**WELCOME TO Perry-Lecompton Elementary**

**Home of the JR. KAWS!**

We are very pleased that you have chosen to enroll your children here. We provide an excellent environment for your students to learn and experience this world. Our staff is dedicated to providing an environment where students are encouraged to reach academic and personal excellence thereby fostering responsible, self-motivated and respectful citizens.

This handbook lists the procedures and guidelines this building operates by. If you have questions or concerns please let us know. We will be glad to hear from you.

Mark Lamb

Principal

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**PERRY LECOMPTON ELEMENTARY SCHOOLS** **MISSION STATEMENT**

**The Perry Lecompton Elementary school vision is to provide a safe and positive learning environment, where students strive to become successful, responsible citizens.**

To support this vision, we believe the following conditions must be met.

1. We believe all students will learn the defined curriculum and achieve

specific expectations given time, opportunity to learn, and support.

2. We believe our school must be a safe place for people to take chances.

3. We believe all teachers will focus on learning teaching techniques that

are proven by validated research and apply those techniques in

meeting student needs.

4. We believe learning should come through cooperation and self-competition. Cooperation requires giving and accepting help. Self-competition requires challenging oneself to reach goals.

5. We believe our school must provide strong foundations in all areas of communication and inquiry.

6. We believe our school must provide opportunities for positive social interactions.

7. We believe our school must provide people the opportunity to make choices and to take responsibility for these choices.

8. We believe our school must foster and encourage a life-long love for learning.

9. We believe our school must provide opportunities to work together to solve problems creatively.

**ANIMALS AT SCHOOL**

Families wishing to bring an animal to visit a class may obtain necessary permission forms from the office. Board policy, as quoted below, makes it clear that these visits are to be for educational purposes.

*ING: Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy and sumac may be brought into the classroom for educational purposes.*

**ARRIVAL**

1. Students should arrive at school after 7:40 A.M. and report to the gym. Breakfast begins at 7:45 A.M. Students are supervised as they engage in quiet activities before being sent to their classrooms by 8:05 A.M.

2. Students arriving after 8:10 A.M. will report to the office to receive a pass to the classroom. They are considered Tardy if they arrive between 8:10 and 8:30 A.M., if they arrive after 8:30 A.M. it is a quarter day absence. A written or verbal explanation must be provided to the office by the parent or guardian.

**ATTENDANCE POLICY**

Simply put, we feel students need to be in school. We encourage good attendance and enforce attendance policies of USD 343, listed below. Parents/guardians will be called to verify the reason for an absence unless the office has been notified ahead of time.

*ABSENCES AND EXCUSES*

*Students are considered absent for one quarter of a day if they are gone from school for up to an hour and a half. Students are considered absent for a half day if they are gone from school between an hour and a half and three hours. Students are considered absent three fourths of a day if they are gone from school from three to five hours. Any student who arrives at school after 2:00 is considered absent for a whole day.*

*The principal shall determine if an absence is excused or unexcused. Parents need to provide the school with a written excuse or telephone the school following all absences. If there are extenuating circumstances, in the judgment of the principal, a one day grace period may be allowed for the student to produce the written excuse or to have the parent or guardian telephone the school.*

*An excused absence is an absence by a student with permission from the parent that falls within the following reasons:*

*1. Personal Illness*

*2. Medical Appointments*

*3. Court Appointments*

*4. Observance of Obligatory Religious Holy Days*

*5. Death in the Immediate Family*

*6. Funerals*

*7. Family Emergencies*

*8. Family Situations Requiring Assistance from Students*

*9. Family Trips*

*The student will be allowed to make up work for class credit following the period of absence.*

*UNEXCUSED ABSENCE*

*An unexcused absence is an absence by a student with parental permission that does not fall within the excused absence policy of the school district.*

*SKIP ABSENCE*

*A skip absence is an absence by a student without permission from the school and parent. The student will not be allowed to make up work for class credit and disciplinary action will be taken by the school.*

*EXCESSIVE ABSENCES*

*A student who has ten absences in a semester is considered to have excessive absences. When a student has ten absences in a semester, he or she could be required to submit a doctor's note for each subsequent day of absence for that absence to be excused.*

***TRUANCY***

***In compliance with, and taken partly from K.S.A. Supp. 38-802(1973, HB1502) Juvenile Code and Supp. 72-1113, and K.S.A. 72-1113 (1973, HB26) a child is required by law to attend school. If a child is inexcusably absent, then that child is truant after three consecutive unexcused school days, five unexcused school days in a semester or seven unexcused school days in a year, whichever comes first. Should a student become truant as defined, the proper authority would be contacted.***

*ABSENCES FROM PHYSICAL EDUCATION CLASS*

*If a child is unable to participate in P.E., please send a note of explanation signed by a parent or guardian to school. Any long term exclusion from P.E. (more three days) should be accompanied with a doctor's note.*

**BICYCLES**

1. Students in grades Kindergarten through fourth may be allowed to ride bicycles to school. At PES bikes will be parked on the South side of the building, at LES bikes will be parked in the front of the building and it is recommended that they be secured during the day.

2. Parents are encouraged to ensure that students possess mature judgment before allowing them this privilege. Students will be required to operate their bikes safely by walking beside them on school grounds. Proper protective helmets are recommended by pediatricians, and should be worn while riding.

3. Students who fail to employ good judgment will have the privilege of bringing bicycles onto school grounds revoked, and parents will be notified.

**BREAKFAST**

1. Breakfast is served to any student desiring to eat at school, unless the office has been instructed to the contrary. The cafeteria generally opens at 7:45 A.M. and all students are expected to finish before 8:10 A.M.

2. Students will observe the following rules:

* + Eat your own meal. Food may not be shared.
  + Ask for permission to leave your seat.
  + Talk quietly to your neighbors.
  + “Lights out” means to concentrate on eating: no talking!

3. Students who requested “hot” breakfast will be served the menu items. Students who did not request “hot” breakfast the day before will be served cold cereal and milk. The charge for any breakfast is the same.

4. Parents will be contacted if a student regularly requests but does not eat “hot” breakfast, as this results in food being thrown away. Students who are absent but return the next day and request “hot” breakfast will be accommodated.

**BUS INFORMATION/TRANSPORTATION**

1. USD #343 Perry Public Schools is committed to continue providing the safest means of transportation for students. In this endeavor, administration, bus drivers, parents, and students will continue working together to create a safe environment with appropriate behavior while riding on a school bus.

2. Bus rules approved by the Board of Education are:

* Observe the same conduct as in the classroom
* Be courteous, and use no profane language
* Do not eat or drink on the bus
* Keep the bus clean
* Cooperate with the driver
* Do not be destructive
* Stay in your seat
* Keep head, hands, and feet inside the bus at all times

3. Students are expected to follow all rules, and to treat the drivers as they would their teachers. Students who continually distract the driver may be excluded from the bus until they have matured sufficiently to ride safely. Parents will be contacted if problems arise; so that you can intervene to help children behave correctly. The principal will also be notified of dangerous practices or unruly behaviors.

4. Please notify the school by written note or a phone call if there is any change in transportation arrangements. Students will not be allowed to change buses or pick up or drop off location without communication from the parent to the school. On the enrollment form parents will be allowed to designate only 2 options for transportation. Also, if your daycare provider changes during the school year, the new provider must live on an established bus route for their attendance center if bus transportation is used.

5. If your child is a regular rider and will not be riding on a particular day, please call the bus barn at 785-597-5303 to notify the driver.

6. Should you have any concerns regarding your child while riding the bus, please call your bus driver. If concerns continue, please contact the building principal.

7. Bus drivers will only stop and wait one minute at each home while in route. Students will need to load within that one minute.

**CLASSROOM NEWSLETTERS**

Classroom teachers will send out or post class newsletters on a schedule determined by each grade level.

**Classroom Treats: Suggested Guidelines**

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| --- |
| Classroom Treats for Special Occasions |
| Perry-Lecompton USD #343 encourages families to provide treats furnished for student consumption be pre-packaged. Bringing cupcakes, cookies or candy to help a child celebrate special occasions is considered a tradition for most parents. However, if a child has a severe peanut allergy, diabetes or other special diet needs, then classroom treats can be a cause for concern. Food manufacturers are required by federal law to clearly state on food labels any ingredients that contain protein derived from eight major allergenic foods, including peanuts, tree nuts, wheat, milk and soybeans. Labels also state the amount of carbohydrates which is important in managing diabetes.  While food allergies may affect only a few children, accidental ingestion of allergens can be a life-threatening situation to these children. Approximately 30,000 consumers require emergency room treatment and 150 Americans die each year because of allergic reactions to food.  We appreciate your cooperation and support!  RECOMMENDED TREATS    ·       Cereal bars such as *Kellogg’s Nutri Grain* or *Quaker Oats Chewy Granola Bars*    (avoid peanut butter varieties or trail mix types which usually contain nuts)  ·       Rice Krispy Treats  ·       Animal Crackers  ·       *Teddy Grahams* or other shaped graham cracker treats  ·       Baked chips and *Sun Chips*  ·       Pretzels  ·       Whole-Grain or Multi-Grain Wheat Crackers (avoid peanut butter filled crackers)  ·       *Fig Newtons*  ·       *Quaker Oats Quakes* Rice Snacks  ·       Raisins and other dried fruits  ·       Juices that are 100% real fruit juice with no added sweeteners or sugar  ·       *Hunts* pudding cups  ·       Individual packaged fruit or applesauce cups |

**COMMUNICATION**

PES/LES communicates important information to parents in several different ways. Teachers will often times generate a classroom newsletter or informational sheet to send home with students when an event is approaching or they need to update parents regarding classroom activities. The school office also emails a monthly newsletter at the beginning of every full month school is in session. The office may also periodically generate notices that will be sent home with students regarding health issues, deadlines, or safety issues. You may also follow links provided to you on the District’s website ([www.usd343.org](http://www.usd343.org)) that will give you information about PES/LES and upcoming events. If you have questions regarding school-to-home communications, feel free to call either school office at any time or talk with your child’s teacher.

**COMPUTER POLICY**

Board Policy IIBG governs computer use in schools. Please refer to the Appendix.

**CORPORAL PUNISHMENT**

The policy of USD #343 clearly states that corporal punishment is not permitted.

**COUNSELING POLICY AND PROCEDURES**

The comprehensive, developmental school counseling program at USD #343 is designed to help all students develop their educational, social, career, and personal strengths and to become responsible and productive citizens. The counseling program consists of a variety of services and activities, including educational and career consultation, individual and group counseling, parent and teacher consultation, referrals to other programs and services in the community, and classroom counseling lessons.

*USD #343 recognizes and supports the comprehensive school counseling program at all educational levels, and its policy and procedures.*

*1. Students can be referred for counseling by parents, staff, peers, or by self-referral. Referrals may be made either through a counselor referral form, or verbally.*

*2. Communication with parents is integral to the counseling program. Although parental notification is not required prior to counseling or consulting with a student, school counselors will notify parents when problems are of a very critical nature or require on-going services, except in the case of suspected abuse.*

*3. The school counselor protects the confidentiality of information received in the counseling process as specified by law and ethical standards. School counselors always consider actions in terms of the rights, integrity, and welfare of students.*

*4. School counselors, as well as all school personnel, are obligated by law to report and to refer a case when a student has indicated he or she has been harmed. School counselors are obligated by ethical standards to report and to refer a case when a student intends to harm himself, herself, and/or others.*

*5. The school counselor may serve as a referral agent to help students and their families receive assistance from other programs and services in the school system and from agencies outside the school. Except in the case of suspected abuse, every attempt will be made to directly involve parents in the referral process.*

*6. School counselors may consult with other school and community professionals to enhance student development.*

*7. The number of counseling sessions is subject to the discretion of the school counselor.*

*8. Parents or guardians may choose to Opt-out of school counseling services. Opt-out forms are available from the school principal.*

**COUNSELING PROGRAM**

1. The school counselor teaches counseling lessons to each kindergarten through fourth grade class throughout the year.

2. Some students may meet with the counselor on a limited basis, in small groups or individually. Parents will be contacted if more in-depth services seem to be indicated.

3. The counselor is a great resource for parents who are looking for information on child development or ideas on parenting, especially with strong-willed children. You are encouraged to contact the counselor by phone or in person.

**CURRICULUM**

Information for each grade level may be found on the district web site.

**DIGITAL CITIZENSHIP**

Use of social networking sites (including but not limited to Facebook) is prohibited during school hours on school days.

Cell phones may be used for personal communication before 8:10am or after 3:10pm.

Personal handheld devices (including but not limited to DS and iPods) may be used as specified in each building’s rules. At the elementary schools students may use these devices before 8:10am, after 3:10pm or during indoor recess (as the classroom teacher’s discretion). The district accepts no liability for loss or breakage of such devices. Elementary students should only be using programs on their DS with an E-10 and under rating.

**DISMISSAL**

1. Parents will indicate their preference for each child’s transportation at enrollment. Any changes or exceptions must be processed through the office**. Only legal** **guardians may make such changes**. If a change becomes necessary, please inform the school secretary by 2:00 pm by telephone or by a note.

2. Students will be dismissed on a rolling schedule, dependent upon transportation choices. Parents will be notified of specific dismissal information.

**DISMISSAL (DURING SCHOOL HOURS)**

Students may be dismissed during school hours to meet a medical or dental appointment or for family reasons. Whenever possible, advance requests for dismissal should be made by the parent in writing and sent to the office. Last minute requests may be made by coming to the office in person. Parents must come to the office at the time the student is to be dismissed to sign the child out.

**DRESS**

1. A student's clothing and personal appearance should express his or her personality but not distract from normal school procedures or create a disturbance. It should be appropriate for the weather and the activities anticipated during the day.

2. Shoes or sandals must be worn at all times. **The children participate in vigorous exercise every day during PE, for which they will need athletic footwear**. Students who do not have proper footwear will be required to walk the gym for cardiovascular endurance training instead of running in the gym with their peers.

3. Clothes with advertisements for alcoholic beverages, tobacco products, or controlled substances are prohibited by Board of Education policy, as are midriff, strapless, or backless tops. In the event of an offense, parents will be called to provide acceptable clothing.

4. Hats will not be worn in the building.

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**DRUG-FREE SCHOOLS**

Board Policies JDDA and JDDA-R govern this topic. Please refer to the Appendix.

**EMERGENCY INFORMATION FORM**

1. At the time of enrollment all parents will complete an emergency information from which authorizes the school to obtain treatment for the child in case of an emergency. WE CANNOT EMPHASIZE ENOUGH THE IMPORTANCE OF THIS FORM. We use it throughout the year. Please contact the office any time information on the form changes.

2. The school will furnish a student directory shortly after the school year begins. Other than this directory, the office will not provide individual students' names, addresses, or telephone numbers to anyone.

**EMERGENCY SCHOOL CLOSING**

1. Any decision to call off school or to dismiss during the day because of extreme weather conditions will be made by the Superintendent of Schools. Every effort will be made to notify all parents in advance when this situation occurs.

2. During the storm season, you will be notified through our school district, School Messenger telephone communication system. Notification will also be sent via radio stations WDAF TV – Kansas City, TV Channel 4 or WIBW - Topeka, TV Channel 13, 580 AM or 97 FM for information regarding buses and school closing.

3. Parents should make themselves available or notify the school of alternate child care plans. **It is essential that we have current telephone numbers!**

**EXCLUSION FROM SCHOOL**

1. The following conditions require medical attention before returning to school: If a child develops any of these during the day, parents will be called immediately to pick up the child. Please be sure that we have an accurate daytime number on file.

Chicken Pox - Child should be excluded from school for 6 days after the onset of the first crop of vesicles (blisters). It is highly recommended that all blisters be scabbed before your child returns to school.

Pink Eye - Cases should be excluded from school until the discharge from the infected eye ceases.

Strep Throat - Children with strep throat should be excluded from school until they have been on medication for 24 hours and are fever free.

Impetigo - Children with impetigo should be excluded from school until receiving medical treatment.

Scabies - Children who are infested should be excluded from school until treatment with an appropriate antiparasitic drug has begun.

Ringworm - Infected children may return to school if receiving treatment.

Rashes - Children with unidentified rashes will be sent home and may return to school with a doctor’s note.

Head Lice-students will be checked for lice when they present symptoms such as excessive scratching or complaints. Once the presence of head lice is verified, the parent will be notified so that treatment may begin as soon as the child reaches home. Medication to treat the infestation may be purchased over the counter or may be prescribed by a physician. After the parent or guardian completes the “USD 343 Notice to Parent” form with the date treatment began and the name of the topical anti-parasitic medication applied, the child may return to school. The student will be checked upon returning to school.

If a concern presents involving multiple students, a notification may be provided to encourage preventative measures to families of classmates, without identifying any student.

**FIELD TRIPS**

1. Field trips for educational purposes are an important part of a child’s experience. These activities are designed to connect school work to the real world. You will receive advance notice of any trip your child’s class will be taking.

2. There are frequently opportunities to accompany the class on field trips. Parents sometimes ride on the bus, and take their own vehicles at other times. The teacher will provide guidance on this for each trip.

3. Parents who accompany a class may provide transportation to or from the site for their own children only. This should be arranged with the teacher ahead of time.

4. Parents who accompany their child on school field trips should not bring other children such as pre-schoolers or other siblings on the class trip.

**FIRE DRILLS**

1. We take fire drills very seriously in our schools. Fire Drills are held each month and students are instructed on the proper procedure for a quick and orderly exit.

Any adult visitor will be expected to exit quickly and quietly, and to assist in maintaining good order and discipline.

2. Records of fire drills, including evacuation times, are posted in plain view in the office.

**FOOD SERVICE PROGRAM**

1. School meal prices are available at the beginning of each school year. Menus for each day of the month are published in the District Newsletter. Students are welcome to bring their own lunch from home. Refrigeration for sack lunches is not available so lunches should be packed with this in mind. Soft drinks should not be sent with sack lunches.

2. Free and reduced price lunch applications are available in the school office at the beginning of the year or as the need for such assistance becomes necessary. These applications may be returned to the building principal. Parents are urged to apply if they feel they might be eligible for this assistance.

3. Parents need to notify the school if a child is going to arrive after 8:30 and will be eating a school lunch. The school cannot add to the lunch count after 9:00 A.M.

**HEALTH ASSESSMENT**

Students under the age of 8 who are entering school for the first time or students new to the state of Kansas must have a health assessment prior to entering school. The forms are available from the county health department or your doctor.

**HAZING/HARRASSMENT/INTIMIDATION/BULLYING/MENANCING**

USD343 is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated. Incidents should be reported immediately to school personnel so that an investigation can ensue.

Students whose behavior is found to be in violation of this policy will be subject to discipline consequences. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as approved by the superintendent or board.

**HEALTH INFORMATION**

The school district contracts with the Jefferson County Health Department to provide state required vision screening and immunization reviews. Parents are informed if a child does not pass a vision or hearing screening or if immunization records are incomplete.

### **HOMEWORK**

1. Homework assignments are designed to reinforce skills and to keep parents up to date on topics being studied in class. It is important that the students complete their work and return it to school promptly. Please contact the teacher if you have questions about the amount of time your child seems to be spending on this activity.

2. Students who are absent are expected to make up the work they have missed. Please call the office before noon if you would like to pick up your child’s work at the end of the day. You may also arrange to have the work sent home with another child, at your discretion.

**HUMAN SEXUALITY**

1. The health curriculum in the district includes a growth and development film shown to fourth graders by Jefferson County Public Health nurses. This film may be previewed by calling the JCPH office in Oskaloosa. Permission slips are sent out each spring before the class is conducted.

2. Board of Education policy states:

Parents or guardians may choose to opt-out of the Human Sexuality and AIDS curriculum. An opt-out form must be obtained from the school principal and the completed and signed form is to be returned to the principal. The signed form will be kept on file in the school office and a copy will be forwarded to the Superintendent so the named students can be correctly omitted from the designated activity.

No parent or guardian shall be allowed to make a written request prior to the opening of class of the year the opt-out applies. Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

**ILLNESS/INJURY AT SCHOOL**

If a child becomes ill or sustains an HEAD injury at school, parents will be contacted.

**Parents of any child with a fever of 100 or above will be notified. Children may return to school once they have been fever and symptom (vomiting, headache, dizziness, and diarrhea) free for 24 hours.**

1. The parents of any students presenting with a tick will be notified. Our school nurse may remove a tick when necessary.
   1. If parents cannot be reached, the person designated as the emergency contact on the enrollment card will be notified. If no one can be reached, the child will be kept at school and the School Resource Officer will be contacted. No child will be sent home early unless there will be a responsible adult present.
2. If a child has an injury that requires them to not participate in PE, they will also not be allowed to participate in recess. Alternate activities will be presented to them during recess time.

**IMMUNIZATIONS**

1. By Board of Education policy, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. A recommended inoculation schedule may be obtained by contacting the building principal.

2. Students who do not have the required immunization documentation will be excluded from school after the second week in October.

2. The State of Kansas requires certain inoculations and immunizations. If these are not current non-immunized students shall be excluded from school during an outbreak of a vaccine preventable disease.

3. Exemptions to the requirements of inoculations given according to the recommended schedule may be made in case of vaccine shortage, religious beliefs, or medical conditions.

**LIBRARY/MEDIA CENTER**

1. The check out period is for two weeks although most students return books each week when they come to the library. Students may also come to the library anytime with the teacher's permission.

2. If students fail to return their book(s) when they come to the library, they will not be allowed to check out more books until those are returned. The librarian and/or library paraprofessional will send overdue notices home with the students every week. This is a reminder to get the books returned as soon as possible.

3. The librarian stresses good book care with all students and expects them to be responsible for any books checked out from the school library. Please help your students find a safe place at home that the book can be kept away from younger siblings or pets. If books are lost or damaged beyond repair, parents will be asked to pay a replacement fee. This will not cover the total cost of most books, but will help defray the cost to the replacement book. If the book is found later and in good condition, the money will be refunded.

**LOST AND FOUND**

1. All articles found on the playground or in the school building will be turned in to the office and will be placed in the “Lost and Found”. Parents can help students recover misplaced items by clearly marking all items of wearing apparel that will be removed at school.

2. Unclaimed items will be donated to charity two times during the school year (December & May).

**LUNCH**

1. Students will eat lunch in the cafeteria every day, unless special arrangements are made. We encourage parents and other family members to join children at lunchtime and share a meal with them and their friends. Please call the office before 8:30 to arrange for an adult plate.

2. After going through the check-off point, they may choose their own seats as long as they show good judgment and display “restaurant” manners.

3. Students (and guests!) agree to abide by the following rules: Students will follow the CHAMPs lunchroom expectations

**C**onversations: Level 1 & 2

**H**elp: Raise your hand

**A**ctivity: eating

**M**ovement: walking and sitting

**P**articipation: 100%

**S**uccess: everyone enjoys a social lunch atmosphere

As a reminder:

Eat your own lunch. Food may not be shared.

Ask for permission to leave your seat.

No carbonated beverages may be brought to school.

We feel that good nutrition is essential for growth and optimum school performance, and request your cooperation in these efforts.

**LUNCH FEES & BALANCES**

1. Weekly notification of low or negative balances will be sent to parents via school messenger.

2. Accounts with over a (-$11) will be frozen until the account is at $0 or above. Parents will receive a phone call from the building office explaining the frozen account procedure. Students will receive an alternate meal of cheese or peanut butter sandwich until the account is at $0 or above.

**MEDICATION**

USD #343 will assist in dispensing medication to a student if necessary during the school day. Before ANY medication will be dispensed to a student, the following procedures must be followed:

1. The medication (prescription or nonprescription) must be sent to the office in the original prescription bottle or the container (bottle or box) from the store or pharmacy. No medication will be kept in the classroom or with a student.

2. The school must have on file a written document from the parent/guardian giving school personnel permission to dispense prescription medication, stating reason for giving medication, and noting the period of time over which the medication should be dispensed to the student. The prescription label serves as the doctor’s permission to dispense the medication.

3. Nonprescription medication can be given with written parental permission. The times medication is to be given and exact dosage need to be included with the permission note.

4. If the medication must be altered in any way- (for example pills need to be cut in half) parents must make the necessary changes.

**MEDICAL CONDITIONS**

1. It is extremely important that conditions requiring special health consideration should be reported to the school at enrollment time. Allergies (to medicine as well as insects and food), epilepsy, ear or eye problems are examples of conditions that the school should know about.

2. Students will not be singled out for any condition such as these, but teachers can better monitor performance if they are aware of the special health need.

**MESSAGES**

The secretary will assist parents in delivering messages to students during the school day; however, especially when there are several family members attending our school, recording and delivering messages can be difficult to manage. Therefore, plans for after school etc. should be finalized before children leave for school. We understand that emergencies do happen, but we ask for your cooperation so messages can be kept to an emergency nature when possible.

**NEWSLETTERS**

At the beginning of each month, the school newsletter will be sent home via email. Contact the school office if you would like a hard copy. In these, you will find special dates and events and also information to assist you in making learning fun for your children. Each classroom teacher will share their specific type of communication with parents at the beginning of the year.

**NONDISCRIMINATION**

*The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.*

*Any incident of discrimination or harassment in any form shall promptly be reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance officer.*

*Any student who engages in discrimination or harassment may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.*

**PARENT CONCERNS**

Should any parent or guardian have questions or concerns about school policy or procedure, please follow the steps outlined below:

1. Contact your child’s teacher 2. Contact the principal 3. Contact the superintendent

Meetings may be scheduled to discuss your concerns at each level.

**PARENT ORIENTATION**

Sneak Peek is the evening before school starts, the faculty and staff open classrooms to families for a brief welcome and the chance to visit. Beginning of the year information will be sent to the parents by the 2nd week of school.

**PARENT-TEACHER CONFERENCES**

1. Conferences between parents and teachers are a very powerful way to communicate. We hold school wide conferences in the first and third quarters each year; these are scheduled through the office. There are evening times available to accommodate those who need them.

2. Parents and teachers are encouraged to meet whenever concerns about student performance arise; these conferences are scheduled individually, at the convenience of the teacher and parent. Teachers are available to meet at 7:45 A.M., at 3:20 P.M., or during their planning time during the school day. Teachers may also be contacted through e-mail or by calling the school.

**PARENT TEACHER ORGANIZATION**

1. Every parent of an elementary student is automatically a member of PTO. We hope you will be an active participant!! The purpose of the PTO is to raise money to enhance student life. The meetings are held in our school library. Dates and times of meetings are listed in the district and school calendar.

**PARTIES**

1. Class parties to celebrate holidays are held for Halloween, Christmas, and Valentine’s Day. Specific dates and times are posted on the school calendar. They are optional, so you may decide that your student will not participate.

2. Teachers frequently allow students to bring in treats to celebrate their birthdays. These treats should be small and easily consumed (for example, cookies rather than a sheet cake), since such celebrations are incorporated into the instructional day.

3. Invitations to birthday parties may be distributed at school only if all children in the class are included. Otherwise, these should be mailed or handed out away from school to avoid hurt feelings.

**PERSONAL ITEMS**

1. Students are asked not to bring toys and games to school unless requested by the teacher. Sharing times are scheduled by many classes but those times will be outlined by your child’s teacher. Toys and other property which cause disturbance in class may be confiscated by school personnel; such items will be returned to the student at the end of the year, or may be returned to the parent at the teacher’s discretion.

2. Bus riders are sometimes given permission by the driver to bring items to play with on the bus. In these cases, the toys must remain in the child's book bag during school hours. The school is not responsible for replacing lost, damaged, or stolen property.

3. Students are strongly discouraged from bringing money to school. If money has to be brought to school, the child should give it to his/her teacher for safe keeping.

**PROOF OF IDENTITY**

By state law, the parents and/or guardians of any Kindergarten or first grade student enrolling in the district for the first time shall furnish a birth certificate as a condition of enrollment. Proof of a child’s true identity is also required for students in grades 2 through 12, enrolling in the district for the first time. Acceptable proof of identity for students second grade and above may be a certified school transcript or other similar student records. Parents and/or guardians who are unable to provide the documents noted above should consult with the building principal regarding acceptable proof of identity.

**RACIAL HARASSMENT**

Board Policy JGECA governs this topic. Please refer to the Appendix.

**RECESS**

1. Unless the weather is too severe, all classes will be going out regularly for recess during the school day. All children will be expected to go out with the class. If a child is too sick to go outside because of a fever, chest congestion, bad head cold, or similar condition, he or she should be kept at home to recover. Children with a doctor’s note restricting activity during Physical Education class will be required to follow the same restrictions at recess.

2. When the temperature is below 50 degrees, students will wear coats out to recess and will wear their coats all of recess. If it is below 50 degrees and a person did not bring a coat to school, he/she will wait in the “mud room” area by each door.

3. Students will have indoor recess if the temperature or wind chill is below 20 degrees, if it rains, or if outdoor conditions so indicate.

4. Please encourage students to be prepared for our unpredictable weather by bringing appropriate outdoor wear to school. Please see that your child wears the proper winter clothing so he or she may enjoy recess in the winter.

**RECOGNITION EVENTS**

For students to take part in recognition events, they must meet the criteria below:

1. Not under any disciplinary action.

2. Have met their financial obligations to the school and class.

3. Be a student with good academic and behavioral standing.

**REPORT CARDS/ GRADES**

1. Parents will receive report cards at the end of each nine weeks of instruction. At the end of each nine week period Pre School, Kindergarten & 1st grade report cards will be sent home with children. 2nd, 3rd, 4th grade report cards will be sent home via email addresses on enrollment forms. Non-custodial parents will receive copies of all reports unless prohibited by court order.

2. Our school utilizes a software program called PowerSchool to keep track of student records such as grades, attendance, and homework. Through this program, you have the option of logging into the district’s website ([www.usd343.org](http://www.usd343.org)) and through a password protected procedure; you can view information regarding your child’s progress at school. Please call the school office if you have difficulty logging in to PowerSchool or if you are in need of your PowerSchool password or ID number.

**ROOM PARENTS**

Each classroom needs one parent to agree to coordinate activities supporting teaching and learning. This room parent will be the person the teacher calls on to help gather other volunteers for parties, reading aloud with children, or accompanying groups on field trips.

**SAFE SCHOOLS**

1. Our number one priority is to do everything in our power to create a safe school environment. After 8:00 in the morning all exterior doors are locked. This is to ensure that all visitors check in the office when entering school buildings.

2. The elementary schools will participate in safety drills throughout the year. The students will be taught and will practice what to do in an emergency. These drills will be similar to the fire and tornado drills that are already a part of our routine.

3. There is a Kansas School Safety Hotline parents can call to report any impending school violence. This is a service provided by the Kansas Highway Patrol. The number is 1-877-626-8203. Information received on this hotline will immediately be shared with local law enforcement and school officials.

**SCHOOL PROCEDURES AND DISCIPLINE**

At the beginning of each year, school rules are taught. Class time is spent helping students understand the rules as well as translate these rules into appropriate behavior in all areas of the school: the classroom, restrooms, lunchroom, halls, and recess. Our school wide procedures are developed through the CHAMPs process. Our goal is to empower school staff with techniques and strategies which will help all students behave responsibly and respectfully. Beliefs include:

* + Treating students with respect and dignity.
  + Students are taught skills and behaviors necessary for success.
  + Motivation and responsibility are encouraged through positive interactions.
  + Any student misbehavior represents a teaching opportunity

**CHAMPs** stands for **C**onversation, **H**elp, **A**ctivity, **M**ovement, **P**articipation and Success. Teachers explicitly teach expectations or CHAMP areas (lunchroom, hallway, restrooms). To do this they use the **STOIC** procedure: **S**tructure classroom for success, **T**each behavioral expectations, **O**bserve and supervise, **I**nteract positively and **C**orrect fluently. Students will understand that our guidelines for success are:

* Strive to do your best.
* Organize your efforts.
* Act Responsible.
* Respectful to all.

Most students perform very well under the rules as they understand them. Certain offenses, however, require immediate attention from the principal and may result in suspension or expulsion. These offenses are:

* Fighting (hitting, kicking, biting or pinching).
* Written bus notice, especially with safety violations.
* Excessive arguing or verbal abuse (directed at staff or students)
* Vandalism.
* Willful disruption of the normal instructional day.

Parents are encouraged to call the school with questions concerning their child's behavior. Helping children make appropriate choices can be difficult, but by working together, success can come more easily.

**SEXUAL HARASSMENT**

Board Policy JGEC governs this topic. Please refer to the Appendix.

**SITE COUNCIL**

PES and LES will have a joint Site Council in place to serve in an advisory capacity for the school. The school Site Council will strive to find ways to share information with parents and the community. Meetings will be announced on district calendar and monthly newsletters. Parents and community members are welcome to attend Council meetings.

**STUDENT BEHAVIOR AT USD343 SPORTING EVENTS**

|  |
| --- |
| In an effort to maintain a SAFE and ORDERLY environment at our home sporting events, so that ALL fans can enjoy the games, USD #343 Perry-Lecompton is asking parents to please help us in our effort by reviewing these expectations with their students before they attend a home football or basketball game.   * For safety reasons, please leave footballs, soccer balls, kick balls, etc. at home when attending football games. They may be confiscated by game supervisors. Ball playing, tag games, etc. will not be allowed at home football and basketball games. * We encourage all students to be seated during the game and supporting their team. * Concessions are available at all sporting events. After going to the concession stand, students should return to their seats. * Always exhibit good sportsmanship.       \*Be respectful during the National Anthem, school songs, and player introductions.       \*Never boo or yell at officials or opposing players.       \*Cheer for your team’s players.        \*Represent your school in a positive manner.        \*Be respectful of other students and adults attending the game. * Remember, you should be going to the game to watch the game and support your team. |

**STUDENT/SCHOOL WEBSITE**

Board Policy KBA governs this topic. Please refer to the Appendix.

**TECHNOLOGY USE POLICY**

1. USD#343, Perry Public Schools provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Perry-Lecompton School system and among its students. The use of these technology resources is a privilege, not a right.

2. With the access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Perry-Lecompton USD#343 firmly believes that the value of information, interaction and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district. The district will make every effort to assist students in using the technology in a responsible, ethical and polite manner.

3. Students will not be able to use personal cell phones or smart watches during the regular school day without the approval of the administration and classroom teacher.

**TELEPHONE USE**

The telephones at school are provided for business purposes. Lines must be kept open to receive incoming calls from parents. Therefore, students will not be allowed to call home to make after school arrangements.

**TESTING**

1. In addition to regular classroom assessments of student progress, our students participate in achievement testing at different points in their school career. PLPK, Kindergarten and 1st grades take the AIMsweb Literacy Assessment three times per year (fall, winter, spring). Second through Fourth graders take the Measurement of Academic Progress (MAP) test in the fall and spring. Third and fourth graders also participate in the Kansas State Assessments every spring. The results of these tests are important, as they provide us with information about our standing within the state.

2. When it seems that a student may be having some difficulty in learning, compared to others in his or her class, some additional testing may be helpful in finding the cause. In that case, you will be contacted for permission and will receive an explanation of the type of test and its purpose. These individual tests are given by specialists after you have given your consent. You will receive a written report of the results.

**TORNADO ALERT**

1. In the event of severe weather requiring a "take cover" situation, we will place the children in what is considered the safest part of the school building. Tornado drills are held periodically to prepare the students for emergency.

2. In such a drill, adult visitors are expected to accompany the class quickly and quietly. They are not expected to assume the defensive position.

3. Records of all tornado drills are posted in plain view in the office.

**USE OF BUILDING OUTSIDE OF SCHOOL HOURS**

The Board of Education gladly provides the district buildings for community use. Requests to reserve portions of the school for community activities must be made by contacting the office. The contract will specify the nature and duration of each event. Note that all events must end by 8:00 pm.

**VISITING SCHOOL**

1. PARENTS ARE ENCOURAGED TO VISIT THEIR CHILDREN AT SCHOOL. Consider spending part of the day on your child's birthday, eating lunch with your child occasionally, or choosing any day to spend with your child.

2. We ask that the teacher be notified in advance of your plans. If you plan to eat lunch that day, the office should be notified before 8:30 A.M. on the day you plan to eat so a lunch can be ordered for you. The cost of an adult lunch is available by calling the office and must be paid that day.

3. On the day of your visit, please check in at the office. There will be a sign-up sheet so the office personnel have an accurate accounting of all people in the building.

4. When parents or other adult family members visit their child's classroom, we ask that they plan to spend the time observing and interacting with the child. Younger siblings, cousins, and friends should not accompany visitors.

**VOLUNTEERS**

Parent engagement is a critical factor in student success. USD 343 encourages families to contact the school counselor or principal at any time for information on ways to become involved. Volunteers log many hours helping our school. We have volunteers providing treats, helping with class parties, sponsoring field trips, helping students with reading and math, working in the library, and helping teachers in many other ways. Their presence in our school is greatly appreciated.

If it is possible for you to volunteer to help us at school or at home, please contact the school office or your child’s teacher. We would like to work with you in deciding the best way to use your time and talents to improve education for all our children. Training will be provided.

### **WEAPONS**

*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 used as a weapon or destructive device, or any facsimile of a weapon.*

***Weapons and Destructive Devices***

*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 ½ 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.*

## ***Penalties for Possession***

## ***Possession of a firearm or other 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. 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 reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

## **WEBSITE** – This site is used to continually update and inform patrons. [www.usd343.net](http://www.usd343.net)

## District and school web sites are maintained to support the public relations and educational programs of the district and/or the schools.

## You will find the complete text of the District or School Web Sites policy in the Appendix of this Parent/Student Handbook. This policy includes such

## topics as Student Privacy Rights, Copyrighted material posted on Websites, Software copyright, and Downloading Copyrighted materials.

**District Wellness Policy**

# USD 343 is committed to providing school environments that promote and protect children’s health, well-being and ability to learn by supporting healthy eating, wellness education, and physical activity. District wellness guidelines are based upon recommendations from the Kansas State Department of Education’s Wellness Policy Guidelines (Board of Education Policy JGCA).

# **BULLYING**

In the case of bullying the following chart may be referenced:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Behavior** | **1st Offense** | **2nd Offense** | **3rd Offense** | **4th Offense** |
| **Verbal/Social Bullying**:    Name calling, teasing, taunting, rumors, exclusion, comments about someone’s appearance, etc. | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \*lunch I.S.S. or up to 1 day I.S.S.  \*student fills out Think Sheet | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \*up to two days I.S.S.  \*student fills out Think Sheet | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \*conference with parents  \*up to 3 days I.S.S. or O.S.S. (TBD) | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded Power School  \*Up to 3 days O.S.S., possible expulsion from school |
|  |  |  |  |  |
| **Behavior** | **1st Offense** | **2nd Offense** | **3rd Offense** | **4th Offense** |
| **Physical Bullying Level 1**    **Smacking, slapping, punching, wedgies, tripping, kicking, or unwanted physical contact** | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \*lunch I.S.S. or up to 1 day I.S.S.  \*student fills out Think Sheet | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \*up to two days I.S.S.  \*student fills out Think Sheet | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \*conference with parents  \*up to 3 days I.S.S. or O.S.S. (TBD) | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \*Up to 3 days O.S.S., possible expulsion from school |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Behavior** | **1st Offense** | **2nd Offense** | **3rd Offense** | **4th Offense** |
| **Physical Bullying** **Level 2**    More serious level of threat/intimidation/harm  Punching, sexual harassment, threaten with a weapon | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \* Meeting with SRO Officer  \*Up to 3 days O.S.S | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \* Meeting with SRO Officer  \*Up to 5 days O.S.S. | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \* Meeting with SRO Officer  \*Up to 5 days O.S.S, possible expulsion | \*Incident Report Written  and signed by parent/ or phone call to parent  \*offense recorded in Power School  \* Meeting with SRO Officer  \*Up to 10 days O.S.S, possible expulsion |

## **APPENDIX**

Text of Board Policies referred to in the Handbook’s main body follows.

**IIBG Computer Use (**See GAA and JCDA)

Audits

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Students shall have no expectation of privacy when using district e-mail or 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.

Approved: 8/11/03

**JDDA Drug Free Schools**

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

KASB Recommendation 7/96; 9/97

**JDDA-R Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. First Offense. A first time violator shall be subject to the

following sanctions:

a. A punishment up to and including short-term suspension;

b. Suspension from all student activities for a period of not less than one month.

2. Second Offense. A second time violator shall be subject to the following sanctions:

a. A punishment up to and including long-term suspension;

b. Suspension from all student activities for a period of not less than one semester or four months.

c. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)

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

a. A punishment up to and including expulsion from school for the remainder of the school year;

b. Suspension from participation and attendance at all school activities for the year.

c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. 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. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter 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.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

KASB Recommendation 7/96; 9/97

**JGECA Racial Harassment: Students (See GAF)**

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Racial Harassment is racially motivated conduct which:

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

Racial harassment may result from verbal or physical conduct or written graphic material.

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

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial

harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

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

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

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

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student’s status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any

person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Approved: 8/11/03

**JGEC Sexual Harassment (See GAF)**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. 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.

Sexual harassment is unlawful discrimination of the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

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: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual’s education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) 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 result from verbal or physical conduct or written or graphic material. 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.

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

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

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

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

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

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

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

Approved: 8/11/03

**KBA District or School Web Sites** (See KB,IIBG and ECH)

The board may establish a district web site and may allow creation of web sites for individual schools. A district web

General Information

The following statements are to be included in all appropriate district handbooks:

Student Privacy Rights (See JRB)

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Copyrighted Material Posted On Websites (See KBA)

Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. The building principal shall be in charge of monitoring permission to post copyrighted materials.

Software Copyright (See ECH)

Software acquired by staff using district or school web sites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Downloading Copyrighted Materials (ECH)

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for “fair use exceptions” which may allow for limited use of copyrighted materials.

Approved: 8/11/03

**(JGCA)District Wellness Policy**

The school board approved the district wellness policy in August of 2009 and revised the district's vending/a la carte policy at the same time to regulate food or drink sold to students in vending machines, school stores and a la carte (all other food and beverage items sold by the school food service program in the school cafeteria or other locations where school meals are served or eaten).

The Kansas State Board of Education (KSBE) adopted a policy in May 2010 requiring all accredited K-12 schools in Kansas to implement the exemplary level of the Kansas Wellness Policy Model Guidelines for foods and beverages sold in vending machines by August 1, 2011.

**Wellness Policy Guidelines - Nutrition**

         All school breakfasts and lunches comply with USDA regulations and state policies.

         General atmosphere: dining area is clean, orderly, and has adequate seating and adult

supervision. Atmosphere is inviting and has reasonable noise level.

         Lunch period is closed. Students must have permission to leave the school campus.

         Low-fat and/or skim milk is offered exclusively.

         BREAKFAST: All cereals contain 35% or less of weight from total sugar and 1 gram or more fiber per serving. Foods containing whole grains are offered daily.

         LUNCH: An entrée choice with total fat of 16 g or less per serving is offered on a regular basis. Fresh fruits or vegetables are offered weekly. A food containing whole grain is offered at least 3 days per week. Desserts with more than 5 grams of fat per serving are offered no more than 2 times per week. All salad dressings contain 6 grams or less of fat per ounce.

         DURING THE SCHOOL DAY:

o   All foods and beverages are offered in compliance with USDA regulations prohibiting sale of “foods of minimal nutritional value” where school meals are served or eaten during the meal period.

o   Students are allowed to have individual water bottles in the classroom

o   Foods and beverages for classroom rewards, parties, celebrations, and school events held during the school day are encouraged to meet the *Vending and A La Carte Policies*.

o   FUNDRAISING: School fundraising activities should NOT exclusively involve the sale of food and/or beverages; fundraising activities involving the sale of food/beverages will not take place during the school day.

**Wellness Policy Guidelines – Nutrition Education**

         All students in grades K-12, including students with disabilities, special health-care needs and in alternative education settings, have the opportunity to participate in a variety of learning experiences that support development of healthy eating habits.

         The nutrition education curriculum is sequential and consistent with the current KSBE approved health education teaching standards for pre-kindergarten through grade 12.

         Classroom nutrition education will be offered each year for all students.

         K-9 nutrition education instruction will include of hands-on activities that engage students in enjoyable, developmentally-appropriate, culturally relevant, participatory learning.

         Each year, some individual classrooms will participate in one or more events that are either centered on nutrition or include nutrition as a main component.

         The school will encourage each member of the staff (certified and non-certified) to serve as a healthy role model for students.

         Parents are invited to join students for school meals, and family members are encouraged to become actively involved in programs that provide nutrition education.

         Families are provided with information that encourages them to teach their children about health and nutrition, and to provide nutritious meals for their families

(Publications such as listed below will be utilized where available.)

o   *Nutrition Nuggets* distributed monthly to elementary families

o   *Teen Food and Fitness* distributed to middle and high school students and their families

**Wellness Policy Guidelines – Physical Activity**

         All students in grades K-12, including students with disabilities, special healthcare needs and in alternative education settings have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis each school week during the entire school year.

         The physical education curriculum will be sequential and consistent with KSBE approved physical education teaching standards for K through grade 12.

         The school will provide a physical and social environment that encourages safe and enjoyable physical activity for all students, including those who are not athletically gifted. Students will have the opportunity to participate in lifetime physical activities (e.g. walking, Pilates, swimming, golf, tennis, etc.).

         During K-8 physical education classes, students will engage in moderate to vigorous physical activity at least 20 minutes per day and/or 100 minutes per week.

