

HIAWATHA ELEMENTARY SCHOOL

"A new beginning.....where students learn!!!"

2009-2010

Districts' Mission Statements

The mission of U.S.D. 415 is to encourage and enable students to function as positive, contributing citizens.

To help assure that this mission is accomplished, the district will establish, within the board's resources, a learning environment and education process which maximizes the opportunity for all children to learn and achieve.

STUDENT NAME _____

NON-DISCRIMINATION STATEMENT

USD 415 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 in any form shall be properly reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance office. The Regional Office for Civil Rights, 324 E. 11th, Kansas City, MO. 64106 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student continuing to engage in discriminatory conduct shall be disciplined in accordance with the school discipline plan.

NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (FERPA), the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this act:

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access may be granted to you within 45 days after the receipt of the request by said custodian.
2. The school district has adopted policies in implementing this act. Copies of these policies may be obtained at by contacting the building principals or superintendent of schools.
3. The parents' rights of access shall include:
 - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children.
 - b. The right to inspect and review the contents of those records.
 - c. The right to obtain copies and review those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district for reproducing such copies.
 - d. The right to a response from the district to reasonable requests for requests or explanations and interpretation of those records.
 - e. The right to an opportunity for a hearing to challenge the content of those records.
 - f. The right to inspect and review any material or document in the educational records of that student which includes information on more than one student. Inspection and review includes only that part of the material or document as it relates to that student or to be informed by the custodian of the records of the specific information contained in that material.
 - g. The right to a hearing to challenge the content of your children's educational records to insure records are not inaccurate, misleading inappropriate or in violation of the privacy of the student; and to insert into the record a written explanation respecting the content of the record.
4. Before any school records will be released to third parties other than school officials in other educational institutions in which your child has enrolled or intends to enroll, you must give your written consent to said release. This written consent must be presented to the custodian of records before he/she will release them. The written consent must include the following:
 - a. The specific records to be released.
 - b. The reason for such release.
 - c. The name of the party or agency to whom the records will be released.
 - d. Notification that you may receive a copy of the student's records to be released, if you desire a copy, at the cost of \$.25 per page.
5. The right to obtain copies of your child's student records with the cost of reproduction charged to you at \$.25 per page.
6. The right to notification of transfer of your child's records and the right to challenge the content of the records to be transferred.
7. The right to have the school district make a reasonable effort to notify you of the subpoena of your child's educational records prior to the district's compliance with the subpoena.
8. The right to have the school district make a reasonable effort to notify you of a judicial order by the custodian of the education records requiring the custodian to turn over your child's educational records to the court prior to compliance.
9. The right to file a written complaint with the Department of Education (FERPA), 400 Maryland Ave. SW MES, Room 4074 Washington, DC, 10101, of alleged violations of this Act by the school district.

10. The school district has designated the following information as directory information:
 - a. The student's name, address, telephone number, date of birth.
 - b. The student's major field of study and class designation (i.e. 1st grade, 10th grade).
 - c. The student's participation in officially recognized activities and sports.
 - d. The weight and height of members of athletic teams.
 - e. Dates of attendance.
 - f. Degrees and awards received.
 - g. The most recent previous school district attended by the student.
 - h. Name, address, and telephone number of parents/guardians. This information is considered public information, which may be released by the school district without prior consent. You have ten days from the date of the student's enrollment to inform the school district that any or all of the directory information should not be released without prior consent. Should you desire that directory information not be released, so state your wishes in writing and deliver to district hearing officer in either district office.
11. The custodian of records will maintain a log of persons, agencies or organizations that have access to educational records. This log will indicate the legitimate education or other interest that each person, agency, or organization had in seeking the student's records. The log will be available only to a parent or legal guardian of the student and the custodian of the records.
12. When your child becomes eighteen (18) years of age, all rights formerly accorded to you as parent of the student become the sole rights of the student, and you will no longer have the right of access to the child's records.

IMMUNIZATION POLICY

All students enrolled in USD 415 must provide proof of the required immunizations. This includes the necessary booster shots. Students new to the district must have proof of immunization **no later than the first Friday in October** of their enrollment. Failure to do so may result in the student being asked to stay home until the records are received.

ENROLLMENT / WITHDRAWAL FROM SCHOOL

ADMISSION REQUIREMENTS

Students entering Hiawatha Elementary School for the first time are subject to the rules and regulations for any student entering any public school in the state of Kansas, including birth certificate and immunization records. All new students ages 8 and under are required by K.S.A. 72-5214 to have a physical health assessment on file with the school.

Students must be 5 years of age before September 1st to enroll in kindergarten.

Students who have attended home school or a school not accredited by the Kansas State Board of Education or similar agency from another state may be tested to determine a trial grade-level placement. The test administrator, guidance counselor, principal and/or other school personnel will make the initial grade placement after consulting with the parents/guardians of the student. Past experience, successful performance and testing results will be considered in the final placement decision. Credit earned in a non accredited school may not be granted as credit earned.

Hiawatha Schools reserve the right to refuse admission to any student suspended from any other school and the right to refuse admission, readmission, and attendance privileges to convicted felons.

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

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

All students enrolling in the district for the first time shall provide required proof of identity. There will be a 24-hour waiting period to provide teachers with time to prepare for a new student. Students enrolling in grades 2-4 shall provide a certified transcript or similar pupil records.

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

NON-RESIDENT STUDENTS

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

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

All non-resident students new to the middle and high school must sign a contract stating that he/she will abide by the districts' rules and regulations. Violation of the contract may result in loss of privilege of attending of Hiawatha Elementary School.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school or transferring to another school must check out through the school office. The student will be required to check in all textbooks, library books, all athletic equipment/uniforms, and be cleared of any financial obligations. A withdrawal slip must be picked-up from the office and must be signed by all of the student's teachers and the librarian. A parent or guardian must also sign the form.

A student receiving special education services must contact his/her special education teacher for check-out procedures.

ATTENDANCE and ABSENCES

Regular attendance is crucial to being a successful student. Students with numerous absences not only suffer academically but also violate the compulsory attendance law. Students are responsible for checking with teachers and making up any work missed while absent. **Within twenty-four (24) hours**, parents/guardians are expected to call or send a note explaining the reason for the absence. **Absences will be determined excused or unexcused by the principal.** Parents/guardians should make an effort to make appointments before or after school when possible.

Failure to do so may result in the absence being unexcused. Students are excused for sickness, doctor appointments, funerals, etc. Students will not be allowed to leave school once they arrive, unless their parents/guardians call and talk to the office, or they bring a note indicating they have an appointment and need to be released early. The school will call each morning to check on students who absent and whose parents/guardians have not called or sent a note to school by 9 a.m. The school records absences in half and whole day increments.

Each regularly enrolled student shall be in attendance of classes a minimum of 161 of the 175 days of school (excluding any school cancellation dates) to receive credit and/or be passed on at the completion of the school term. After 14 days of absence (excused or unexcused), the principal may hold a conference with the parent to discuss any reasons why there should not be loss of credit or retention. The principal has the authority to make exceptions to this policy if circumstances warrant. Parents, please contact the principal if your student is hospitalized or under a doctor's care for an extended period of time.

Students who have been absent seven unexcused days (not counting school sponsored activities) during the school year will be required to present a note from the doctor or court with each subsequent absence, or the absence will be considered unexcused

Students are considered in violation of the Compulsory Attendance Law if they have three consecutive unexcused absences, five unexcused absence in a semester, or seven in a school year. The principal is required to report violations of this law to the SRS if student is under 14 years of age or to the county attorney if over the age of 14.

Any student, in grades **K-4**, who is absent for more than 14 days during the school year will need to make up this time at the rate of 2 hours for every day over the maximum amount of 14 days. This time will be made up after school. If this time is not made up by the time their class goes on their learning trip or by the fun day time, the student will miss this event and make up time during this time.

The only days that will be excluded are days during which the student was admitted into the hospital and recovery time after a hospital stay with a doctor's note, days for which students attended funerals, and doctor appointments in which your local doctor has referred you to a doctor outside of Hiawatha (Dr. note required). An appeal committee will be made up of the homeroom teacher, principal, and counselor. A parent/guardian may ask to present his/her case to this committee for unusual circumstances. This can be done in person or in written form. This committee will make the final decision.

Family Trips

The school district discourages family trips during the school year that affects the attendance of students. Students taking family trips during the time school is in session will receive an excused

absence if the parents give a timely notice and school work is completed before leaving or on the day the student returns, with the exception of test or missed labs. The student will have to make up these exceptions after the regular day. Failure to give a notice will result in an unexcused absence.

TARDIES

A student is tardy when he/she has arrived at school between 8:20am and 10:00am. **For every tardy after 4 tardies a lunch room detention will be assigned, this will start over every quarter.** Doctor and dentist appointments will be excused if verification is turned into the office. Parents may track their students' tardies and absences by going on powerschool. The school will send home a letter at progress report time and with grade cards if your child has 8 or more absences or are at more than 4 tardies.

ASSIGNMENT TO CLASSES

Assignment to a particular grade level or to particular classes shall be determined by the administration based on multiple criteria such as: the child's achievements in reading and math, their work and study habits, his or her ability to work with others, boy/girl ratio, if his/her leadership potential will have an opportunity to develop in this class, and if the child receives special education services or Title I support. If the parents disagree, the Principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

REPORT CARDS /PROGRESS REPORTS

Report cards are issued at the end of each quarter.

ACADEMIC RECOGNITION (Honor Roll)

At the end of each nine-week period, students may be recognized for outstanding academic achievement.

BUILDING OPENING AND CLOSING TIMES

The first class begins promptly at 8:20 a.m. with the last class ending at 3:30 p.m. Students are not to be in the building or on **school grounds before 7:30 a.m. or after 3:40 p.m.** unless they are under the direct supervision of a faculty / staff member or administration. The school is not responsible for students on the grounds prior to or after the times listed in the previous sentence. **(On days that Professional Learning Communities are in session, students will not be allowed on school grounds until 8:45 a.m.).**

DRESS CODE

Neatness and decency are emphasized as guidelines for the dress code. Garments should not distract from the learning environment. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing. The board-approved dress code for school days and school activities is as follows:

The following dress code will be followed when at school or attending school-related activities:

- 1. Hats, head-coverings, sunglasses, or similar items shall not be worn in the building.**
- 2. No spaghetti, thin-strap tank tops (including low-cut under the arms, front, or back) or dresses may be worn without an accompanying concealing garment. Underwear must not be visible.**
- 3. Short-shorts or short skirts are not acceptable.**
- 4. Wearing see-through, backless, halter-type, tube tops, or revealing clothing is not allowed.**
- 5. All clothing and accessories that advertise tobacco or alcohol products, along with profanity, violent acts, firearms, or undesirable slogans, wording, or pictures are not allowed at school.**
- 6. Pants, jeans, shorts, etc. must be worn at waist level and cover all undergarments (No sagging).**
- 7. Shirts, sweaters, blouses must meet the top of the pants or skirts. No "midriffs" are allowed.**
- 8. Students may not wear chains or similar items from their clothing. Chains that are worn as jewelry must be safe, appropriate and non disruptive to the school/classroom. Any adornment that scratches or mars furniture is not allowed.**
- 9. Students may not use ink pens, magic markers, color sprays, etc. to mark or write on themselves or others.**
- 10. Flip Flops Due to safety precautions students will not be allowed to wear "flip-flops" to school. A "flip-flop" can be defined as any footwear that does not safely secure both the front and back of the foot and heel. Students will be given one warning each semester. On the second occurrence in the semester the student's recess activity will be limited to walking the black top area of the playground. Students must wear shoes at all times.**

11. Any apparel that can be construed as gang related will not be tolerated.
12. No writing on the seat (rear-end) of the pants. Only the manufactures writing will be permissible on other areas of the pants.

GANG WEAR AND/OR PARAPHERNALIA POLICY

1. No gang-related clothing and/or jewelry is to be worn in the school.
2. Pants, jeans, sweats, overalls, and shorts are to be worn at waist level.
3. Gang writing and/or symbolism is not allowed on school papers, notebooks, or any material at school.
4. Gang-related colors, language, gestures, or designs are not allowed in the school.

Consequences for violation of this policy include the following:

- 1st Time: One (1) day of Out-of-School Suspension – 5 points
- 2nd Time: Three (3) days of Out-of-School Suspension – 5 points
- 3rd Time: Five (5) days of Out-of-School Suspension – 5 points
- 4th Time: A hearing will be held for long-term suspension – 10 points

In each case, the parents are notified by the appropriate administrator (s). When a suspension from has been incurred, the appropriate law enforcement officers, court services personnel, SRS, or other authorities will be notified.

BEHAVIOR/ SCHOOL RULES

Acceptable school/classroom behavior is expected from all students because at Hiawatha Elementary School "teachers teach and students learn". Anything that keeps that from happening is not allowed. The following rules will be observed:

- ◆ Be in class on time with appropriate materials, assignments, etc.
- ◆ Follow directions of all staff members on school grounds and at school activities
- ◆ Respect yourself, other students, teachers, staff members, all adults in a position of authority, and school property
- ◆ Use appropriate language (no profanity; use of profanity may result in an office referral)
- ◆ Toys, games, laser-lights, electronic devices (pagers, CD players, cell phones, video games), tools, or any items that disrupts the learning environment are not to be brought to school without permission. If such items are out during school time, they will be confiscated and kept in the office. A parent/guardian will be required to pick them up. An office referral may result.
- ◆ Practice good health habits - no cigarettes, alcohol, or illegal drugs on school grounds or at any school activity
- ◆ Dress appropriately (see Dress Code)
- ◆ Fighting on or near school property is not tolerated
- ◆ Throwing of items is not tolerated
- ◆ Any type of harassment, intimidation, hazing or extortion will not be tolerated.

Violation of these rules may result in an office referral and possible suspension or expulsion

This list is not all-inclusive. Other acts that disrupt the normal educational environment will be dealt with according to the merits of the individual situation and at the discretion of the administration.

BUS RULES

See separate document for Transportation Rules and Guidelines.

DISCIPLINE PLAN

Teachers are encouraged to handle student discipline; however, when they feel that an office referral is required, the student will be sent to the office. Teachers sending a student to the office for discipline reasons will fill out a student referral sheet. The student will be given an opportunity to explain his/her side of what happened.

Definition of Discipline: A process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior. Students are expected to be responsible for their own learning and to behave in a positive responsible manner appropriate for the workplace. Students who take responsibility for doing their assigned work and meeting the school's behavioral expectations and attendance policies will maintain the privileges of all school activities.

Students violating these expectations will be dealt with on an individual basis. Any inappropriate acts considered to be against the law (weapons, assault, battery, tobacco, theft, etc.) will be reported to the Brown County Sheriff's Department in addition to disciplinary actions taken by the principal or administrative designee. Consequences for classroom behavior will be the responsibility of the individual teacher; however, if a student continues to misbehave after teacher intervention, the student will be referred to the office.

Consequences for behavioral referrals may be lunch detention, class detention, class suspension, after-school detention, in-school suspension, or out-of-school suspension depending on the severity of the infraction and the number of previous infractions. Any time points are given for an offense, parents/guardians will be contacted by means of a phone call, or the report sent home via student or mail. Possible consequences are described below.

Class Detention is detention served in the office/designated location for the remainder of the class period.

Missed recess(es) may be given primarily as consequences when a student misbehaves during recess but may be given in lieu of detention.

Class Suspension is when the student is not allowed to attend the next class or classes (less severe than an in-school suspension) and time is served in the office or other supervised area designated by the principal.

Lunch Detention may be assigned for some offenses deemed appropriate by the principal. The student is expected to eat lunch in the office or other area designated by the principal.

After-School Detention may be assigned and will not exceed one hour. **Parents/guardians are responsible for providing transportation home.** Students are expected to bring course work or a book to read while serving detention. Students who willfully skip after school detention will serve an in-school suspension the following day. Parents/guardians may make arrangements in behalf of their student with the principal to serve detention on a different day.

In-School Suspension (ISS) is assigned by the principal for more serious offenses or in cases where the student has repeatedly been sent to the office or has already served or skipped lunch or after-school detentions. The student will spend the day in an alternative classroom or the office for the entire school day. Lunch will be served to the student. The student is expected to complete all assigned schoolwork for the day.

Out-of-School Suspension (OSS) will be assigned for severe infractions or cases when a student has reached the number of points indicated in the section below. A short-term suspension may be up to and including ten school days. Students are expected to complete schoolwork during the OSS period. Students who are out-of-school suspended are not to be on any USD 415 grounds during the duration of the suspension. Parents/guardians will be given a copy of the district's short/long term suspension policy at the time of suspension.

Expulsion or long-term suspension is considered for those students who are seen as a threat to themselves or others, students who are a disruption to the educational process, or students who show an inability to follow school policy. Grounds for expulsion are in accordance with KSA 72-8901. Long-term suspensions are more than ten days but up to and including 90 school days. Students who have reached the 34th-point limit may be considered for expulsion for any of these reasons. Students who are expelled or long-term suspended are not to be on school grounds during the time expelled or suspended.

Behavioral Referral Record Keeping

Each behavioral referral may be given a point rating and be kept track of by the administration. **This cumulative point system will help in determining when behavioral plans need to be written. A behavior plan may include specific consequences for future offenses.** If points are given they will be accumulated and totaled with each referral. Students may be given an opportunity to earn back points with the approval of the principal. This list is designed to assist with consistency in administering the consequences for disciplinary infractions; however, the severity of the offense will be individually evaluated and administered at the discretion of the administration. **Repeat violations of the same offense at any level may result in being moved to the next level or levels.**

POINT SYSTEM

LEVEL 1

1 point (30-60 minute detention)

Cafeteria violation

Refusing a reasonable request

Public Display of Affection (PDA)

Bullying

Teacher Referral

Recess violations

Hallway/Bathroom violation (loud/disruptive)

Profanity

Dress Code Violation (repeat offender)

Computer Violation

Physical Contact

LEVEL 2

2 Points (60 minute detention or ISS depending on circumstances.)

Profanity	
Defiance	Intimidation
Leaving class without permission	Bullying (2 nd offense)
Cheating /Dishonesty/ Plagiarism	Inciting disruptive behavior
Truancy (part of day)	

LEVEL 3

5 Points (1-3 days ISS or OSS depending on the circumstances)

Computer / network violation	Threats
Conflict with another student	Harassment (racial, sexual, gender)
Pornography possession	Tobacco/Alcohol/Drugs (Possession or Use of)
Rude / disrespectful to staff	Possession of pocket knife (with possible long term suspension/expulsion)
Theft	Misuse of any prescription/nonprescription medication
Fighting	Leaving campus without permission
Truancy (whole day)	

LEVEL 4

10 points (1-5 days ISS/OSS)

Threats / intimidation (with possible long-term suspension/expulsion)
Alcohol/drugs/tobacco possession/use
Vandalism / Damage to or misuse of school property
Fighting (2nd)

LEVEL 5

34 points Automatic 5-10 days OSS with recommendation for long-term suspension or expulsion

Alcohol/drugs/tobacco possession/use (2 nd)	Bomb threat
Criminal statutes	False alarms
Fighting (3 rd)	Illegal drugs
Starting a fire	Threats / intimidation (2 nd)
Violent act against staff	

PLAYGROUND RULES

Playground rules will apply to all students K-4 during school hours during school hours. Teachers and playground supervisors will formulate necessary rules and administer them uniformly.

1. No standing on the bars. Students should always move in the same direction when playing on the bars. This allows for smooth traffic flow.
2. No standing on the swings. No pushing of the swings. Only one person in each swing at a time. No jumping out of the swings.
3. When using the slides, children must come down them feet first. Children must not climb up the slides.
4. Students using the Merry-Go-Round should:
 - a. avoid dangling legs on merry-go-round
 - b. avoid sitting on or straddling the bars on the merry-go-round
 - c. never play tag or chase games on the merry-go-round
 - d. never jump up and down on the merry-go-round
 - e. may run to push the merry-go-round
5. Running is not allowed on the woodchip area. Students are not to run on the play apparatus.
6. Running and tag games are allowed on the concrete.
7. Students are allowed in the sand pile when it is dry. This is to be the decision of the teachers on duty.
8. Balls are allowed on the blacktop area with the four square and the basketball goals. Balls are NOT allowed on the woodchip area.
9. Students should use hands and feet when coming down the pole off of the play equipment. They are NEVER to jump off the play equipment.
10. No soccer, softball, or football games.
11. When ice is on the playground during winter months, students are not to slide on the ice.
12. No throwing of snow in any form on the school grounds.

13. When the bell rings, walk to get in line immediately.
14. Kick ball may be permitted if all rules are followed.
15. New fitness equipment may be used if used according to guidelines.

KICKBALL is played much like baseball/softball without using a bat. All batting is done by kicking the ball and running the bases. The following rules will apply to kickball games played at HES.

1. Teams will be chosen by the playground supervisor.
 2. Batting order can be done by first names, last names, or birthdays.
 3. Ball to be used will be a red playground ball.
 4. To get a runner out, you can either throw to the base before the runner gets there or tag/throw at the runner (all throws must be below the waist).
 5. Use home plate and three bases.
 6. No stealing or lead offs.
 7. Change sides after three outs or everyone bats once and then rotate.
 8. HAVE FUN! Encourage good sportsman ship!
- Other options: Don't roll the ball to the kicker: have kicker place it on home plate.

RECESS

All students will be given the opportunity to participate in recess. Parents/guardians are asked to dress their student for the weather conditions. The staff and administration will deem when it is unfit to go outdoors for recess. HES will go outside when the temperature is above 32 degrees Fahrenheit. The wind chill and damp conditions will be factored in the overall temperature. HES personnel may use recess time to allow students the opportunity to get extra assistance from the teacher.

ALCOHOL, DRUGS, and TOBACCO

Possession or use of tobacco, alcohol, or drugs is not allowed on school property or at any school sponsored activity or event (K.S.A. 72-53, 107). Violation of this policy will result in an office referral. Parents/guardians and law enforcement will be notified immediately of any violation of this policy. Drug dogs may be brought in, occasionally, for a building walk-through to assure student safety.

ASSEMBLIES AND PEP RALLIES

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

BULLYING / HAZING / INTIMIDATION / THREATS

Bullying, hazing (ridicule, harassment, abusive and/or humiliating tricks) intimidation, or threats of any nature will not be tolerated. Violation of this regulation will result in disciplinary action. Any coercing, threatening or intimidating activity toward another student or staff member must be reported to the principal and will result in an office referral and possible suspension.

All threats or intimidation occurring off school grounds or from persons who are not Hiawatha Grade School students shall be dealt with by the parents or guardians of the threatened student through the proper law enforcement channels.

CHEATING / PLAGIARISM

Cheating will not be tolerated. The copying of another student's work or the use of unauthorized materials is considered cheating (plagiarism). Teachers will not give credit under such circumstances. An office referral may occur.

CLOSED CAMPUS

Students are expected to stay on school grounds and not leave during the school day, unless granted permission by the administration. Students leaving to go to the doctor, dentist, etc., are to check out with office personnel and sign out when leaving and sign back in when they return.

ACCEPTABLE USE OF TECHNOLOGY

We are aware that the majority of the student body will utilize technology appropriately. To insure appropriate use Hiawatha USD 415 has established a user expectation policy. Use of technology is a privilege not a right. A student and his/her parent or guardian must sign the following agreement. Students 18 and over may sign their own forms.

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

COMPUTER/INTERNET POLICY

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

1. The user shall not erase, change, rename, or make unusable anyone else's computer files, programs, or disks (except for authorized staff member).
2. The user shall not let other persons use his/her name, log on, password, or files for any reason (except for authorized staff members).
3. The user shall not use or try to discover another user's password or in any way access another person's e-mail or other files (except for authorized staff members).
4. The user shall not use Hiawatha Schools' computers or networks for any non-instructional or non-administrative purpose (e.g. games or activities for personal profit).
5. The user shall not use a computer for unlawful purpose, such as the illegal copying or installation of software.
6. The user shall not copy, change or transfer any software or documentation provided by Hiawatha School, teachers, or another student without permission.
7. The user shall not write, produce, generate, copy propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
8. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, and images.
9. The user shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system software.
10. The user shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher.
11. The user desiring to take home technology equipment (hardware or software) must first have the parental permission form signed. Any take-home technology shall be used in the same manner as if it were at school. Technology equipment will only be checked out at the end of the school day and must be returned before school begins the next morning.
12. Take-home technology is available on a first come, first serve basis. Third and Fourth grade students will have first priority. In cases of heavy demand, the librarian, after consulting with class teachers, may prioritize the request to take technology home.
13. The user of the Internet and take-home technology must be a student in good standing.

No Right to Privacy

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons

Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the Board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by a trade secret.

Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers and to minimize the burden of administering the networks so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of these policies may result in disciplinary action.

Consequences may include but not be limited to:

- Warning or restriction of access to the network or computer
- Loss of computer and lab privileges for a specified length of time
- Confiscation/Elimination of materials and loss of computer lab privileges
- Payment for damages and/or replacement costs and enforcement of the school policy on theft and vandalism
- Suspension from school

TECHNOLOGY PARENT PERMISSION FORM

As a user of USD 415 technology I hereby agree to comply with the above stated rules in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature _____

I agree that my child will abide by the Hiawatha USD 415 guidelines and conditions for the use of school technology. I further understand any violation of these guidelines is unethical and may constitute a criminal offense. Should my child commit any violation of the policy, school disciplinary action and/or appropriate legal action will be taken.

As a parent or guardian of this student, I have read Hiawatha USD 415 Acceptable Use of Technology listed above. I understand this free access is designed for education purposes. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Hiawatha USD 415 responsible for materials acquired or sent via the network or the performance of the systems.

Parent/Guardian Signature _____ Date _____

COUNSELOR-GUIDANCE

A counselor is available, and students should familiarize themselves with the services which are available to them. These services include assistance with education planning, interpretation of test scores, course offerings, college/Regent University academic issues, helpful study guides, solving behavior problems, and/or any questions or situations that the students/parents feel they would like to discuss.

SPORTSMANSHIP

Activities are an important aspect of the total educational process in the American school. They provide an arena for participants to grow, excel, understand, and value the concepts of sportsmanship and teamwork. Activities give coaches and school staff an opportunity to teach and model sportsmanship, build school pride, and increase student/community involvement. This involvement results in improved academic performance. Parents/guardians and other community members are an important support-system for our students and are looked upon by as models of sportsmanship.

Hiawatha Schools will abide by and enforce the following KSHSAA sportsmanship guidelines.

- ◆ Be courteous to all (participants, coaches, officials, staff, and fans).
- ◆ Know the rules, abide by and respect officials' decisions.
- ◆ Win with character and lose with dignity.
- ◆ Display appreciation for good performance, regardless of the team.
- ◆ Exercise self-control and reflect positively upon yourself, team, and school.
- ◆ Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- ◆ Any student, coach, and/or spectator not following these guidelines may be asked to leave the gym/field/court.

School rules will be enforced at all school functions including field trips, extracurricular activities, etc.

EMERGENCY PROCEDURES

In case of an emergency, school personnel will make every effort to protect students and insure safety. In general, civil defense authorities discourage parents coming to the school building during an emergency to get their child because of the confusion that could occur. Likewise, patrons should not try to telephone the school as the telephone needs to be available for official use. In the event that students cannot return to the building safely, Hiawatha Elementary School students will walk to the First United Methodist Church.

EMERGENCY PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

Students with special needs assigned to a para-educator attending regular classrooms will follow the exit procedures of the particular classroom. The para-educator will see that the student exits the building according to the prescribed plan. The resource room instructor will designate a meeting place. Procedures for these students will be included on their Individual Educational Plans (IEP). These procedures will also be made available in the school office. Classroom teachers are responsible for the students with special needs in their classroom who do not have an assigned para-educator.

Students with mobility needs shall have access in compliance with the American Disabilities Act (ADA) requirements.

- The classroom teacher of the individual student shall be the person responsible for the safe exit.
- Temporarily impaired students attending class will be the responsibility of the classroom teacher.
- Temporarily impaired students are to remain with their respective teacher and report to the designated area for the class.

FEES

Fees are established by the board of education. A list of fees may be obtained at the elementary school office or board of education office.

FIRE DRILLS

A fire drill is held every month. At Hiawatha Elementary School the signal for a fire drill will be a full blast of the fire horn. A map of exits is posted in each room. Outside designated meeting areas are assigned.

TORNADO DRILLS

A minimum of two tornado drills are held each year. The signal for tornado will either be the alarm system or intercom announcement. All adults in a position of authority are responsible for student safety. All persons will remain in the designated shelter area until the "all clear" is given by either intercom announcement or bell system. A map with designated tornado shelter areas are also posted in each classroom.

GIFTS

Student organizations, with prior approval of the organization sponsor and Principal, may donate a portion of the organization's funds to the district. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. Any student organization gift to the district shall become district property when accepted by the Board.

HOMEWORK POLICY

What is homework? **Your child's success depends on establishing an effective routine, which involves parents/guardians, students, and school personnel.** At the elementary school level, your child will be expected to complete homework throughout the school year. The work can be daily classroom assignments, weekly spelling tests, reading practice, basic math facts, or special projects. **In order to enhance student success, adult supervision is crucial. All schoolwork completed at home needs to be an important part of your family's daily schedule to develop study skills in your child. These skills will be crucial to your child's success as they progress through school and life.**

Why is homework important?

- It is integral to the learning process.
- It enhances student success.
- It adds meaning to current studies.
- It prepares students for the future by building study skills.
- It lets parents know what takes place at school.
- It adds needed skill practice.
- It extends the student's understanding and skill level.

What does the classroom teacher/school expect? Reading and math skills are an integral part of your child's success in school. These skills are important to build a foundation for life long learning. The following are expectations:

K-2: All kindergarten through second grade students **should read or be read to each night.** After reading, ask your child 1 or 2 questions about the story and review words that require reinforcement. **Math facts should be studied 5-7 minutes daily. Math concepts for kindergarten students should reinforce such skills as counting objects.** Studies have shown that with this practice, students have increased math skills. Homework

should be completed and returned promptly to support current studies.

3-4: All third and fourth grade students **should read or be read to for 15-20 minutes each night. Any student who has not mastered math facts (+,-,x,/) should practice these 5-7 minutes each night.** If assigned homework is consistently takes longer than 30 minutes or you have questions about homework, please call the teacher or principal.

IF A STUDENT WILL BE ABSENT FOR ANY REASON OTHER THAN ILLNESS, ADVANCED WRITTEN NOTICE TO THE TEACHER (S) IS NECESSARY AT LEAST 2-3 DAYS PRIOR TO THE ABSENCE FROM SCHOOL SO THAT ASSIGNMENTS CAN BE ARRANGED.

ABSENCES DUE TO ILLNESS WILL REQUIRE STUDENTS TO MAKE UP THE ASSIGNMENTS IN THE NUMBER OF DAYS OF THE ABSENCE (S) PLUS ONE. For example, a student who is absent from school for illness for two days will be given three days to make up the assignments.

TESTING RETAKE POLICY

The following procedure has been developed to help students in grades 1-4 who fail a chapter or unit tes:

- a) The whole test or alternate form of the test will be retaken.
- b) He/she can retake the test only once.
- c) He/she has 1 week to retake the test after remediation.
- d) The retake test will be given before school; during morning, noon, or afternoon recess; during class study time; or after school.
- e) Only those students who have failed the unit or chapter test will have to retake the test.
- f) The grade earned on the retake shall be the grade he/she receives; however, it is not to exceed 1 point below the lowest passing grade earned on the original test with the exception of a score of 60%. This allows a student to pass, but not give him/her a better grade than those who took the test and passed it the first time.

Additional procedures that will be followed if a child fails a unit or chapter test.

- a) The teacher will contact the child's parents.
- b) The teacher will send materials home so parents can help their child study for the retake.
- c) The teacher may use high school tutors, paraprofessionals, etc. to assist.

INSURANCE (STUDENT ACCIDENT)

USD 415 has purchased a student accident insurance policy for coverage of injuries incurred during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the school premises. The parent's insurance is the primary policy. The school district's policy is secondary, and benefits are limited, such as number of physical therapy and physician visits and amounts paid for medication, x-ray and laboratory charges. The school is not the agent and whether or not a claim is paid depends upon the policies of the insurance company. An accident form and an insurance plan benefit sheet should be requested from the principal or office. ***The parent or guardian is responsible for filing the report with the insurance company within 90 days of the accident or the policy will become void.*** Information about student insurance program(s) may be obtained in the office.

INVESTIGATIONS / SEARCHES OF STUDENTS

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

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

LIBRARY

The school library serves all students and teachers in the district. To provide orderly, effective, and efficient service, the following procedures / rules apply.

- A. All library materials must be checked out before being taken from the library. Students in grades K-4 may check out 2 books, periodicals (magazines, etc.), and other non-book materials as they need for a one-week period. All students may renew library materials. The library staff reserves the right to limit the circulation of some items.
- B. Students with overdue library materials will be notified by the library staff. Fines may be charged; however, a student may be denied library privileges until extremely overdue items are returned.
- C. Replacement cost fees will be charged for lost or damaged books/materials.
- D. Students in grades K-4 may be in the library to read the newspaper and magazines as well as to study. Students disrupting the study atmosphere of the library will be asked to return to class or homeroom/advisory.
- E. No food or drink is allowed in the library except for special occasions with the permission of the librarian.

- F. The library will be open during the hours of 8:20 AM to 3:35 PM. Special arrangements may be made for the library to be open at other times.

LINES OF COMMUNICATION

1. Contact teacher or staff member directly involved with the issue.
2. If the issue cannot be resolved, contact the building principal.
3. If the issue is not resolved, contact the superintendent of schools.
4. If the issue is still not resolved, contact the USD 415 Board of Education

LOCKERS/DESKS

Lockers are the property of the school districts and assigned to students by the office. Students are expected to use only the locker assigned to them by the office. Lockers should not be changed without approval from the office. Book bags, backpacks, and heavy coats are to be left in the lockers and may not be allowed in the classrooms. Any inappropriate material taped on or inside a locker will be removed and disciplinary action may be taken. School administration reserves the right to search a student locker at any time without notice to the student if there is reason to believe the locker contains matter prohibited by law or school regulations.

Valuables should not be left in unlocked lockers, in the dressing rooms, or anywhere in the building. If locks are placed on lockers, a key or combination must be given to the office. If no key or combination is on file at the office, the administration reserves the right to cut off the lock if needed.

LOST and FOUND

The school is not responsible for lost articles. Students may check the lost and found in the office for items they are missing. Students are required to turn in found items not belonging to them.

LUNCH/BREAKFAST

Breakfast and lunch programs are currently available at school. (Students also have the option of bringing a sack lunch from home.) The school breakfast, lunch, and milk programs are on a cash basis operation. Students are expected to pay in advance for meals, and the account must be kept current. Students are strongly discouraged from charging meals. If, because of your financial situation paying for meals is a problem, free/reduced meal information is provided at enrollment and at the office for those wanting to apply. Students are only charged for a meal if they take the meal tray. *The maximum charge per student is \$15.00- After reaching the \$15.00 limit, students will need to bring their lunch from home. This will be necessary until payment is made. This is needed to eliminate the unpaid bills at the end of the year. It will also keep the cost of meals down in the future.* The principal will notify the parents of such by phone or home visit. The parents will be informed that the student will not be allowed to eat the day following the call or home visit. Breakfast, lunch, and milk prices are available at the school office or board office. NO semester lunch tickets may be purchased.

Daily purchases of a single meal by the student are discouraged, excluding special occasions such as visitors, etc. Meals, extra milk, and second milk may be purchased each morning or at the end of the school day in the office. A half pint of milk is furnished as a part of each meal purchased. If your student desires a carton of milk with his/her sack lunch, the student may purchase milk prior to meal time. **No Glass containers** should be brought in sack lunches. USD 415 does not allow fast food to be brought in the school during lunch serving hours. Students will remain at the school through meal periods.

MILK PROGRAM

A half pint of milk is available each day for all students in kindergarten through fourth grade who care for it. **This is a federal requirement, not a district policy.** Prices are available at the school office.

CARBONATED BEVERAGES ARE NOT ALLOWED IN THE CAFETERIA DURING THE BREAKFAST AND LUNCH PERIODS FOOD OR BEVERAGE ITEMS ARE NOT ALLOWED TO BE TAKEN OUT OF THE CAFETERIA.

MAKE-UP WORK

Student's are responsible to obtain make-up assignments from teachers following an excused or unexcused absence. Absences due to illness will require students to make up the assignments in the number of days of the absence (s) plus one. For example, a student who is absent from school for illness for two days will be given three days to make up the assignments.

NURSE / HEALTH, SAFETY and MEDICATION

DISTRICT MEDICATION POLICY

Medication is given at school only upon written request from both the lawful custodian and a person who is licensed to practice medicine and surgery or dentistry. Implementation of the requests must follow the Elementary and Secondary Schools Accreditation Regulations (KAR 91-31-3) and other applicable Kansas laws.

Administrative Implemental Procedures:

1. This policy covers both prescribed and over-the-counter medications. Prescriptions are those written by a person licensed to practice medicine or dentistry in the State of Kansas or other competent jurisdiction.
2. Unnecessary medication administered at school is strongly discouraged. The dosage intervals of many medications can be adjusted so the times for taking the prescription come outside school hours. When possible, interval adjustment should be considered before administering medication at school.
3. Unlicensed school personnel will not give medications in the school setting unless the administration has been delegated by a licensed registered professional nurse. The licensed registered school nurse is responsible for:
 - a. Reviewing medication requests
 - b. Assessing the pupil's health status and nursing care needs
 - c. Formulating a medication administration plan
 - d. Determining the appropriateness of the delegation of the task to be assigned.
4. When necessary to administer medication during school hours, written requests will be submitted to the pupil's school, signed and dated by both the lawful custodian and licensed physician containing the following:
 - a. Name and birth date of pupil to receive medication
 - b. Diagnosis/reason for medication
 - c. Name of medication to be given.
5. It is the lawful Custodian's responsibility to assure that the medication and dosage in the container is the same as is described by the affixed label.
6. It is the responsibility of the lawful custodian to provide and maintain an appropriate supply of medication at school. Appropriate amount of medication means:
 - a. Scheduled Medication: A month's supply, i.e. 20-21 school days supply.
 - b. PRN medication: Supply as determined by the pupil's frequency of need, physician's directions, and pharmacy dispensing guidelines.
7. Any change in medication dosages or administration schedules will require new written physician and lawful custodian requests and new or newly labeled medication containers.
8. Controlled Drugs and or Medication to be administered by School Personnel will be kept locked up.
9. Self-Administration
 - a. In certain circumstances, the lawful custodian, physician, and the school nurse may agree to allow the pupil to take his/her own medication. Initial requests must be processed and kept on file in building where the student is in attendance.
 - b. When the administration plan designates that the pupil is responsible for his/her own medication administration, the lawful custodian will send to school only a single day's supply of medicine at a time, with the exception of inhalers. The medication shall be packaged in its original container which identifies the name of the pupil to receive the medication and name and dosage of medication.
 - c. Any abuse of a self-administration plan will result in the loss of the privilege.

Termination of Long-term medications/PRN (as needed) – During the school year the termination of a medication plan by the lawful custodian, prescribing physician, or school must be by written notice. Otherwise, the medication plan will be automatically terminated at the end of the school year.

The following guidelines have been drafted in the effort to comply with state and federal laws. The guidelines are based on recommendations from both the Kansas State Board of Nursing and the Attorney General's Office.

If at any time during the school year your child must be given or self-administer medication in order to attend school, the PERMISSION FOR MEDICATION form must be completed and on file at the respective attendance center before any medication can be given or taken by the student. A form is printed on the reverse side of this page for your convenience. Additional forms are available at each attendance center and in local physicians' offices.

If you have any questions, please feel free to phone.

These guidelines were developed with the safety of school children being the primary consideration. They are also aimed at minimizing the administration of medications to children during the school day or during school-sponsored activities.

Kathy Ryser, RN School Nurse
Nancy Ramer, RN School Nurse
John Severin, Superintendent of Schools.

GUIDELINES FOR MEDICATION ADMINISTRATION

1. This policy addresses non-prescription and prescription medications.
2. The dosage intervals of many medications can be adjusted so that times for taking the dosages come outside school hours. If at all possible, medications should be taken prior to coming to school or after leaving school under parental supervision.
3. The school nurse must review all medication requests prior to initialing their administration. The school nurse may designate and train a non-nurse school employee to administer them.
4. When necessary to administer medication during school hours, a written request must be submitted to the school, signed and dated by both the parent and physician and containing the following:
 - Name of pupil to receive medication and his/her birthdate
 - School and room/teacher (during which time the medication is to be given)
 - Name of medication
 - Specific directions for administering, including time and dosage amounts
 - Reason for medication (signs and symptoms/diagnosis)
 - Expected duration of medication, and certification by the parent that
 - **At least one dose of the medication has previously been given and no adverse reactions were experienced**
 - Appropriate USD 415 personnel may exchange information regarding the medication request with the physician and dispensing pharmacy.

(Note: any change in dosage or schedule will require a new written request with physician's signature and new or newly labeled medication containers. Requests must be renewed yearly.)

5. All medications that fall under the category of "controlled substances" will not be carried on the student in the school setting. Such medications will be housed in the health room or office in a locked container.
6. Medications must be provided:
 - By the parent or legal custodial in amounts such as 20-21 day supply **in the original medication container.**
 - In appropriate packaging labeled with the following
 - Name of pupil
 - Prescription number
 - Name of medication and strength
 - Dosage and directions for administration
 - Date prescription was filled
 - Prescribing physician's name
 - When applicable—expiration date, storage instructions.
7. It is the responsibility of the parent to assure that the medication and dosage in the container is the same as identified on the affixed label. (Suggestion: Two containers, one for school use and one for home, can be requested from the pharmacy when the prescription is filled.)
8. School employees who administer medication in accordance with authorized physicians' instructions and BOE policy shall not be liable for damages resulting from adverse reactions suffered because of the medication or

because of mislabeled or altered products. In the event of an adverse reaction, the pupil will be treated according to standard emergency care guidelines.

9. The school is not responsible if a student misses a dosage of medication.
10. Only oral medications will be administered except in emergency situations.

These guidelines have been endorsed by the Kansas State Department of Health and Environment. They were developed by representatives of the Kansas Dept. of Health and Environment, Kansas Association for School Health, Kansas School Nurse Organization, and Kansas Pharmacists' Association. Representatives from the Kansas State Board of Nursing have reviewed and endorsed the guidelines and the Kansas State Department of Education has provided input.

If you would like your child to use cough drops while attending Hiawatha Elementary School, a note from the parent must accompany the cough drops. This is to avoid a child bringing cough drops without parent's knowledge. A doctor's note is not required. Cough drops should be labeled with the child's name and will be kept at the teacher's desk. If cough drops come to school without a note, NO cough drops will be given.

PARTIES AND OTHER TREATS

Birthdays and other occasions are recognized as appropriate for the individual setting. Arrangements should be made with the classroom teacher prior to any birthday or other special celebration. Treats, such as candy and gum, are not allowed on a regular basis for health and nutrition reasons, as well as possible disruption of academic activities. All birthday treats will be in the afternoon, preferably the last 30 minutes of the day.

PERSONAL PROPERTY

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

PHYSICAL EDUCATION

Physical education is an important component of each child's education. The Hiawatha Elementary School curriculum involves students in the areas of fitness, coordination, balance, and recreation activities. Each class has two 25-minute class periods per week. If a child must not participate in physical education class for a specific reason and period of time, a note must be submitted to the teacher. The school nurse should also be notified of any serious injury or illness. **STUDENTS WHO DO NOT HAVE WRITTEN NOTICE TO EXCUSE PARTICIPATION WILL BE EXPECTED TO TAKE PART IN THE CLASS.**

Students should dress appropriately on physical education class days. Shorts (during warm weather) or pants are best. Soft-soled athletic shoes are required dress on physical education days (i.e. Tennis shoes that are worn daily would meet this requirement. Flip-flops, boots, clogs, etc. are examples of shoes that should NOT be worn during physical education class). **Further questions about the program may be addressed to the physical education teacher and/or principal.**

POSTERS / DISTRIBUTION OF MATERIALS

Posters, drawings or other materials must be approved by the Principal before posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

Materials unrelated to the school's curriculum may not be distributed without prior consent of the Principal.

PROMOTION AND RETENTIONS

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

RELEASE OF STUDENTS DURING SCHOOL

Students shall not be released during the school day except upon a written or verbal request from the student's parents or person acting as a parent. Before releasing a student during the school day, office personnel shall verify the identity of the person seeking release of the student. **PARENTS/GUARDIANS WILL BE REQUIRED TO SIGN IN/OUT THEIR CHILD(REN) AT THE OFFICE.** If office personnel is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

SEXUAL HARASSMENT

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

business or other contact with the school district is strictly prohibited.

Sexual harassment is any non-verbal, verbal, or physical behavior which is of a sexual nature. Any student who believes that he/she has been subject to sexual harassment should discuss the alleged harassment with the principal, counselor, or other certified staff member. Actions will be taken to see that the harassment is stopped. If the matter is not resolved satisfactorily, the student may initiate a complaint under the district's discrimination complaint procedure. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of 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 or staff member 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 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.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment, or assignments. Confidentiality will be maintained throughout the complaint procedure.

Specific examples of sexual harassment include (but not limited to):

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

STUDENT PUBLICATIONS

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

No student shall distribute any publication which:

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

TEACHER / STAFF AUTHORITY

Students are expected to comply with requests of **any adult staff member** anywhere in the building, on school grounds, or at any school-sponsored event. Students who refuse to follow directions and/or are rude or disrespectful will receive an office referral. All staff members shall maintain professional relationships which are conducive to an effective educational environment.

Substitute teachers are considered important members of the staff and have the same authority as full-time teachers. Students are expected to cooperate and respect them as they would their regular teacher.

TELEPHONE CALLS

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the Principal/staff. Students must be supervised during use of the telephone.

TEXTBOOK RENTAL

Book rental fees will be assessed at the time of enrollment. Families wishing to have textbook fees waived can pick up the application at enrollment. Students will be assigned books required for their particular classes. At the end of each term, the student is to return the book to the same teacher who issued it. Normal use is expected but if a book is lost, defaced, damaged, or destroyed, the student will be required to reimburse the district for the replacement cost of the book.

TRAFFIC FLOW AND PARKING

Due to safety issues concerning the loading and unloading of busses the following policy has been adopted. Parents and visitors will be allowed to park on the left hand side of the circle drive and the spaces on the west side of the front parking lot. Parking is banned on the right hand side of the circle drive between 7:45 a.m. and 3:45 p.m.

VANDALISM

The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the Principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Acts of vandalism may be reported to law enforcement agencies.

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

VISITORS

Patrons and parents/guardians are encouraged to visit the district facilities. All visits shall be scheduled with the Principal. **ALL VISITORS WILL BE REQUIRED TO SIGN IN/OUT IN THE OFFICE AND WEAR A VISITORS BADGE WHILE WITHIN THE SCHOOL.** This practice is designed to inform the students and staff that the visitor is permitted in the building. It is in the best interest of students to limit the length of the visit to 1 hour and to schedule them during the afternoon. To ensure safety and security, all visitors must check in at the office and wear a visitors badge before proceeding to contact any other person in the building or on the grounds. **Student visitors from other schools may not attend classes with Hiawatha Elementary School students. However, they may come as guests for lunch if accompanied by an adult.** If the visit will include the lunch hour, please arrange with the office for inclusion in the lunch count and to pay for the lunch.

WEAPONS POLICY

JCDBB

Weapons

JCDBB

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. **This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon when said facsimile is used in a threatening or menacing way. (Laser pens, knives, and other objects that could cause injury to others are not allowed at school.)**

Definition of Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device means:

- 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 ¼ 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; and 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 that the handle of the knife, or any knife having a blade that opens or falls is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's

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

Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property. A student who possess a firearm shall be reported to law enforcement for criminal prosecution.

REMINDER: In accordance with the Drug Free/Gun Free Act, only a law enforcement officer can possess a firearm within 1,000 feet of a school.

USD 415
HIAWATHA SCHOOL DISTRICT

MEDICATION AT SCHOOL

School nurses follow special regulations in order to safely and legally administer medication at school. Medication (with the proper paperwork) will be administered to relieve pain that may be a result of orthodontic work (braces) or in case of injury (broken bone) but will not be given to relieve fever so that the child can remain in school. Children should stay home until they are temperature free (without medication) for 24 hours. Sending them to school sooner may slow their recovery as well as expose other children to unnecessary illness. Please read the following guidelines and keep them in a convenient place for future reference. Medication not meeting these guidelines cannot be given.

NON PRESCRIPTION (OVER THE COUNTER) MEDICATION- This includes Tylenol, cold tablets, Ibuprofen (Motrin), cough syrup, etc. **The parent's and the physician's signature and the original bottle providing current and accurate information is required.**

PRESCRIPTION MEDICATION- This includes medication to be given for such conditions as asthma, seizures and ADHD. The parent's signature and bottle with a pharmacy label with current and accurate information, and a physician's signature is required. The Request to Administer Medication at School forms are available in the school health room. Ask the pharmacist to put the medication in two bottles, one for school and one for home.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE SCHOOL NURSE BEFORE SENDING THE MEDICATION TO SCHOOL.

The lawful custodian will send the medication in an original container, which identifies the name of the pupil to receive the medication and the name of and proper dosage of medication.

ANY ABUSE OF A SELF-ADMINISTRATION PLAN WILL RESULT IN THE LOSS OF PRIVILEGE.

Signature of Parent: _____ Date _____

Signature of Student: _____ Date _____

Signature of School Nurse: _____ Date _____

IMPORTANT NOTE: In order for a student to have access to an inhaler at all times, it is recommended that one inhaler be kept by the school nurse as a back up to the one carried by the student

USD 415
HIAWATHA SCHOOL DISTRICT

PERMISSION FOR SELF-ADMINISTRATION OF MEDICATION

Name of Student _____

School _____ Grade _____

Teacher (s) _____

Medication _____ Dosage _____

Date Started _____

Conditions under which the medication can be taken:

Any additional circumstances under which the medication is to be taken:

Length of time medication is to be administered:

I hereby give my permission for _____ to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

****My child has been instructed on self-administration of the medication and is authorized to do so in school.****

Signature of Parent/Guardian: _____ Date _____

Signature of Health Care Provider: _____ Date _____

Approved:

USD 415
HIAWATHA SCHOOL DISTRICT

PERMISSION FOR MEDICATION

(REQUESTING AUTHORIZED STAFF TO ADMINISTER MEDICATION TO STUDENT)

Name of Student _____ DOB _____

School _____ Grade _____

Teacher (s) _____

Medication _____ Dosage _____

Date Medication Starts at School _____ Diagnosis/Reason for Rx _____

_____ (Please Check if Yes) Initial dose was given at home with no adverse reactions.

Time of day medication is to be given at school _____

Expected duration of Rx _____

DATE

PHYSICIAN'S SIGNATURE

PHYSICIAN'S NAME (PRINTED)



I hereby give my permission for _____ to take the above prescription at school as ordered. I verify that my student has previously had at least one dose of the above-prescribed medication and did not have an adverse reaction from it. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse drug reaction suffered by the student as a result of administering such drug or because of mislabeled or altered products. I hereby authorize USD #415 personnel to exchange information regarding this request with the above-named attending physician and with the pharmacy as identified on the affixed pharmacy label.

Date: _____

Signature of Parent of Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy or physician stating the name of the medication, the dosage, and times to be administered.

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

**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.**

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 Hiawatha 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 Hiawatha 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

Emergency Phone Number