

**KAW VALLEY UNIFIED SCHOOL
DISTRICT # 321**

ELEMENTARY SCHOOL HANDBOOK

**DELIA CHARTER SCHOOL
EMMETT GRADE SCHOOL
ROSSVILLE GRADE SCHOOL
ST. MARYS GRADE SCHOOL**

2008-09

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KAW VALLEY UNIFIED SCHOOL DISTRICT #321

DELIA - EMMETT - ROSSVILLE - ST. MARYS

Mission Statement

The mission of Kaw Valley USD #321, a community united in purpose, is to guarantee that each student achieves academic and personal success through an educational system characterized by synergistic relationships; high quality curriculum; and a dedicated, adaptable, caring staff in safe, unique learning centers (March, 2002).

Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Jane Davis, Director of Special Education, 303 E. Highway 24, P.O. Box 578, Rossville, Ks. 66533 at (785) 584-6731 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

BOARD OF EDUCATION

- Bill Mulligan Board President
- Paul Holz..... Board
- Member Joe Roth..... Board
- Member Steve Denton Board
- Member Kim Gillum..... Board
- Member Rick Reese..... Board
- Vice-President Mike Zemek.....
- Board Member

ADMINISTRATION

- James McDaniel..... Superintendent
- Pam Sumner Head Teacher, Delia Charter School
- David SteeleHead Teacher, Emmett Grade School
- Ann McCullough..... Principal, Rossville Grade School
- Toby McCullough.....Principal, Rossville Junior/Senior High School
- David WonnellAsst. Principal, Rossville Junior/Senior High School
- Bill RussellPrincipal, St. Marys Grade School
- Eric SteelePrincipal, St. Marys Junior/Senior High School
- Andrew Albright.....Asst. Principal, St. Marys Junior/Senior High School
- Jane Davis Director, Special Services

DISTRICT BUILDINGS

District Office.....	437-2254
Delia Charter School 877 825 3643.....	771-3470
Emmett Grade School 877 825 3317.....	535-2510
Rossville Grade School 877 825 9450.....	584-6188
St. Marys Grade School 877 825 2919.....	437-6159
Rossville Jr/Sr High School 877 825 9490	584-6193
St. Marys Jr/Sr High School 877 825 2823.....	
437-6257 Special Services.....	
584-6731	

FORWARD

This handbook is made available to inform parents about the programs and operation of the grade schools in Kaw Valley Unified School District #321. Providing an education to children is an important task which requires cooperation between home and school. Parents will receive periodic newsletters from the principal. If you have any questions not answered by this handbook, please call your school office.

Admission Requirements JBC

All resident students shall be admitted to attend school in the district unless they have been expelled.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Non-Resident Students JBC

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Application for In District and Out of District Transfer: Letters of request for out of district and in district transfer must be in writing to the Superintendent of Schools, who will approve or disapprove subject to valid reasons. Appeals may be made to the Board of Education.

Address/Phone Number Change

Please notify the school secretary within seven days if any of the following change:

phone numbers for home or parents' work;
mailing or street address; or emergency
contacts.

Assignment to Classes JBC

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Records JR

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

The right to review and inspect all of your educational records except those which are specifically exempted.

The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:

we have your prior written consent for disclosure; the information is considered directory information and you have not objected to the release of such information and disclosure without consent is permitted by law.

The right to request your educational records may be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 321 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

The right to obtain a copy of USD 321 policies for complying with FERPA. A copy may be obtained from Mr. James McDaniel, Superintendent, P.O. Box 160, 411 W. Lasley, St. Marys, Ks 66536 at 785-437 -2254 .

Directory Information JRB

For purposes of FERPA, USD 321 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent.

Directory information includes the following: the student's name, parent or guardian, weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 321 at USD 321 District Office, P.O. Box 160, 411 W. Lasley, St. Marys, KS 66536 on or before September 30th of each school year. If refusal is not filed, USD 321 assumes there is no objection to the release of the directory information designated.

Testing Program II

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

Promotion and Retention JFB

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Report Cards JF

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Written progress reports will be sent home at the conclusion of the fifth week during each nine-week grading period. Individual conferences with parents may be scheduled as needed.

Parent Conferences JFAC

Teachers shall be available for parent conferences at mutually convenient times. The principal will schedule Fall and Spring building-wide parent-teacher conferences.

Honor Roll

Students who achieve high grades will qualify for recognition on the Honor Roll. When the total grade point average is between 3.0 and 3.79 a student will be listed on the Honor Roll. Students who achieve a grade point average of 3.8 or above will be listed on the High Honor Roll. Honor Roll will be computed for students in grades 5-8.

Awards and Honors JN

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Eighth Grade Promotion

Promotion exercises will include a promotion ceremony. The Superintendent of Schools and the administrators of the district grade schools recommend that boys wear slacks, shirt and tie. Girls should wear street length dresses.

Homework IHB

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. The period of time for completion of make-up work shall be equal to the number of days the student was absent.

Academic Dishonesty

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is 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 other disciplinary measures up to and including suspension or expulsion.

AIDS and Sexuality Curriculum Inspection IKCA

The human sexuality and AIDS curriculum is available for inspection from the building principal.

Opt-Out IKCA

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

To receive information on the opt-out provision contact the principal's office.

Compulsory Attendance Requirements Kansas law requires students to attend school until the age of 18.

Attendance/Tuancy JBD, JBE

When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student. Attendance is required for extended day or extended year student activities assigned by the building principal. Tuancy laws also apply to extended day or extended year activities assigned by the building principal.

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Sign In/Sign Out

Students must sign out in the office before leaving school premises during the school day. Students must sign in when arriving at school after classes have started.

Release of Student During School JBH

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Behavior/Conduct JCDA

Students are expected to maintain self-discipline. Respect for the rights and property of others is essential. Teachers are responsible for maintaining discipline within the school, and the principal may be called upon to provide further control. Parents will be informed of discipline problems because parental support and cooperation are the keys to a good learning environment.

Corporal punishment may be used in Kaw Valley Unified School District when in compliance with the laws of the state of Kansas and the policies of the Board of Education.

Students may be disciplined for any of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

Weapons JCDBB

A student shall not 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.

Possession of a Firearm

Possession of a firearm 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. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

Definition of Firearms and Destructive Devices

As used in district 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 in 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.

Vandalism EBCA

The board shall seek restitution according to law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

Sexual Harassment JGEC

Sexual harassment shall 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.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or 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 district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or

explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

making sexual comments or jokes;
looking or gesturing in a sexual manner;

touching, grabbing, pinching in a sexual way;
brushing up against;
flashing or mooning;
spreading sexual rumors about an individual;
pulling clothing in a sexual manner;
showing or giving sexual pictures, messages or notes;
blocking passage in a sexual way;
writing sexual messages or graffiti on walls, locker rooms, etc.;
forcing a kiss on someone;
calling someone gay or lesbian;
forcing someone to do something sexual other than kissing;
spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes 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 district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

Dress Code

Students are expected to be neat and well groomed and wear clothing which is not disruptive to the function of the school. Students should not wear ragged cut offs, short shorts, midriffs, half-shirts, tube tops, garments without shoulder straps, clothes with abusive, crude, or profane language as determined by school officials, or any type of clothing that advertises alcohol or tobacco products. Hats are not allowed in the building except for special events approved by the principal, and all students are required to wear footwear for health reasons.

Drug Free Schools and Communities Act JDDA

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. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

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

A punishment up to and including long-term suspension;
Suspension from all student activities for a period of not less than one semester or four months;
A student placed on long-term suspension under this policy may be readmitted, to classes only, in a probationary status, if the student completes an approved drug and alcohol evaluation and abides by the recommendations of the evaluation. Name(s) of acceptable programs are on file with the board clerk.

Second and Subsequent Offenses. A student who violates the terms of this policy for the second time, and any subsequent violations, shall be subject to the following sanctions:

A punishment up to and including expulsion from school for the remainder of the school year;
Suspension from participation and attendance at all school activities for one calendar year;

A student who is expelled from school under the terms of this policy may be readmitted, to classes only, in a probationary status, if the student has completed an approved drug and alcohol education and rehabilitation program. Name(s) of acceptable programs are on file with the board clerk.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

Compliance with this policy is mandatory.

Tobacco JCDA

Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds.

Consequences:

First offense will be a two-day “in-school” suspension, and report to local law enforcement.

Second offense will be a two-day “out-of-school” suspension, and report to local law enforcement.

Third offense will be a five-day “out-of-school” suspension, report to local law enforcement, and parental conference with the building Principal required.

School Bus Conduct

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully. Certified sponsors are responsible for the behavior of students on the bus during activity trips. The driver is responsible for the safety of all.

The driver will advise the sponsor of any unsafe behavior, and, should the situation not be corrected, the driver may stop the bus in a safe location until order is restored by the sponsor. Problems involving a bus sponsor will be reported by the transportation supervisor to the Building Administrator.

2. The driver may assign a seat to each student; each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.

3. Students must be on time; the bus cannot wait for those who are tardy. Students must walk on far left side of the road facing traffic when going to the bus stop.

4. Student must never stand in the roadway while waiting for the bus. All students must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.

5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in the driver's hands.

6. Outside of ordinary conversation, classroom conduct is to be observed.

7. Students must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.

8. Students must not at any time extend arms or head out of bus windows.

9. Student must not try to get on or off the bus or move about within the bus while it is in motion. The rear exit door is to be used for emergency only.

10. When leaving the bus, students must obey the directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.

11. Any damage to the bus is to be reported to the driver at once.

12. Students riding a bus during stormy weather are advised to listen to their home radio for storm warnings. Do not attempt to reach school when forewarned about unsafe conditions such as heavy snows or floods.

Students who violate these rules will be reported to their school principal who may discipline the student and, in the case of repeated or serious violations, deny the student the privilege of riding the bus.

Gangs JHCAA

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- shall not present a physical safety hazard to self, students, staff, and other employees;
- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary

Hazing/Initiations JHCAA

Incidents involving initiations, hazings, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

Suspension and Expulsion

Suspension and/or expulsion may be imposed when other means of correction have failed or when keeping the student in school would be detrimental to the welfare of the school and its students.

Corporal Punishment JDA

Corporal punishment may be used in Kaw Valley Unified School District when in compliance with the laws of the state of Kansas.

Searches of Students JCABB

Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated.

Interrogations and Investigations JCAC

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

Extra Curricular Activities Participation Requirements JH

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements; and
- other requirements established by the administration.

Statewide Hotline Information

Kansas School Safety Hotline 1-877-626-8203. The call is free and the identity of the caller is protected.

Transportation to and from Activities

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day. Students may ride home from a school sponsored activity with their own parent if a permission slip is dated and signed by the parent.

Student Publications JHCA

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

- is obscene according to current legal definitions;
- is libelous according to current legal definitions; or
- creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Accidents, Reporting of JGFG

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

Medications, Administering JGFGB

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written

request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

Immunization

Students must conform to all provisions of the Kansas Immunization Law. Those students not in compliance will be suspended until compliance is completed.

Exceptions to this policy are permitted only under the following conditions:

- 1 Certification from a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the student.
- 2 A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

Health Assessments JGC

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time

Physicals

Students participating in athletics, cheerleading, and drill team must have a physical on file before participating.

Communicable Diseases JGCC

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

Drills EBBE

Students shall be informed of emergency drill procedures at the beginning of each school year.

Weather Emergencies EBBD

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the following radio and TV stations: Channels 27, 13, and 49 and WIBW radio.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

Asbestos

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the superintendent of documents, USD 321, P.O. Box 160, 411 Lasley, St. Marys, Ks 6653 6 at 785 437 2254.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the maintenance supervisor.

Student Insurance Policy JGA

Parents or guardians shall be notified annually in writing of student insurance provided by the district, and that medical expenses not covered by such policies are the responsibility of the parents.

Principals shall keep a record of the students who enroll in the group insurance program

Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility.

Telephone Calls

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal.

Visitors KM

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal.

To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Students are not allowed to bring visitors to school without prior permission of the principal.

Computer Use IIBG

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

Students shall have no expectation of privacy when using district computer systems. E-mail 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 e-mail 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.

Lockers JCAB

Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker.

Parties and Snacks

Room parties are held on Halloween, Christmas, and Valentine's Days. These parties are the mutual responsibility of the teacher, parent committees in the room, and the children.

Candy, gum, sunflower seeds, etc., are not allowed at school. The exception is small treats to celebrate special occasions as determined by the teacher.