representative symbols:

- 1 for Outstanding
- 2 for Satisfactory
- 3 for Needs Improvement
- 4 for Unsatisfactory

GYM USAGE

Enrolled grade school students should have his/her own gym shoes, gym clothes, towels, etc., for their physical education class. Gym shoes are not to be worn on the outside playing field and then onto the gym floor. Gym uniforms, if required, may be purchased at the store of the student's choice.

Any activity in the gym must be supervised by a teacher or activity sponsor.

Everyone should have clean gym shoes before getting on the basketball court.

The gym floor is **NOT** to be used as a hallway.

GYM WEIGHT-DECK AT THE HIGH SCHOOL

Students are not allowed to use any equipment on the weight-deck without the direct supervision of an instructor.

HALL CONDUCT

Students arriving at school before 8:10 a.m. will not be admitted to the building unless they have a special need to see a teacher as so indicated by a pink pass. Proper conduct in the halls is expected at all times. This means that students are to pass quietly through the halls, should not loiter, and should not run, push, or hit others they pass. Boy-girl relationships must be proper at all times as this is a public place. Those not willing to adhere to this policy will be restricted during the breaks and passing periods.

KANSAS SCHOOL IMMUNIZATION REQUIREMENT (K-12th) 2016-2017 SCHOOL YEAR

Immunization requirements and recommendations are based on the Advisory Committee on Immunization Practices (ACIP) recommendations and the consensus of the Governor's Child Health Advisory Committee Immunization Workgroup.

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school.

http://www.kdheks.gov/immunize/download/KS_Imm_Regs_for_School_and_Childcare.pdf

- **Diphtheria, Tetanus, Pertussis (DTaP):** Five doses required. Four doses are acceptable if dose 4 is given on or after the 4th birthday. A single dose of **Tdap** is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since the last Td.
- **Poliomyelitis (IPV/OPV):** Four doses required. Three are doses acceptable. One dose required after age 4 regardless of the number of previous doses, with a 6 month minimum interval from the previous dose.
- **Measles, Mumps, Rubella:** two doses required.
- **Hepatitis B:** three doses required grades K-12.
- **Varicella (chickenpox):** two doses required for grades K-12 or history of varicella disease documented by physician.

Detailed school immunization requirements by age group are listed on the 02/2015 version of the Kansas Certificate of Immunization (KCI). http://www.kdheks.gov/immunize/download/KCI_Form.pdf

In addition, to the immunizations required for school entry listed above, the 2015 ACIP recommendations include the following vaccinations for adolescents to protect them from three other preventable diseases:

- **Meningococcal (MCV4):** one dose *recommended* at 11 years with a booster dose at 16 years of age; not required for school entry.
- **Human Papillomavirus (HPV):** three doses *recommended* at 11 years of age; not required for school entry.
- **Influenza:** yearly vaccination *recommended* for all ages > 6 months of age; not required for school entry.

The Recommended ACIP with minimum intervals can be found at:

<http://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>

The minimum age and interval must be met for any vaccine dose to be considered valid.

IMMUNIZATIONS/HEALTH ASSESSMENTS

All students entering Sedgwick Schools for the first time are required to present proof of immunization before they can attend classes. A student may enroll but cannot attend without written verification of immunizations. If you have questions or concerns regarding this issue please contact the school nurse at 772-5604.

Senate Bill 520 requires that all children who are eight years of age or younger and who are entering a Kansas school for the first time must receive a health assessment. This may be done 12 months prior to school entry or within 90 days after school entry. The health assessment information must be provided to the school by the child's parent or guardian. The health assessment includes health history, a physical exam, and other screening tests as medically indicated.

INITIATION

There will be no initiation of any form in the USD #439 school system. Any student found to be intimidating a student in lieu of initiation or for some other reason may be suspended. This suspension will be at the discretion of the principal as determined by the circumstances.

INCOMPLETES

Incompletes for unfinished course requirements must be removed within one week after grade cards are issued for the first, second, and third nine-weeks grading period or the grade will be recorded as an "F" on school records. All course work must be completed by the end of the fourth nine-week grading period, as there will be no incompletes given at this time. Exceptions will be made only in case of prolonged illness or other valid circumstances approved by the administration.

INTENT OF HANDBOOK

Not every procedure or rule can be covered in this handbook. No part of this offering should be in conflict with Federal or State Law, Sedgwick Board of Education Policy, KSHSAA rules, or the directives of the Superintendent of Schools. Should there be such a conflict, then Federal or State Law, Sedgwick Board of Education Policy, KSHSAA rules, or the directives of the Superintendent of Schools will take precedence over the information in this handbook.

LEAVING THE CLASSROOM

Except for special reasons, students shall not be allowed to leave the classroom during class time. The instructor and not the bell is responsible for dismissing the class at the end of the period.

If under special circumstances a student leaves a class he/she must have appropriate permission by the teacher. Students needing to go to another classroom must obtain written permission in advance from the teacher concerned.

Students are reminded that, generally speaking, little good comes from being out of your assigned class during the allotted time. Excessively leaving class can and will seriously take away from the efforts by school and public health officials, immunization providers and parents have been central to the success of reducing vaccine preventable diseases and protecting Kansas students and families. Thank you for your dedication. educational process and lead to discipline.

LEAVING SCHOOL

A student shall not leave the school building except after reporting to the office and receiving permission. The administration reserves the right to determine if it is necessary for the student to leave the building. It will be necessary to make contact with a parent of any student who wants to leave school before that student is allowed to leave the building. Failure to follow proper procedures when leaving the building will result in an unexcused absence regardless of the reason.

LOUNGES

Faculty lounges are off limits for students unless they are directly supervised by a faculty member.

The vending machines are off limits for the K-6 students.

LUNCHES/BREAKFAST

Students need to have money in their account or pay cash in the line. **Students whose account balance has reached a negative \$7.00 will be given the choice of an alternate meal of a peanut butter and jelly sandwich and a carton of milk or not eating.** Students will also be given the opportunity to call their parents. Accounts must be kept current in May. No negative balances will be allowed the last two weeks in May. Payments to meal accounts may be made in either office before or after school. Payments will also be accepted in the serving line.

The school lunch/breakfast program is to be self-supporting and operates on a cash basis. All students participating in the hot lunch/breakfast program, as well as those bringing their lunches, are expected to eat in the cafeteria. Food is not to be taken from the cafeteria.

Parents are welcome to visit the school meal program. The price of meal for a visiting parent is the daily adult rate. Lunch/breakfast prices are as follows:

	<u>Daily</u>	<u>20 Day Card</u>
Grades K-5	\$2.30	\$46.00
Grades 6-12	\$2.55	\$51.00
Adults	\$3.50	\$70.00
Breakfast	\$1.50	\$30.00
Adult Breakfast	\$2.00	\$40.00
Milk	\$.40	
Milk break (K-1)	\$30.00 per semester	

Applications for free and/or reduced school lunches will be available at enrollment time for those wanting to apply. These applications are also available during the school year from the school offices should they be needed.

Students in grades K-6 are required to stay on the school grounds during the lunch period and must eat in the lunchroom whether they bring their own lunch or eat hot lunch served by the school.

LUNCHROOM BEHAVIOR

Students eating in the lunchroom are expected to exhibit good table manners and to refrain from loud talk. No student is allowed to exchange food with another student. Food is not to be taken out of the lunchroom. Pushing and exchanging places in line is prohibited.

MEDICATION AT SCHOOL

It shall be the policy of the Board of Education of USD 439 to not allow the dispensing of medication, including non-prescription drugs, or injections by school personnel. If it is necessary for the dispensing of medication at school for the general welfare of the student, then a written authorization will be provided by the appropriate physician and parent or guardian.

Procedure:

1. When a situation arises that a student's health and/or complete recovery from an illness is dependent upon receipt of a medication during school hours, the following will apply:
 - a. A Student Medication Release Form is required before any medication (prescription and non-prescription) can be given. Parents may come to school to give medication to their child.
 - b. A medication care plan will be written by the school nurse.
 - c. The Student Medication Release Form will be completed by the family physician and the parent or guardian.
 - d. The Student Medication Release Form shall be kept with the medication locked in the school nurse's office.
 - e. The medication must:
 1. Have been administered at least once at home to reduce the risk of an adverse reaction at school.
 2. Be in the original prescription or non-prescription bottle with the proper label.
 3. Be hand delivered by the parent or a responsible adult designated by the parent.
 - f. The school nurse or person designated by the building principal in the nurse's absence will dispense the medication as directed by the Student Medication Release Form.
 - g. The dispensing of the medication must be noted on a Medication Record Form kept in the nurse's office which shows the date, time, type, and the person administering the medication.
2. If a physician indicates on the Student Medication Release Form that a student may be responsible for self-administering a medication, the medication care plan will reflect this. This applies to all oral medications, inhalators, non-prescription drugs, and injections.
 - a. When the medication care plan designates that the pupil is responsible for his/her own medication administration, the parent or guardian will send to school only a single day's supply of oral medication at a time. This does not apply to inhalators or injections.
 - b. The medication shall be packaged in a container which identifies the name of the pupil to receive the medication and the name and dosage of medication.
 - c. A list of students who are authorized by their physicians to use inhalators will be provided to teachers and coaches.
 - d. The school nurse and/or building principal, at their sole discretion, has the right to refuse to allow a student the right to self-administer any medications, inhalators, non-prescription drugs, and injections.

NON-DISCRIMINATION CLAUSE

The Sedgwick USD 439 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. For a

full definition of racial harassment see Board Policy 90-53 and 90-35. If you have questions regarding the above, please contact the Superintendent at 772-5783.

PARTIES-GRADE SCHOOL

The school will have four official parties for grades K-6 during the school year. The parties will be held in conjunction with the following holidays: Halloween, Christmas, Valentine's Day, and Easter. The times and dates for these parties will be set yearly.

Refreshments are allowed in grades K-6 in celebration of a student's birthday subject to teacher approval. Please check with your child's teacher regarding his or her policy.

WE ENCOURAGE STUDENTS AND PARENTS TO MAKE ARRANGEMENTS FOR PERSONAL PARTIES AFTER SCHOOL HOURS.

PERSONAL ITEMS

Like all other public places, R. L. Wright Elementary School is not void of thievery. Students are encouraged to not bring valuables or money to school. If valuables or money are brought to school, the student is strongly advised to leave them with a teacher or in the office for safe keeping. At the very least, students should secure all personal property to avoid theft, preferably under lock and key. **All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items;** however, a lost and found box will be maintained in the building. Students should not share locker combinations with anyone.

PLAYGROUND RULES

Students in grades K-6 have regularly scheduled recesses on the playground. Teachers will discuss playground rules and responsibilities with their classes.

PROGRESS REPORTS

Grades K-6 will send home a progress report on each student in his/ her class at the mid-term via the student. This will help the student and parents know where the student is having difficulty in time to correct it before the end of a 9-week period.

SCHOOL CLOSING

The following television and radio stations will broadcast school closing information:

KAKE - Channel 10
KSNW - Channel 3
KWCH - Channel 12
KEYN - 103.7 FM
KFH - 1330 AM
KKRD - 107.3 FM
KFDI - 101.3 FM & 1070 AM
KHCC - 90.1 FM
KSGI - 900 AM

School closing information will also be posted on the school website, as well as cancellation/postponement/rescheduling information of school activities.

SCHOOL SAFETY

If a pupil who is 13 years of age, or older, is found in possession of a weapon or illegal drugs at school or a school supervised activity, or has engaged in conduct that could result in serious bodily harm, the chief administrator of the school (superintendent), or his/her designee is required to make a report to the appropriate law enforcement agency. The report must be given to a law enforcement agency as soon as practicable, but not more than ten days from the date of the pupil's act, excluding holidays and weekends. Upon receipt of the report, the law enforcement agency will investigate the incident and give written notice to the Division of Vehicles as soon as practicable, but not more than ten days after receipt of the report. If notice is provided as required by law, the Division of Vehicles will immediately suspend the pupil's driver's license or privilege to operate a motor vehicle in Kansas for up to one year. Upon suspension of the pupil's driving privileges, the Division of Vehicles will notify the pupil in writing. If the pupil makes a written request for a hearing within 30 days, the Division will afford the pupil an opportunity for a hearing to determine whether the ten-day notice was given to the appropriate law enforcement agency and the Division of Vehicles regarding the incident.

SEARCHES OF LOCKER AND STUDENTS

Searches of lockers and students shall be conducted in accordance with the rules approved by the USD #439 Board of Education.

USE OF TRAINED DOGS TO SEARCH

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

SEXUAL HARASSMENT (POLICY 90-35)

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination against any employee.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal, the superintendent or the coordination of federal compliance.

SEXUAL HARASSMENT OF STUDENTS

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the

matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the districts discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

SOCIAL NETWORKING

Students should ALWAYS remember that social networking inside of school, at a school activity, or outside on school issued equipment through media such as Facebook, Twitter, texting, IMing, and email are, in some cases, prohibited, and should, in all cases, be restricted. Students are also reminded that although they should have the right to conduct themselves as they and their guardians see fit outside the school, but not on school issued equipment. However, materials posted on and sent through social networking media can quickly be forwarded, become topics of conversation at school, damage a person's reputation, and become a major disruption at school. Discipline can and will result from inappropriate use of social networking media or use that creates a major disruption to the educational process.

SUSPENSION AND EXPULSION POLICY (K.S.A. 72-8901)

Short term suspension shall constitute one (1) to ten (10) school days.

Long term suspension will be longer than ten (10) days, not to extend beyond 90 school days.

Expulsion means removal of a student for a maximum of 186 school days.

In the 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.

A pupil who has been suspended or expelled from school by a school district may be refused admission to school in any other school district, regardless of residency, until such time as the period of suspension or expulsion has expired.

The Board of Education of USD 439 authorizes the administration and/or designee to suspend any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
2. Conduct, which disrupts, impedes, or interferes with the educational mission of the public schools.
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity.
4. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.
5. Conduct at school, on school property, or at a school supervised activity, which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
6. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

All suspensions will initially be short term (not to exceed five days) with written notice of the short term suspension and reason given to the student involved, to the student's parent or guardian, and to the superintendent within 24 hours after the suspension has been imposed.

Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil a hearing thereon. The notice may be oral or written and the hearing may be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements: (A) The right of the pupil to be present at the hearing, (B) the right of the pupil to be informed of the charges, (C) the right of the pupil to be informed of the basis for the accusation, and (D) the right of the pupil to make statements in defense or mitigation of the charges or accusations.

(2) A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil the parents or guardians of the pupil a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

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, and such date shall not be later than the last day of the short term suspension of such pupil(s) or student(s). Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 et seg. as amended and the regulations of the Board of Education. Any hearing held in compliance with K.S.A. 72-8901 et seg. as amended will be conducted by an administrator in accordance with the due process outlined in Kansas Statute.

ACTS OF UNACCEPTABLE BEHAVIOR THAT MAY RESULT IN SUSPENSION (INCLUDING IN-SCHOOL SUSPENSION) UPON FIRST OFFENSE, DEPENDING UPON THE SEVERITY OF THE INFRACTION, OR WHICH MAY RESULT IN SUSPENSION FOR REPEATED INFRACTION, INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

1. Possession, consumption of, or sale of alcoholic beverages, narcotics, marijuana, addictive drugs, and/or deleterious substances.
2. Threat of use or use of lethal weapons.
3. Vandalism.
4. Extortion of any type and/or amount.
5. Possession, use of, consumption of, or sale of tobacco in any of its forms.
6. Failure to comply with reasonable request from administrator, teacher, and/or other school employees.
7. Fighting and/or provoking a fight.
8. Intimidation, threatening by word or deed.
9. The use of profanity and/or vulgarities.
10. Excessive tardiness.
11. Temper tantrums.
12. Open defiance of authority.
13. Stealing.
14. Conduct, which disrupts the school's activities and educational mission.
15. Destruction of school property.
16. Possession of lethal weapons.
17. Public display of affection.
18. Repeated violations of school regulations.
19. Engaging in terroristic threats.

SUSPENSION (IN-SCHOOL)

In-school suspension will be used when deemed appropriate by the administration. In-school suspension means that students guilty of undesirable behavior will be confined by a suspension room for a period of one (1) to five (5) days when deemed advisable by the principal.

Students will be required to do all regular assignments and will be denied usual privileges. In-school suspension students will eat lunch in the ISS room and will have a closed noon hour. They will not be allowed to participate in, or attend, extra-curricular activities during school time.

Parents of the student will be notified at the earliest possible time of the reason(s) why their child is being restricted from regular class activity.

The suspension room will be supervised by the principal, counselor, or teachers, depending upon the daily schedule. In-school suspension will be recorded as an unexcused absence from class.

Students assigned to ISS will be required to report to the office at 8:10 a.m. and must remain in ISS until 3:20 p.m.

Expectations:

1. If possible, the student's instructors will be notified before 3:20 p.m. of in-school suspension the following day.
2. The instructor is responsible to provide an assignment. It should take up to fifty-five minutes to complete.
3. The student will be responsible to gather the assignments between 8:10 a.m. and 8:20 a.m. on the day of the suspension.
4. Instructors may give a grade for these assignments (See Handbook Section "Credit and Make-Up for Absences). It is the student's responsibility to turn the work in to the instructor. If the work is not turned in, a 0 will be given.
5. Should students not make an effort to work, another day of in-school suspension may be assigned or an out-of-school suspension may occur.
6. ISS is not for sleeping or wasting time.

TELEPHONE

The school telephone is to be used for school business. Student use of the phone is limited to emergencies and then only after permission has been obtained. Students should not expect to use the phone to call for homework that was left at home. Parents should have information on file with the school on who to contact and how to contact them should school close early. This will reduce the overload on the telephone when it is in demand.

TEXTBOOK FEES

Kindergarten -- \$40

Grades 1-6 -----\$40

TORNADO DRILL PROCEDURE

Tornado drills will be held at least three (3) times per year in accordance with State regulations. The signal for a tornado drill to take place will be one of two ways:

1. A series of interrupted blasts of the digital bell system.
2. In the event of power failure, a series of interrupted blasts from a hand operated horn.

In the event of a tornado drill, leave EVERYTHING where it is and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the entire drill. Move orderly and quickly. Instructions will be given to you upon arriving at your destination.

TRANSPORTATION

Bus transportation will be provided to students to and from school for those who qualify. Transportation will be provided by the district for all approved extra-curricular activities. Transportation may be denied to students who are detained after school for detention or academic sessions.

Students who ride school transportation on field, activity, or athletic trips will be governed by the following rules:

1. The bus driver is in charge.
2. An adult sponsor will accompany each group, unless, other arrangements have been made by the principal.
3. **Students riding to an activity must return on the same bus, except when students return with their parents. In such a case, parents are asked to communicate in writing with the principal, the bus driver, and the sponsor. (See activity transportation policy below)**

ACTIVITY TRANSPORTATION

Whenever students ride transportation to an activity sponsored by the school, they must also ride home on that transportation. Students will not be permitted to return home with friends. Students representing Sedgwick Schools will be required to ride school transportation unless special permission is granted by the administration. Exceptions to this policy shall be granted providing:

1. **Parents notify the school administration in advance of a change in transportation plans and give written permission before the bus/van leaves for the event for the student to ride home with a responsible adult. (The coach or administration reserves the right to refuse to allow any student to ride home with who is deemed irresponsible by action or condition.)**
2. **Parents speak personally with the sponsor or coach at the site of the activity and give written permission for the student to ride home with them.**

BUS DISCIPLINE POLICY

Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved. Continual abuse of rules and regulations by bus riders will result in the following sequence of disciplinary actions:

Step One - Bus driver will hold a conference with the student. A warning will be issued to the student, the student's parent/guardian will be notified and a bus conduct report will be filed with the principal, guardian and the superintendent.

Step Two - Student may be denied the privilege of riding the bus for three (3) days by the principal. A report will be filed as above.

Step Three - Student may be denied the privilege of riding the bus for five (5) days by the principal. A report will be filed as above.

Step Four - Student may be denied the privilege of riding the bus for the remainder of the semester by the principal. A report will be filed as above.

*The principal will initiate corrective action according to the severity of the offense and is not bound by the sequence of disciplinary actions.

BUS REGULATIONS

Student transportation is provided by the district. The safety of everyone is of utmost importance. Therefore, cooperate with the driver. He/She is in complete charge of all discipline on the bus. Serious problems may result in the loss of the privilege to be transported.

THE RULES:

1. Students will not be allowed to use electronic devices on the bus.
2. Do not throw any objects at any individual, structure or property while on a bus.
3. No loud talking, screaming, or profanity on the bus.
4. No hitting, kicking, or pushing another student or individual on the bus.
5. Students shall respect school and pupils' property on the bus.
6. Students shall be under the supervision of the school from the time of loading until the time of unloading.
7. If students who do not normally ride buses desire to ride, a note must be sent by the parent to the principal to authorize permission.
8. No changing of buses will be allowed unless authorized.
9. No eating on buses.
10. No carrying of pets on bus.
11. Children not enrolled in school will not be allowed to ride the buses.
12. No toys that might cause confusion will be allowed on the bus. Examples include water guns, bean shooters, rubber bands, etc.
13. Classroom conduct will be enforced. No shoving or pushing will be allowed.
14. Drivers will wait for children who are in sight of the loading zone.
15. Children shall be in their seats at all times while bus is in motion.
16. The bus driver is in complete charge of the bus and its passengers at all times, unless a certified school sponsor is designated in charge of the students by the administration.

Due to the number of students transported by our buses daily, we must be particularly observant of the rules and regulations for buses, as established by the State Highway Commission.

VISITORS

Parents of students attending Sedgwick Schools are encouraged and invited to visit school to become acquainted with our program. **All visitors must notify the office of their arrival.** Persons requesting to relay messages to students, teachers, or other employees should stop in the office to make proper arrangements. *Students will not be permitted to bring visitors to school, other than parents, due to the possible disruption of the educational process, which may result.* Those who do not comply with this regulation will be considered unauthorized persons and will be asked to leave the school grounds. Those who continue the practice will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of State Law governing public schools.

WEAPONS AND DANGEROUS INSTRUMENTS

No student shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- * any item being used as a weapon or destructive device;
- * any facsimile of a weapon;
- * any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- * the frame or receiver of any weapon described in the preceding example;
- * any firearm muffler or firearm silencer;
- * any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- * Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- * any bludgeon, sand club, metal knuckles or throwing star;
- * any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- * any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see policy #90-25). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution. (See policy #50-34, #90-52 and #100-60)

