



**STUDENT  
HANDBOOK  
2017-2018**

**USD 352  
GOODLAND  
North & West  
ELEMENTARY SCHOOLS**

**WELCOME** to another school year in Unified School District 352. The staffs and faculties look forward to working with your children and you. May you always feel that the schools are **your schools**.

Unified School District 352 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities. If you have questions regarding the above, please contact: High School Principal, P.O. Box 509, Goodland, KS 67735, 890-5656 (Title IX and Section 504 Coordinator).

**USD 352 DIRECTORY  
GOODLAND, KANSAS**

ADMINISTRATION OFFICE.....	1312 Main.....	890-2397
BUS BARN.....	814 E 19th.....	890-3011
GOODLAND Jr./Sr. High SCHOOL.....	1209 Cherry.....	890-5656
NORTH ELEMENTARY SCHOOL.....	700 E 4th.....	890-6558
SPECIAL SERVICES.....	912 W 12th.....	890-6163
WEST ELEMENTARY SCHOOL.....	912 W 12th.....	890-6163

**DISTRICT WEBSITE** <http://www.usd352.org>

**MESSAGE MACHINE**

The Administration Building has a message machine available for patron use, **785-890-8507**, with recorded messages regarding any change from normal routine. If there is no message, everything is as scheduled. Examples of messages would be regarding school closings, buses needing to run storm routes only, bus schedule changes such as earlier or later departure and arrival times including the activity buses, and any athletic schedule changes.

**TIME SCHEDULE**

School for **West** Elementary begins at **7:40 AM** and classes are dismissed at **3:10 PM**.  
School for **North** Elementary begins at **7:35 AM** and classes are dismissed at **3:05 PM**.  
On late start Wednesday, school for **West** Elementary begins at **8:20 AM** and dismisses at **3:10 PM**.  
On late start Wednesday, school for **North** Elementary begins at **8:15 AM** and dismisses at **3:05 PM**.  
It is the expectation of the school that students will not be picked up early. **In the event that a student needs to leave school early, the parent is expected to go to the office, request the student's early dismissal, and then sign the student out.**

## **ARRIVAL**

Children should not be sent to school before **7:30 AM** unless participating in the breakfast program, which begins at **7:00 AM** at North Elementary and at **7:05** at West Elementary. On Monday, Tuesday, Thursday and Friday students should not be sent to school before **7:00 AM**. On late start Wednesday, children should not be sent to school before **8:00 AM** unless participating in the breakfast program, which begins at **7:35 AM**. There is no playground period in the morning before school or after school; therefore, children should enter the building and go directly to their designated area when they arrive at school. Once students have arrived at school, they will not be permitted to leave the school.

## **DISMISSAL**

The student is expected to leave the school immediately after dismissal unless he/she has permission from the office to stay at school. Teachers planning to keep students after school are instructed to contact parents, especially if the student is kept (or is to be kept) over ten (10) minutes. **Students are not to play on the playground after school.** After school phone use will be for emergency use only (not to find out if they can go with someone to play).

## **INOCULATIONS see JGCB**

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. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. For additional information, consult your school nurse or your family physician. Students failing to comply with State of Kansas regulations will ultimately be unable to enroll or be suspended until immunization requirements are met.

## **PROOF OF BIRTH**

Prior to attendance, proof of age and identity are required per USD 352 Board of Education Policy and Senate Bill 593. Effective July 1, 1986, whenever a child enrolls in school for the first time, the Board of Education is required to secure proof of identity of the child. Proof of identity can be a certified copy of the birth certificate, a copy of a court order placing a child in the custody of SRS, a certified transcript or other similar pupil record, or other documentary evidence that the board considers satisfactory. **If the proof of identity is not provided within thirty (30) days, the board of education must notify the local law enforcement agency that will then promptly investigate the identity of the child.**

## **SOCIAL SECURITY NUMBER**

USD 352 requests parents to furnish students' social security numbers upon enrollment. This information will be taken from the **students' social security card.**

## **WALKING SAFETY TIPS**

Parents please discuss these situations with your child:

1. **Always cross the street at the crosswalk** (Duty teachers are asked to enforce this item.)
2. When waiting to cross, wait on curb.
3. Use sidewalk where available.
4. If sidewalk is unavailable, students should walk on left side of street facing on-coming traffic.
5. Wear clothing that can be easily seen for the time of day.
6. Always exercise safety as a parent when walking and picking up students with your automobile.

## **STRANGER SAFETY**

Parents please discuss these situations with your child:

1. Do not take candy or items offered by strangers.
2. Do not accept rides from strangers or loiter around them.
3. Walk in a group of two or more.
4. Report incidents to adults or police at once. If possible, obtain information such as: tag number, description of person and vehicle.

## **BICYCLE SAFETY RULES**

Each student riding his/her bicycle is to follow the following safety rules:

1. Do **not** ride on the sidewalk.
2. Park bicycle in the bicycle rack.
3. Walk bicycle to street and cross at corners or at designated areas only.
4. Stop and look in all directions before riding off the playground.
5. Do **not** ride double.

**STORMY WEATHER**

The district will endeavor to have school when a large majority of students can get to school. When this cannot be accomplished due to weather conditions, the district will attempt to reach a decision by 6:30 a.m. or earlier if possible. At that time calls will be made to KXXX in Colby, Kansas, Kansas; KGCR in Brewster, Kansas; KNAB in Burlington, Colorado; Kansas, KQLS FM in Colby, Kansas; and KLOE/KKCI in Goodland, Kansas. A Power Announcement (POWER SCHOOL) will be made by the superintendent of schools.

If at anytime during school time parents feel that the weather is threatening, parents are welcome to pick up their child/children. To help us account for all students, please let the office get the child/children from the classroom(s). If school is dismissed during the day, it is important that the child knows where he is supposed to go in the event that parents are not home. Please remember the decision about sending your child/children to school during inclement weather is yours.

Occasionally, buses are unable to deliver bus students back home due to adverse road conditions; therefore, all bus students must have a "Where Rural Pupils May Stay in Case of a Bad Storm" form on file in their school offices.

**SCHOOL BREAKFAST AND LUNCH**

Breakfast will be served from 7:00 a.m. to 7:30 a.m. each school day except Wednesday, which will be 7:45 a.m. to 8:10 a.m. Bus students will arrive at regular time and be allowed time to eat breakfast. The lunch facilities of the school are provided to furnish students with a warm well balanced meal. You should observe the following rules:

1. Orderly and polite behavior is required in the lunch line.
2. Take what you want, but eat what you take (3 items—including milk—are required).
3. Students are required to take milk unless a written statement prohibiting consumption due to health reasons has been filed with the office.
4. Be quiet and orderly at the lunch table. Leave it and the floor as clean as you found them.
5. No food shall be taken from the lunch area.
6. Students who bring their lunches are
  - a. Required to eat with the other students in the lunchroom.
  - b. Cannot bring pop (soda) in their lunches (prohibited by federal guidelines).
  - c. Fast food may not be brought in to lunchroom.

**MEAL TICKETS ARE PAYABLE IN ADVANCE**

It is the policy of the administration that we charge **no more than \$15 (fifteen dollars)** to a student for nonpayment. If there is a need for a meal ticket to be charged, parents should make prior arrangements with the school in regard to payment before the ticket is charged.

Free/reduced breakfasts and lunches are available to those who qualify under federal guidelines. For planning lunches, we must know by **9:30 a.m.** who is eating lunch in order to have an accurate count of servings needed. If for some reason, you decide you want your child to eat after he/she has left for school, please let us know before 9:30 a.m.

**SCHEDULE OF FEES: \***

School Breakfast..... \$32.00 for 20 day meal ticket  
 1.60 for 1 day meal ticket  
 2.25 for adult/employee ticket

School Lunch.....\$45.00 for 20 day meal ticket  
 11.25 for 5 day meal ticket  
 2.25 for 1 day meal ticket  
 3.60 for 1 day employee/adult ticket

Extra milk for lunches..... .50 for 2% or chocolate milk  
(\*Subject to change by Board of Education)

### **UNPAID MEAL CHARGES**

The district's meal charging requirements are as follows: A charge account for students paying full or reduced price for meals may be established with the district. When an account has a negative balance of \$10, parents will be notified using the school's automated system, and continued to be notified daily until the account is solvent. The first written letter will be sent to the parent/guardian if the account reaches a negative balance of \$20. If the account reaches a negative balance of \$30, a second letter will be sent to the parent/guardian and if the account has not been made solvent or arrangements made with the Superintendent after 5 days, then the student will no longer be able to charge meals to the account until it is resolved. The school district will communicate with the parent/guardian directly when the student will no longer be able to charge to the account and that the student either needs to bring a lunch or the district may provide an alternative meal but is not required to do so.

### **USD 352 BUS TRANSPORTATION**

Parent(s) and/or students are required to notify the bus barn or driver if NOT RIDING prior to the student's scheduled loading time.

### **BUS SAFETY INFORMATION**

Safe transportation of students to and from school and school activities is vital to the administration and bus drivers of USD 352. To assist bus drivers in accomplishing this task, riders must follow the driver's directions, maintain discipline, and follow bus rules at all times.

#### **Instructions to Bus Students and Drivers**

The requirements of this regulation shall apply to all passengers when transported in a school bus:

1. The bus driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on the far-left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils 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 loud or distract the driver's attention. Your safety is in his/her hands!
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students shall not extend any part of their body out of the bus windows.
8. Pupils must not throw wastepaper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
9. Students shall not get on or off the bus or move about while the bus is in motion.
10. Any damage to the bus is to be reported at once to the driver.
11. Smoking inside a bus shall be prohibited.
12. Intoxicating liquor or alcohol, or illegal drugs, shall not be consumed or carried in a bus.
13. Animals shall not be transported in a bus.
14. No weapons of any type except side arms carried by a law enforcement officer shall be transported on a bus. (Authorized by K.S.A. 1977 Supp. 8-2009; eff. E-78-22, Aug. 10, 1977; eff. May 1, 1978.)
15. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
16. No glass objects of any kind shall be allowed on the bus.
17. Non-bus students will be allowed to ride the bus with prior written permission from the parent.
18. No food or drinks will be allowed on the activity bus.

**When a bus rule violation takes place, the transportation department will directly**

- notify the parent/guardian
- notify the building principal

Parents and building principals will receive a copy of all safety violation reports, signed by the driver. A copy of the report signed by both the driver and the parent will be given to the building principal.

**BUS SAFETY VIOLATIONS**

- \*Fighting on the bus
- Disrespectful to driver and/or fellow passengers
- Continually too noisy
- Refusal to follow directions
- Bothers others continually
- Constantly out of seat and/or will not stay seated
- Improper language
- Destroying school property
- Other

\*Fighting on the bus will bring mandatory suspension, placing the student on step 2, and further action as deemed necessary.

**Disciplinary Action Overseen by Building Principal**

**Step 1.** The first report is a warning that the above-noted safety violation has taken place. **All bus violation reports must be signed by the parent and returned to the driver prior to student’s bus privileges being reinstated.**

**Step 2.** The second report for a safety violation will bring suspension of bus riding privileges for a minimum of 1 day. The student and parent must make contact with the building principal to determine a plan to resolve the bus safety violation(s). The building principal will directly notify the transportation department of the determined consequence. Proper corrective measures must be met. **All bus violation reports must be signed by the parent and returned to the driver prior to student’s bus privileges being reinstated.**

**Step 3.** Any additional bus safety violation reports will bring suspension of bus riding privileges for a minimum of 3 days. The student, parent, and building principal will meet to determine a plan to resolve the bus safety violation(s). The building principal will directly notify the transportation department of the determined consequence. Proper corrective measures must be met for transportation privileges to continue. **All bus violation reports must be signed by the parent and returned to the driver prior to student’s bus privileges being reinstated.**

**Transportation for Baby-Sitters/Day-Care Providers**

USD 352 transportation will provide transportation for baby-sitters/day care providers under the **following** conditions. All the following conditions must be met before service is provided:

1. The baby-sitter/day-care provider must live on a regular bus route and have students of their own which attend USD 352 schools. The service will only be provided if we are picking up or delivering regular route students to that address at that time of day.
2. USD 352 will allow a maximum of three extra students to ride to and from a baby-sitter’s/day-care provider’s residence in addition to the baby-sitter’s/day-care provider’s own kids.
3. The picking up and delivering of students to baby-sitters/day-care providers will only be provided if there is capacity on the bus. The service may be eliminated at any time due to route and/or capacity changes. In all circumstances priority will be given to regular route students.
4. USD 352 buses will not alter routes to provide service to baby-sitters/day-care providers.

**Non-bus students** will be allowed to ride the bus to another student's home for overnight stays or emergencies upon a request—written or telephone—to the building principal or bus barn personnel. The exception to this rule will be if the bus is full. If that is the case, the principal/bus barn will be unable to honor the request.

**Country Buses** are scheduled to arrive at **West Elementary** at approximately 7:10 AM and to begin loading in the afternoon at approximately 3:00 PM. At **North Elementary** the bus will arrive at 7:15 AM and load in the afternoon at approximately 3:05 PM

**Shuttle Bus** services are provided between the elementary school sites before and after school. The shuttle

bus will begin its route at North School at **7:00 am**. The bus will run the route between the schools twice in this order:

North School	6:55 am and 7:15am
West School	7:00am and 7:20am
Central	7:05am and 7:25am
JH/HS	7:10am
JH/HS	3:10pm
North	3:15pm
West	3:20pm
Central	3:25pm
North	3:30pm
West	3:35pm

The bus does not wait for students nor is the driver responsible for checking on late students.

For information about buses, call the **Bus Barn (890-3011)** or the **Administration Office (890-2397)**. The transportation staff looks forward to providing a safe and pleasant ride for all students riding district buses.

### **MONEY AND VALUABLES**

The school is unable to assume responsibility for personal money and valuables brought to school; therefore, **students are discouraged in bringing such items**. However, if the student must bring such personal items, he/she is encouraged to check them into the office upon arrival at school. **Lunch money and book club money should be made payable to your student's attendance center**. Moneys (cash or check) for book club books should be given to the student's teacher. Lunch money should be brought to the office upon arrival at school.

### **ATTENDANCE** see **JBD**

Parents of elementary students are requested to contact the school office before 8:30 a.m. by telephone or written notice prior to each absence if possible. Any absence from school, other than for illness, is discouraged by the board. Attendance at school is the responsibility of the parent/guardian and the student. The school has the responsibility of attempting to notify the parent/guardian when an absence occurs which the school has reason to believe the parent/guardian is not aware of **or if the parent/guardian has not notified the school**. Notification may be a signed note from the parent/guardian on the date the student returns to school. If a student is absent three (3) or more consecutive days due to illness, a physician's written statement may be required before the student is allowed to return to school.

#### **Absences and Excuses** **JBD (See IHEA, JDD and JBE)**

**JBD**

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.**

#### **Absences and Excuses** **JBD-R**

**JBD-R**

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

**Documenting Attendance**—Attendance is taken daily for each class period in grades seven through twelve. Attendance is taken twice daily, (both a.m. and p.m.) in grades kindergarten through six. Partial days are counted towards daily attendance.

**Significant Part of a School Day**—A significant part of a school day is defined as more than two hours (120 minutes) during a given day.

**Excused Absences**—An excused absence is defined as any absence that results from a school sponsored event, a documented appointment with a professional, an illness, or funeral attendance. The principal or designee may approve a parent request in advance to excuse a student absence. The principal or designee may determine that an extenuating circumstance or excuse warrants an excused absence.

**Unexcused Absences**—An unexcused absence is any absence that is not covered by the definition of an excused absence.

**Tardies**—In grades kindergarten through six, a tardy is defined as a student arriving to class following the tardy bell during the first ten minutes of the a.m. or p.m. attendance period. If a student is more than two hours tardy, (a significant part of the day) the student is recorded as absent for that attendance period. Absences of this type must be excessive or must have caused the student's grades to reach a point of failing or near failure before there may be cause for suspension.

**Absences Caused by Tardies**—Absences, either excused or unexcused, caused by tardies, will not be counted toward the three of five absences based in the statute; these absences will be evaluated separately and action will be based on the effect the tardies are having on the student’s grade(s) in the class(es) where the tardies occur. KSA 72-1113

**Skipping**--Skipping is defined as any class period (or significant part of a school day) that a student has missed after the student has arrived at school and/or willingly does not attend class. Any student found to be skipping will be inexcusably absent unless excused by the principal or designee.

**Perfect Attendance**—All absences including excused and unexcused count against perfect attendance when a student has missed a significant part of the school day (more than two hours, 120 minutes) during a given day. School caused absences is the only exception.

**Make-Up Work**—It is the student’s responsibility to make-up missed assignments. It is the responsibility of the student to obtain the necessary information from his teachers with respect to making up the schoolwork assignments missed following an excused or unexcused absence.

All class work missed due to any absence, except unexcused as defined below, will be made up by a student within one (1) day for each day of absence, plus one (1) day. If the work is not made up, the student shall receive a “0” or “F” grade for that day. If the absence is unexcused, the teacher may, but is not required to, allow the work missed to be made up.

School caused absences are excused but the student is required to make up the work missed as with any excused absence.

**Action**—If a student’s absences, either excused or unexcused, cause, in the opinion of the principal or his designee, the student’s grade(s) in any class(es) to drop to failing or near failing, the student will be subject to an informal or formal hearing to determine a plan: 1) for improving his/her attendance; 2) for improving his/her grade(s) or; 3) for suspension as the situation may warrant.

The days a student is suspended or expelled shall not be counted as unexcused absences in allowing make-up work since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion.

A student is truant when the student has more than three (3) consecutive unexcused absences in a semester or more than five (5) unexcused absences in a semester; at which time a student is subject to suspension as defined in K.S.A. 72-1 through 5.

### **STEPS TO FOLLOW WHEN YOU ARE ABSENT**

1. Bring a note from your parent or guardian, signed and dated, stating the days of absence and the reason for your absence; or parents may telephone the principal or attendance secretary to explain the absence. **If the office does not receive communications regarding the absence, it will be considered an unexcused absence.**
2. The teacher will provide a list of missing work.
3. Complete the assignments promptly. Students are responsible for completing make-up work.
4. Students who have not completed make-up work may be asked to stay after school to complete the work.

**When an absence is planned in advance, the student should bring a note from the parent/guardian at least 24 hours in advance. The student will be given assignments for make-up work and arrangements for other work, which will be missed during the planned period of absence.**

### **MAKE-UP WORK** see IHEA

Students will be granted one day for each day absent plus one additional day to complete make-up work. For example, if a student missed 2 days, he will have 2 days plus 1 day—a total of 3 days—to complete the make-up work.

### **BEHAVIOR CODE** see JCDA

1. A student shall behave acceptably in the classroom, in the hallway, on school grounds and on the way to and from school.
2. A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall he urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school. Included is continuously and intentionally making noise or acting in any manner so as to interfere with the teacher’s ability to conduct class.



3. A student shall not deface, damage, destroy, litter, or steal school district property or the property of others either on the school grounds or during a school activity.
4. A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure another student or a school employee. Penalty for causing physical injury could result in suspension or expulsion.
5. A student shall make every possible effort to complete work assigned, make-up work missed due to absences, and complete the required course of study.
6. A student shall at no time throw snowballs or project other objects in the school building or on school grounds, which might cause injury to others.
7. A student at no time shall possess, distribute, or set-off firecrackers or other fire works on school grounds.
8. A student at no time shall show excessive affection to another student.
9. A student at no time shall write notes, letters, emails, or texts that are of a derogatory nature.
10. A student shall come to school on time and every day unless ill or excused.
11. A student at no time shall use profane or vulgar language or make obscene suggestive gestures.

### **BULLYING**

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying disrupts both a student's ability to learn and school's ability to educate its students in a safe environment, therefore bullying will not be tolerated.

Bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Bullying can be:

- Emotional – not excluding, tormenting, intimidating, and/or threatening
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graphic gestures
- Sexual - unwanted physical contact or abusive comments
- Homophobic - because of, or focusing on, the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumors, teasing, taunting, putdowns
- Cyber - all areas of Internet, such as email & Internet chat room misuse
- Mobile - threats by text messaging & calls
- Misuse - of associated technology, i.e. camera & video facilities

Bullying acts involve the bully, the victim, and may include a bystander. Since bystander support of bullying can encourage these behaviors, the district prohibits both active and passive support for acts of bullying. \*Any person falsely accusing another as a means of bullying is prohibited.

Bullying behavior is to be immediately reported to a teacher, counselor, or administrator for investigation. Corrective action for students exhibiting bullying behaviors may include remediation, suspension and/or expulsion.

### **DISCIPLINE**

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies are established and consistently enforced. When a student is having a problem, the teacher may conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the building principal. The district follows state statutes with regard to discipline. The board policy will be followed on disciplinary procedures

## **SUSPENSIONS OR EXPULSIONS see JDD-R**

Students may receive a suspension for unacceptable or repeated disruptive behavior. It can be an in-school or out-of-school suspension. On an in-school suspension, students report to the office at the beginning of the day and are isolated in a room alone to work on assignments provided by the classroom teacher. On an out-of-school suspension the parents and the student must meet with the principal before returning to classes. All work missed must be made up if required, or the teacher may give zeros for the assignments and tests missed. This policy conforms to USD 352 policies JDD, and JDD-R, concerning student behavior.

## **Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more 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.

## **REGULATION OF STUDENT-OWNED TOYS**

Students are discouraged from bringing toys/electronic devices to school. On the occasion that toys/electronic devices are brought for educational purposes, ***the item must be approved by the classroom teacher or principal.***

General guidelines for bringing items:

1. Classroom teacher (principal if extreme question) must inspect item(s) before item is taken to playground.
2. Playground supervisor(s) has/have option of asking student to return item(s) to classroom if item(s) is/are proposing added difficulty in supervision.
3. All personally owned toys must be properly identified with pupil's name before taken to playground.
4. School will not assume responsibility for broken, lost, or stolen items.

## **STUDENT CUSTODIANSHIP/GUARDIANSHIP**

Legal authorizations for emergency medical/dental treatment, excused school absenteeism/tardies, field trips, special services, or other school activities must be signed by a legal guardian or one who has been legally delegated custodianship of a student.

The school has the right to ask for proof of guardianship or custodianship in the cases where a child is living with a third party, such as a friend or relative, or when there is a question of guardianship or custodianship.

For determining guardianship/custodianship, the school officials may ask to see the official papers wherein court decisions determine guardianship/custodianship. If a child is residing with a friend or relative, the legal parent(s) may authorize custodianship by completing the form entitled "Authorization for Medical and Dental Treatment, Excused School Absences, and Authorization Concerning Individual Educational Plan."

## **SCHOOL COUNSELING PROGRAM**

USD 352 employs counselors to serve the needs of the district's students. School counselors are important resources whose main goals are to help your child in the following areas: 1) problem solving techniques, 2) meeting the needs of the school, and 3) finding effective ways to deal with emotions.

A school counselor's duties involve: 1) talking with your child, you, and the teachers, 2) helping your child learn and grow, 3) observing your child in the classroom, 4) working with your child one on one if needed, 5) helping develop positive social skills and self-help skills.

There are three ways a student may see the counselor: 1) you may refer your child, 2) your child's teacher may make the referral, 3) your child may make their own request.

There are three ways the counselor may see your child: 1) visits to the classroom in which lessons are taught on problem solving skills which is taught to the whole class, 2) small group counseling in which

programs on self-esteem are taught, and 3) individual counseling in which things like behavior management and other concerns are met.

Prior to any long-term counseling, the parents will be notified in writing through a consent form.

### **DRESS CODE**

Clothes worn to school should emphasize that a girl is a lady and a boy is a gentleman. Appropriate grooming and manner is expected in all dress. Students will be asked to change into appropriate clothing. Lycra running or biking shorts, unhemmed cut offs, halter tops, low-cut shirts, bare midriffs, see-through clothing, muscle shirts, shirts or blouses with narrow straps (less than 1" or strapless), clothing with suggestive and obscene material or that advertise alcohol or tobacco products are **NOT** appropriate dress. No hats, caps, bandannas, or other headgear are permitted. No long, heavy chains or other similar items are permitted. Appropriate length for shorts, skirts, and/or slits in skirts are those that extend below extended fingertips. The body must be sufficiently covered to insure modesty. All clothes are to be worn as designed. "Heelies" or "Spinners" are not to be worn to or at school.

### **POLICY ON GANG ACTIVITY**

Gang activity of any kind will not be tolerated within USD 352. The purpose of this policy is to provide for the safety and welfare of all students and staff and to maintain effective security within all school buildings and welfare of all students and at all school events. A "Gang" shall be defined for this policy as any group of two or more persons whose purpose includes threats of violence or intimidation, actions of violence, and/or the accessories, manner of grooming, or behavior, which implies membership or affiliation with a gang. If the student's behavior dress or other attribute is in violation of these provisions, the principal or any school personnel shall request the student to make the appropriate correction. If a 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, as allowed by the board policy and Kansas law.

The type of dress, apparel, accessories, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by any students shall not:

1. Lead school officials to reasonably believe that the student's attire and/or actions are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives.
2. Present a physical hazard to self, students, staff, and other employees.
3. Create an atmosphere in which a student, staff, or other person's well being is hindered by undue pressure, behavior, intimidation, over gesture (hand signals), threat of violence, initiation, or hazing.
4. Imply gang membership or affiliation by written communication, marks, drawings, painting design, or emblem upon any school building, any personal property, or on one's person.

### **DRESS GUIDELINES RELATED TO USD 352 GANG POLICY**

The presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that implies membership or affiliation with a gang is prohibited.

Students are not allowed to sag their pants in any USD 352 school building, on school property, or at any school events. Pants must be worn at the hips or above and must stay up without the aid of a belt or must be worn with a belt. Oversized or loose fitting clothing will not be allowed. Any student with sagging or baggy pants or oversized or loose fitting clothing will be provided with a belt by the school and will be worn to keep the pants at hip level.

Any student wearing or carrying gang paraphernalia or symbols, or making gestures that symbolize gang membership, will either be requested by school staff members to make the necessary changes, or will be referred to the principal. The student's parent/guardian will be contacted, and the student may be sent home if necessary.

Documentation will be made of any of the identified violations of this policy, and parents will receive a parental notification letter within 5 working days of said violations.

School officials will be made available to discuss the circumstances surrounding the development of a plan of action, letter of understanding, etc.

Further consequences for gang-related activity may be long-term suspension.

## **SUBSTITUTES**

There will be times when you will be working with a substitute teacher. These teachers have a very difficult job. Please help them by being courteous and on your best behavior. **The substitute has the same authority as your regular teacher and normal student conduct is expected. APPROPRIATE BEHAVIOR IS EXPECTED BY ALL STUDENTS. ANY STUDENT NOT COMPLYING WILL BE DEALT WITH AS THE DISCIPLINE POLICY DICTATES.** You can be assured that the substitute will talk about his/her experiences at your school. It may be their only contact with our school or community. You can help with some positive public relations by being on your best behavior.

## **SPORTS**

The elementary schools do not sponsor any competitive sports after school. Throughout the school year the high school coaches may sponsor short sessions in given sports, such as volleyball, wrestling, basketball, etc.

## **SCHOOL PICTURES**

Pictures taken are payable in advance. Students will have group pictures taken in the spring. These pictures are paid for in advance. Individual pictures are also taken in the fall and spring. Parents will be notified of exact dates and cost.

## **SCHOOL SUPPLIES**

Elementary students are required to provide given supplies. See the current USD 352 Elementary School Supply list.

## **TEXTBOOKS**

USD 352 supplies district-adopted textbooks and workbooks at no cost to students. However, a replacement fee is assessed for lost or mutilated books, including textbooks, workbooks, and library books.

## **INSURANCE & ACCIDENTS**

1. All accidents in school involving property or persons should be reported to the teacher in charge and the principal as soon as possible. An accident report will be completed, and the district health nurse will be notified.
2. Office personnel will complete an insurance claim sheet upon request.
3. All students are covered by insurance during school hours and while going to, returning home from, or attending a school-sponsored activity on school-sponsored transportation.
4. The district's insurance plan pays those bills left unpaid by other collectable insurance sources up to policy limits for designated injuries. It has been our experience that the insurance does not pay the total cost of the claim.

**HealthWave** – All Kansans need and deserve good health care, but not all Kansans have access to affordable family health insurance. HealthWave is a low or no cost medical coverage for Kansans who qualify. There are no exclusions for preexisting health conditions or deductibles to be met. The plan covers medical, dental, mental, and behavioral health and substance abuse services. It emphasizes preventing health problems through regular checkups, or minimizing their costs through early diagnosis. If you are interested in the plan, please contact the school office or the Regional Prevention Center for a brochure.

## **VISITATION**

We encourage parent visitations in the classrooms and wish you to feel welcome. Visitation is better for us if visiting occurs after school is well under way and before the last few weeks of school.

**All visitors are required (by Board of Education Policy) to report to the school office.** Visits must be scheduled through the attendance center office. Should a concern develop as a result of the school visit, the parent(s) should initially discuss the concern with only the principal or superintendent.

### **Student Visitors are discouraged.**

1. Student visitors must have prior approval by the building principal.
2. Student visitors must observe the attendance center's rules and regulations governing regularly enrolled students.
3. Student visitors must be of public school age and a regularly enrolled student in another school.
4. Student visitors are to limit visits to no more than **one hour**.

Teachers may be unable to receive visitors when testing or planning activities that make having visitors a burden on the teacher.

### **ROOM PARENTS**

Parents may express their interest at enrollment by filling out a questionnaire. Parents may be asked to help with snacks or parties during the school year.

### **PARTIES**

We have holiday class parties with which parents may assist. Also, some children like to treat the other students in their rooms on their birthdays. We suggest an individually wrapped food treat. This will be done the last few minutes of the school day. Birthday party invitations may be handed out at school **ONLY** if the entire class is invited. Students whose religion does not recognize nor celebrate holidays and wish not to participate at parties will be allowed to opt out of participation.

### **RELIGION IN CURRICULAR OR SCHOOL SPONSORED ACTIVITIES** see **IKDA**

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern that prevent it. Refer to Activity Participation Opt-Out Form IKDA, form D in the Appendix.

### **OUTER CLOTHING AND WINTER WRAPS**

It will be of great help if you will **MARK** all outer clothing and winter wraps--sweaters, jackets, coats, overshoes, gloves, caps, etc. Each year, students leave many items of clothing unclaimed. As the weather changes from hot to cool, it will be helpful if the child will come prepared with a light jacket or sweater. We recommend that students wear appropriate footwear for playing in the snow.

### **GRADE CARDS**

USD 352 schools are on a 9-week grading system.

### **RECESS AND PE PARTICIPATION**

PE and recess are a vital part of the educational program. Student participation will be expected *unless a note accompanies the student*. The note must be dated, state the reason for non-participation and be signed by a parent or guardian. Reasons for non-participation should be reasonable and logical. Should the reason for non-participation continue for an excessive duration (more than 5 days) of time or repeatedly throughout the school year, a physician should be consulted. The physician is asked to write a note requesting non-participation for  X  number of days.

### **FIELD TRIPS** see **IFCB**

The community offers students many real-life opportunities to experience curricular standards or concepts. Teachers will be taking their classes into the community on "**LOCAL**" field trips for which parents will sign a general form at enrollment time (form in appendix). Field trips outside the community will require completion of a trip-specific form. (Forms E & F in Appendix)

### **E-MAIL AND COMPUTER SYSTEMS** see **IIBG**

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.

## **GUIDELINES FOR MEDICATION ADMINISTRATION see JGFGB-R**

The Kansas State Department of Health and Environment has provided school districts with revised guidelines on the administration of medication in schools. This medication includes, but is not limited to, items such as aspirin, Tylenol, cough syrup, and prescription drugs.

According to USD 352 Board of Education policy JGFGB-R, the school may cooperate with parents in the administration of medicine when "...medication is necessary in order that the student remain in school..."

In order for the school to cooperate, the following steps must be taken:

### **For Physician Prescribed Medication:**

1. A form, "Request for RX Medication to be Administered During School" (Form B in appendix) must be completed by a physician or dentist, signed by the parent or guardian, and on file in the school office;
2. If a medication is brought from home, it must remain in its **original** container (two original containers should be requested from the provider of a prescription item, one for home and one for school.)
3. Any medication changes will require a repeat of items No. 1 and No. 2.

### **For Student (non-prescription) Administered Medication:**

1. The form, "Permission for OTC Medication Administration" (Form C in Appendix) must be completed and signed by parent or guardian.
2. The non-prescription medication is to be brought to the office in the original container.
3. Students are to bring all medication (prescription or non-prescription) to the office when entering the school.

## **GENERAL INFORMATION**

### **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. Director of Technology 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** see 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.

## **CHILDREN'S INTERNET PROTECTION ACT (CIPA) PLAN** see IIBGA

The USD 352 plan shall, at a minimum:

- provide reasonable public notice including at least one public hearing.
- install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- monitor the on-line activities of minors;
- address issues related to the safety of minors when using e-mail, chat rooms, and other electronic communications;
- hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
- prevent unauthorized disclosure of personal information regarding minors.

## **SEARCHES**

### **JCAB Searches of Property**

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

### **JCAB-R Searches of Property**

#### **Search of Lockers**

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the 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. Students shall not place locks, other than those approved by the school, on any locker.

#### **Searches of Property**

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items. (Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

## **ACCESS TO STUDENT RECORDS**

Goodland USD 352 will comply with the Family Educational Rights and Privacy Act of 1974 as it regards educational records of students of the district. The act grants the parents or guardians of any student the right to review the educational records of any dependent student. This right is granted to the student rather than the parents or guardians upon the student becoming eighteen (18) years of age.

Upon receipt of a written request to review a student's records, school personnel will provide the requested records as soon as possible and in no event later than forty-five (45) days following the request. Parents or guardians will be granted a hearing if they wish to challenge the content of their children's educational records.

Forms for requesting access to student records are available upon request at each of the schools. Schools may make directory information available without parent or eligible student consent. Directory information includes the following information about students:

1. Student's name, address, telephone number, and date of birth.
2. Student's major field of study.
3. Student's participation in officially recognized activities and sports.
4. Weight and height of members of athletic teams.
5. Date of attendance.
6. Degrees and awards received.
7. Most recent education institution attended.

If you do not wish any or all of the above information regarding your child to be released, a request not to release the information must be in writing and directed to the principal's office of your child's school within two weeks of his first attendance each year.

Except for the directory information, all student records are handled in a confidential manner. You will be informed of any transfer of such records in the event your child changes schools or in the event records are requested by judicial order for use in court. A record will be kept of any authorized group or organization requesting access to a student's records and will be included with the student's educational records. All certified school staff is authorized access to records of students with whom they work.

Complete federal guidelines regarding the Family Educational Rights and Privacy Act are on file in the principal's office of each school and are available for your inspection. (IDAE)

## **Board Policy IDAE**

### **Protection of Pupil Rights Amendment: Regulation USD 352**

#### **Surveys: Parental Inspection Rights**

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### **Written Permission Required**

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

#### **Physical Examinations**

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

#### **Parental Rights: Marketing Information**

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

#### **Release of Information – FERPA Rights**

Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)



## **DRUG FREE SCHOOLS (JDDA)**

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.

### **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, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or 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:

### **Controlled Substances/Alcoholic Beverages**

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

- A. A punishment up to and including short-term suspension of no more than ten days.
- B. Suspension from all student activities for a period of not less than one month, beginning with the date of discovery, unless;
- C. The student confesses or self reports the violation within seven school days and agrees to complete an acceptable drug/alcohol counseling program; the penalty is reduced to one week and one performance.

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

- A. A punishment up to and including long-term suspension of 30 days;
- B. Suspension from all student activities for a period of not less than four months of that current school year;
- 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 awareness program. (Name(s) of acceptable programs are on file with the school board clerk)
- D. A student may be readmitted and reinstated in activities after a one-month suspension, provided the student completes an acceptable drug and alcohol awareness program.

**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 remainder of the school 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 an acceptable drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the school board clerk.)

### **ILLICIT DRUGS**

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

- A. A punishment up to and including long-term suspension of 30 days.
- B. Suspension from all student activities for a period of not less than four school months.
- C. A student placed on long-term suspension under this policy may be readmitted on a probationary status only if the student has entered an acceptable drug and alcohol education and awareness program. The penalty will be reduced to two weeks of school suspension and one month of school activities suspension effective from date of discovery. (Name(s) of acceptable programs are on file with the school 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. A punishment up to and including expulsion from school for the remainder of the year;
- B. Suspension from participation and attendance at all school activities for the current school year;
- C. A student placed on long-term suspension under this policy may be readmitted on a probationary status only if the student has completed an acceptable drug and alcohol education and rehabilitation program. However, a student will not be allowed to participate or attend any school activities for the remainder of the school year. (Name(s) of acceptable programs are on file with the school board clerk.)

## **TOBACCO**

Students shall not unlawfully manufacture, distribute, dispense, possess or use tobacco products on school district property, or at any school activity. Any students violating the terms of the policy will be reported to the appropriate law enforcement officials and will be subject to any one or more of the following sanctions:

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

- A. Short-term suspension of no more than one week.
- B. Suspension from all student activities for a period of not less than one week, beginning with the date of discovery.

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

- A. A punishment up to and including long-term suspension of 15 days;
- B. Suspension from all student activities for a period of four weeks, unless;
- C. The student confesses the violation within seven school days, and agrees to enter an acceptable drug/alcohol counseling program; the penalty is reduced to one week and one performance.  
(Name(s) of acceptable programs are on file with the school board clerk)

**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 school 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 an acceptable tobacco education and rehabilitation program. (Name(s) of acceptable programs are on file with the school board clerk)

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 each 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.

## **WEAPONS see 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. (See board policy for definition of "weapon.")

### **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 (see JDC). 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 the weapons 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.

## **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.

## **SEXUAL HARASSMENT see GAF (JGEC)**

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 on 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.

**RACIAL HARASSMENT: STUDENTS see GAF (JGECA)**

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:  
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; Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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.

**USD 352 ANNOUNCEMENT OF EQUAL OPPORTUNITY GUIDELINES**

USD 352, Goodland, Kansas, in compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, school rules, law, regulations, and policies, the Goodland Unified School District 352, Sherman County, Kansas, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the education programs or activities which said district operates.

It is the intent of the Goodland Unified School District 352 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by Unified School District 352, Goodland, Kansas; Sherman County.

Specific complaints of alleged discrimination under Title IX (sex) Section 504 (handicap) should be referred to:

**Goodland USD#352 Superintendent  
1311 Main Street  
Goodland KS 67735  
(785) 890-2397**

Title IX complaints can also be filed with the Office for Civil Rights.

Regional Office for Civil Rights  
324 East 11th Street  
Kansas City, Missouri 64106

All students attending Goodland Unified School District 352 may participate in educational programs and activities including but not limited to health, physical education, music, vocational, and technical education, regardless of race, color, national origin, age, handicap, or sex.

## APPENDIX

## **GUIDELINES FOR MEDICATION ADMINISTRATION**

The Kansas State Department of Health and Environment has provided school districts with revised guidelines on the administration of medication in schools. This medication includes, but is not limited to, items such as Aspirin, Tylenol, Advil, cough syrup, cough drops, and prescription drugs.

According to USD 352 Board of Education policy JGFGB-R, the school may cooperate with the parents in the administration of medicine when "...medication is necessary in order that the student remain in school..."

In order for the school to cooperate, the following steps must be taken:

1. This form must be completed and on file in the school office;
2. If a medication is brought from home, it must remain in its original container (two original containers should be requested from the pharmacy, one for home and one for school).
3. Any medication changes will require a repeat of items No. 1 and No. 2

Goodland Unified School District 352

**Request for RX Medication to be Administered During School**

Student \_\_\_\_\_ Date of birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Physician Diagnosis \_\_\_\_\_ Date Medication Started \_\_\_\_\_

Medication #1 \_\_\_\_\_ Dose \_\_\_\_\_ Time to be given \_\_\_\_\_

Medication #2 \_\_\_\_\_ Dose \_\_\_\_\_ Time to be given \_\_\_\_\_

Anticipated Number of Days to be administered at School \_\_\_\_\_

Special Instructions \_\_\_\_\_

**() STUDENT MAY CARRY INHALER WITH HIM/HER AT ALL TIMES TO USE AS DIRECTED BY PHYSICIAN**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PHYSICIAN



**PARENT PERMISSION TO ADMINISTER MEDICATION DURING SCHOOL/INFORMATION EXCHANGE**

I hereby give my permission for \_\_\_\_\_ to take the above prescribed medication at school as ordered. I understand that it is my responsibility to furnish the medication and that any school employee who administers any medication to my child in accordance with written instructions from the prescribing physician or dentist shall not be liable for damages as a result of any adverse drug reaction suffered by the student because of administering such medication. I will provide the medication in the original container appropriately labeled by the pharmacy or physician stating the name of the medication, the dosage, and the number of days to be administered at school. **I also give permission for the exchange of information between the school nurse / other school representatives and the prescribing physician / pharmacy should a question or concern arise.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT

**Return form to:** Carrie Peter, RN -- School Nurse  
Goodland High School  
1209 Cherry, Goodland, KS 67735  
(785) 890-5656 or Fax (785) 890-8517



**Permission for OTC Medication Administration**

Name of Student \_\_\_\_\_  
School \_\_\_\_\_ Physician \_\_\_\_\_  
Grade \_\_\_\_\_ Teacher/Principal \_\_\_\_\_ Medication \_\_\_\_\_  
Dosage \_\_\_\_\_

Conditions under which student may be taking such medication:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to take the above-described medication at school. I further understand that no school employee shall be liable for damages as a result of an adverse drug reaction suffered by the student.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT

**All medications must be kept in the office.**

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

**ACTIVITY PARTICIPATION OPT-OUT FORM**

I, \_\_\_\_\_ (parent/guardian) request that my child,  
\_\_\_\_\_, be excused from participating in certain activities for  
religious reasons.

From what activity do you wish your child to be excused?

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Identify where in the curriculum the activity exists. (Please identify the grade level,  
class, and building.)

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For what reason do you wish your child to be excused. (Please state the particular  
religious objection to this activity, including the religious teaching you believe this activity  
violates.)

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I understand that I am requesting the school to excuse my child from certain activities and  
that my request is subject to review and determination by the school. I further understand  
that if my request is granted, my child may still be required to view the activity, discuss the  
activity or may otherwise be exposed to the subject matter of the activity.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Administrator Signature

Date Received \_\_\_\_\_

**Consent to Participate in “LOCAL” Field Trip or Other Activity  
and  
Consent for Treatment**

I, \_\_\_\_\_, the parent and legal guardian of \_\_\_\_\_  
give my consent for my child to participate “LOCAL” Field Trips or Other Activities, which are part of the  
school curriculum at \_\_\_\_\_ Elementary School. I further give my legal consent and authorize any  
representative of \_\_\_\_\_ Elementary School to authorize emergency medical treatment, including any  
necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency  
nature he/she incurred while participating in the field trip or other activity noted above by any physician or  
dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any  
hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency  
services incurred on behalf of my child.

I acknowledge and agree that \_\_\_\_\_ Elementary School is not responsible for any medical,  
hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my  
child. A photocopy of this document shall have the same force and effect as the original. If my child requires  
emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact  
me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to  
provide current work and home phone numbers to the school.

\_\_\_\_\_  
Parent or Legal Guardian                                  Date

\_\_\_\_\_  
Parent or Legal Guardian                                  Date

**BOARD POLICY IFCB**

**NOTE: This form must be signed and returned to the school by \_\_\_\_\_(date)  
if the student named below is to participate in the field trip or activity.**

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**Consent to Participate in Field Trip or Other Activity and Consent for Treatment**

I, \_\_\_\_\_, the parent and legal guardian of \_\_\_\_\_  
give my consent for my child to participate in the field trip/other activity described here:

\_\_\_\_\_

on \_\_\_\_\_ date. I further give my legal consent and authorize any representative of  
\_\_\_\_\_ Elementary School to authorize emergency medical treatment, including any necessary surgery  
or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred  
while participating in the field trip or other activity noted above by any physician or dentist licensed in  
accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency  
services incurred on behalf of my child.

I acknowledge and agree that \_\_\_\_\_ Elementary School is not responsible for any medical,  
hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my  
child. A photocopy of this document shall have the same force and effect as the original. If my child requires  
emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact  
me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to  
provide current work and home phone numbers to the school.

\_\_\_\_\_  
Parent or Legal Guardian                      Date

\_\_\_\_\_  
Parent or Legal Guardian                      Date

**A**

Accidents, 12

Alcohol, 17

Arrival, 3

Attendance, 7

**B**

Baby-Sitter Transportation, 6

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**C**

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**E**

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**F**

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**H**

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**I**

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**L**

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**M**

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**N**

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**P**

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**R**

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**S**

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Searches, 15

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Sports, 12

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Stranger Safety, 3

Student Records, 15

Substitutes, 12

Supplies, 12

Surveys, 15

Suspensions or Expulsions, 10

**T**

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**V**

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**W**

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