

# **SANTA FE 5/6 CENTER**

**130 W. Broadway, Newton, KS 67114**  
**(316) 284-6270 Phone | (316) 284-6596 Fax**  
**Office Hours: Mon - Fri: 7:30 am - 4:00 pm.**



## **Student Handbook**

### **2023-2024**

**Brandon Simmelink, Principal**  
**Lisa Burgess, Assistant Principal**

“Our community will inspire each other to build knowledge, skills and values to thrive in a world we create.”

– SF Vision

**We Believe...**

- \* High Standards of learning for everyone
- \* Learning addresses the needs of the whole child
- \* Every member of the learning community continues to learn, grow & reflect
- \* Every adult member of the learning community is responsible for every child
- \* Every adult will positively impact the learning environment by seeking to engage children in positive relationships

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Newton USD 373 does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Persons having inquiries concerning the District’s non-discrimination policies and compliance therewith may contact the school district’s Compliance Coordinator at 308 E 1st Newton, Kansas, 67114-3846 or call 316-284-6200.

## ATTENDANCE & HEALTH

Regular attendance at school is important for a student's success. Students are expected to be at school every day and report to class on time.

**7:30 am** - School Doors Open

**7:30 am** - Breakfast Served

**7:50 am** - First Bell

**8:00 am** - Class Begins

**3:10 pm** - End of School Day

### **Absences**

Students are expected to attend school full time except in the cases of illness or extreme family emergency. Parents are asked to notify the school office (316-284-6270) before 9:00 a.m. in the event a student must be absent from school.

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. Once a student has ten absences (excused or unexcused) a Dr. note will be required to excuse any further absences.

Makeup work will be provided to students upon return of the student's absence or parents can choose to pick up missed work from the school at the end of the school day. If you would like to pick work up for your child, please call the school the morning of the absence to make those arrangements. Students will have one day to complete work per number of days absent unless other arrangements are made with your child's teacher and/or administration.

*Kansas statutes define truancy as three consecutive days of unexcused absences for all or a significant part of a school day\*, five such days in a semester, or seven such days in a year. Once these guidelines are met, we are required to report the names of our students to DCF (Department for Children and Families formerly known as SRS) and/or the district attorney's office, depending on the child's age. Please note also that students are required to provide a medical note if returning to school following an absence of three consecutive days. We encourage families to provide medical documentation for any time that is missed after seven days of absence. If a significant health concern is not documented, we will report excessive absences to appropriate authorities.*

\*Significant part of the school day as defined in Policy JBD reads "An absence of more than 120 minutes or more in any school day shall be considered an absence for a significant part of the school day". BOE Policy revised 9/13/21.

### **Tardies**

Late arrival to school or class is always discouraged. Excessive tardies will be dealt with by the staff and administration on an individual basis. Students should be in their classrooms by 8:00am.

### **Check Out From School**

In those cases where a parent's request for dismissal during the school day is granted, the parent must sign the student out in the office. Without prior notice from a parent or guardian, school officials will not permit a student to leave the building without a guardian. If a student returns to school on the same day, the student must sign back in to the front office.

- Students will be called down to the office to be released when their parent/guardian signs them out from the front office.
- Parents will be notified to pick up students if they have a temperature or have been injured. Anyone with a temperature of 100.4 or higher cannot remain in school.

- Students who become ill during the day must check out through the office. *The nurse or school official will call parents to come pick up students.* Students are not allowed to call or email home without permission. No student will be permitted to excuse himself/herself for health reasons. Strict enforcement of this rule is necessary for the protection of all students.
- No student is permitted to leave school for any reason during school hours without prior approval from office personnel. Students who do so will face disciplinary action.

### **Contagious Diseases**

A physician's permit may be required for readmission of a student after having such an illness. Since the student will be returning directly to the classroom after an absence, it will be necessary for the teacher to check with the office to see if a permit will be required for that student. The nurse will be available if there is any question.

### **Health Guidelines**

Please keep your child at home if they are running a fever of 100.4 or above or have vomited in the past 8 hours. Your child may return to school after being fever-free for 24 hours without the use of anti-fever medication. Students diagnosed with contagious conditions such as strep throat may return to school after 24 hours of prescribed antibiotic treatment.

### **Medications & Prescriptions**

All medications must be checked by the nurse. Prescription medication must be accompanied by a written order from the doctor, as well as a parent's signature. This includes inhalers that are self-administered. Non-prescription medication must have a note signed by the parent. All medications must be in the original container and labeled with the student's name.

### **Accidents & Health Insurance**

- The school is not responsible for accidents occurring on school property. Students are to be taken to their physician for treatment by the parent or other designated person.
- We encourage all families to have accident coverage on their children, prior to participation in any school-sponsored activity.
- Health insurance is available to qualified families through-a state insurance program. Information may be attained in the front office or through the school social worker.

## **COMMUNICATION & GRADES**

### **Parent Teacher Meetings**

Parent teacher meetings are planned for all students once in the fall and once in the spring. Parents need to reach out to the teacher by calling the front office to leave a message for the teacher. A conference whenever a need arises needs to be scheduled ahead of time with the staff member. Visit our website [santafe.usd373.org](http://santafe.usd373.org) to find email addresses for all staff members to contact them via email.

### **Grading Policy**

All teachers are expected to consistently document student performance results in order to evaluate progress and assign grades at the end of each nine week grading period. Teachers will explain how grades are earned at the beginning of each course. Any letter grades assigned by your teachers under the guidelines they provide will not be changed except in case of obvious error. The following grading scale will be used:

A: 100% - 90%	D: 69% - 60%
B: 89% - 80%	F: 59% and Below
C: 79% - 70%	

## **Homework Policy**

Homework will not be assigned unless a student has not completed work assigned that school day or the student has missed school. Students or parents may request homework be sent home for additional practice.

## **Family Education Rights and Privacy Act (FERPA)**

The educational records of your child are covered under law. As a parent you have rights regarding these records. On November 19, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law, the parents and students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records of their children.

1. Types of Educational Records Maintained: The types of educational records regularly maintained and directly related to each student include, but are not limited to, the following:
  - a. medical and health information;
  - b. date of school entry;
  - c. school grades and credits;
  - d. transcripts from previous schools attended;
  - e. school-wide test results.
2. Parent or Eligible Student Access to Records: You are entitled to have access to the educational records for your inspection and review.
3. Access to Records: The following persons, organizations, agencies or institutions who have a legitimate interest may have access to the educational records of each student:

Access/Purpose:

- a. School Staff with Legitimate Educational Interests in Records/Educational, social, personal development
- b. Other Schools/Student seeks or intends to enroll in the schools
- c. Authorized representatives/Fulfillment of legal requirements of Federal and State Agencies and performance of audits and evaluations of programs
- d. Authorized persons of Institutions or agencies/In connection with financial aid for student
- e. State and local officials/Information required to be reported by state statute
- f. Accrediting organizations/Accreditation
- g. Parents of a dependent student/Parent information
- h. Courts and parties to legal action/To comply with subpoena or judicial order of the law
- i. Organizations conducting studies for educational agencies/developing, validating, or administering students tests or programs
- j. Appropriate Persons/Knowledge of info is necessary to protect the health or safety of the student or others in an emergency
- k. Child Welfare Agency Representatives/If such agency is legally responsible for the care and protection of the student

**\*ELIGIBLE STUDENT MEANS A STUDENT WHO HAS ATTAINED EIGHTEEN YEARS OF AGE, OR IS ATTENDING AN INSTITUTION OF POST-SECONDARY EDUCATION. THE PARENT OR GUARDIAN MUST NOTIFY THE SCHOOL OF ANY CHANGE IN THE STUDENT'S DEPENDENCY.**

## **HARVEY COUNTY SPECIAL EDUCATION COOPERATIVE**

Newton USD #373 is a member of the Harvey County Special Education Cooperative. Questions pertaining to programs offered through the cooperative and based on the Santa Fe campus may be referred to the principal's office. Students with disabilities have the right to participate in nonacademic and extracurricular services and activities with children who do not have disabilities to the maximum extent appropriate to their needs. A copy of procedural safeguards and Parent's Rights in Special Education is available through the building principal or the Harvey County Special Education Cooperative.

For Hearing/Speech disabled TDD users, dial the Kansas Relay Center toll-free number 1-800-766-3777. Calls handled by the Relay Center are strictly confidential. The Relay operator will voice to the hearing person the TDD user's message, then type back to the TDD the hearing person's words.

The Harvey County Special Education Cooperative provides services to children with disabilities ages birth through 21. For more information, call 316-284-6580. It is the policy of the Harvey County Special Education Cooperative to forward education records, on request, to a school in which a student seeks or intends to enroll.

### **BUILDING LEVEL RULES**

#### **General Guidelines for Student Behavior**

Student discipline is based on the belief that fifth and sixth grade students are capable of making good choices concerning their behavior and that these choices protect the rights of others, particularly as it relates to a safe and orderly environment. It is the intent of the staff of Santa Fe to provide a safe and orderly environment for every student. It is the obligation of all staff members and students to cooperate toward this end. No person in our school should behave in such a manner that would be offensive to others. Such behaviors would include, but are not limited to: loud, boisterous conduct; spitting; using inappropriate or offensive language; pushing, shoving, slapping; "play fighting," "horseplay," running or throwing objects.

- Electronics such as cell phones, Smartwatches that have the same capabilities as cell phones, MP3 players, handheld games, etc. may only be used outside the school building, after the school day has ended. These items will remain in lockers or backpacks during the school day and are not allowed in classrooms or hallways. These items will be confiscated, and parents will need to pick them up at school. If problems arise due to cell phone usage, the student will lose their privilege to bring a cell phone to school. Interruptions of class caused by cell phones will be considered inappropriate behavior.
- Students will not write on or otherwise deface lockers, walls, desks, or other school property. This includes stickers. These acts, along with kicking or slamming fists into lockers, will be treated as acts of vandalism.
- "Horseplay" will be subject to the same penalties as fighting because this type of rambunctious behavior too often leads to injuries.
- Throwing snowballs at school or any place when other people are near can be dangerous; it can also result in damaged property. Therefore, for the safety of students and the protection of school property, students are not allowed to throw snowballs/snow on campus. Throwing snowballs at vehicles is prohibited.
- No students should arrive at Santa Fe campus before 7:30 a.m. Students may enter the cafeteria at 7:30 a.m. to eat school breakfast. All other students need to report to the 5th or 6th grade waiting areas if they arrive before 7:50 a.m. Students are not permitted in the classrooms before the bell at 7:50 a.m. without a pass and must be out of the building by 3:15 p.m. unless staying with a teacher. Students should be off campus by 3:25p.m.

- Students are not to bring food items such as pop, gum, candy, and sunflower seeds to school unless allowed by their teacher for a special occasion. Students are not allowed to have food in the hallways before school.
- All students must sign and adhere to the district's Acceptable Use Policy for technology. Staff will determine appropriate student access and/or use of all computers. Students/Families are fiscally responsible for any costs associated with the repair or replacement of their district issued technology.
- Animals/pets should not be brought to school by students or parents.
- Parents may call the school but are not allowed personal phone calls to students during the school day except in the case of a family emergency.

### **Bicycle/Skateboard/Rollerblade Regulations**

Bicycles, skateboards, and roller blades MAY NOT be ridden on the sidewalks, the school campus, or parking areas.

- For the safety of those walking, bicycles, skateboards, heelys, roller blades, etc. should be pushed or carried rather than ridden on school grounds.
- Upon arriving at school all bikes must be parked in racks provided.
- Students should make sure their bikes are locked in the bicycle racks. The school is NOT responsible for theft or damage of bicycles, skateboards, heelys, roller blades, etc.. Our district does not carry insurance for this purpose.

### **Dress Code**

Dress Code Clothing should be appropriate for the weather and not distract from the learning process.

- Shorts may be worn during hot weather provided they modestly cover the child.
- Spaghetti strap tank tops, midriff tops and tank tops with large arm holes cut out should not be worn to school.
- Sweatshirt hoods, jacket hoods and coat hoods may not be worn inside the school building, classroom or hallways.
- No hats, beanies, or stocking hats will be worn inside the school building, classrooms or hallways. Exceptions may be made during spirit week.
- Shoes with "CLEATS" on the soles should not be worn to school.
- School board policy prohibits the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, message, or any other attribute, which implies membership or affiliation with gangs; promotes drug, tobacco, and/or alcohol use; or includes vulgar, profane, lewd, or sexually charged images or messages at school, on school property, or at school sponsored activities, programs, or events.

### **PE Shoes**

The PE department recommends any soft-soled shoe that fits snugly around the foot be worn for physical education. Shoes that are not acceptable for PE include any boots, sandals, flip-flops, dress shoes, Croc or Croc-type shoes, slides, heels or slick soled shoes. Students wearing inappropriate shoes will not be allowed to participate in activities that may be a safety hazard without appropriate shoes.

### **Cafeteria Rules**

It is our hope that the breakfast and lunch periods will provide a time when students can socialize with one another and relax. In order for everyone to enjoy their meal in a safe and orderly environment, all students must obey the following rules.

- Students may go through the breakfast and lunch line once and should get all needed items at that time. Once students sit down they will not be allowed to return.
- Appropriate table manners and speech volume are expected.



- Students will remain at designated tables until dismissed by the cafeteria supervisor. Students will not get up and move about or leave during mealtime without permission.
- Cafeteria tables and the surrounding areas should be left clean – all paper, excess food, etc, should be placed in the trash cans.
- Students may not take food out of the cafeteria.
- Students may not bring candy or pop into the cafeteria
- Food from home or from school may not be shared with other students.
- A La Carte items may not be purchased for or shared with other students.

### **Meal Accounts**

Breakfast and lunch will be offered at school starting the first day. If you have a child with a special diet, please contact the school as special diets are prepared separately for students in these cases and appropriate paperwork must be completed from food service.

### **Online Payment**

Parents are now able to check their account balances and make online payments for student meals and fees by logging into their Infinite Campus parent portal. For instructions and more information click on the Online Payments link in the Parents tab on the district website at [www.usd373.org](http://www.usd373.org). To obtain a parent portal account, please contact your child's school office.

### **A parent portal account is required to access the features listed above.**

Infinite campus is the student information system used by USD 373 schools. One of the features of Infinite Campus is the parent portal in which legal parents/guardians can access student attendance, grades, assignments, household information as well as make online payments for student fees and meals. One portal may be shared by authorized family members, or separate portal accounts may be created upon request. The Infinite Campus Parent Portal is accessed through the USD 373 website at [www.usd373.org](http://www.usd373.org) under the Parents tab. For information on how to obtain a portal activation code, or if you have an existing parent portal account and need assistance, please contact your child's school office.

### **Online Free & Reduced Meal Applications**

Free & Reduced Meal Applications are available to download and print on the district website at [www.usd373.org](http://www.usd373.org), or can be picked up at any school office. Forms are also available in the Business Office at McKinley Administrative Center. This process should be completed annually.

### **Cash or Check**

- Checks should be made payable to USD 373.
- Money or checks should be sent to the school in an envelope marked with your child's name and classroom teacher's name printed on the front.
- Charges are limited to 5 meals (including breakfast & lunch) per student.

### **Fees**

Payment for all textbook fees are due at the time of enrollment, and payment for all other student fees are due at the time of purchase. USD 373 is in contract with RECHECK Inc. of Wichita, Kansas, to handle collections on unpaid accounts. Unpaid fees may include balances owed for school meals, textbooks fees and materials, pay-for-participation fees, lost or damaged books, technology damage, and other miscellaneous fees. Additional charges will apply to accounts submitted for collection. Parents contacted by RECHECK Inc. at 888-794-7325 regarding past due accounts should correspond with

RECHECK Inc. to resolve account balances. For general questions and/or questions regarding the collection of past due accounts, contact Andi Saenz at 316-284-6217.

### **Lockers**

Student lockers are the property of the district, students have no expectation of privacy of contents thereof, and lockers are subject to monitoring or search by school staff at any time.

*At Santa Fe 5/6 Center, all people will be treated equitably and with dignity.  
We want to ensure everyone has the opportunity to learn and grow to meet all  
Santa Fe expectations.*



**Be a Santa Fe Spike**

- **BE SAFE:**
  - I keep my hands and feet to myself.
  - I walk calmly when inside the building.
  - I step away from unsafe situations & find an adult.
- **BE RESPONSIBLE:**
  - I take responsibility for my actions.
  - I come to school ready to learn.
  - I give my best effort everyday.
- **BE RESPECTFUL:**
  - I am honest & trustworthy.
  - I care for my property & the property of others.
  - I use appropriate actions & language.

**BE SAFE. BE RESPONSIBLE. BE RESPECTFUL.**

## Santa Fe 5<sup>th</sup> Center Behavior Expectations Matrix

	Hallway	Restrooms	Lunchroom	Outdoors	Nurse and Office	Stairs	Assembly	Bus
<b>Be Respectful</b>	<p>Listen to and follow the directions of adults.</p> <p>Use a conversation level voice 0.</p>	<p>Give people privacy.</p> <p>Use a quiet voice.</p> <p>Wait your turn.</p>	<p>Listen to and follow the directions of adults.</p> <p>Use a conversation level voice.</p> <p>Allow others to sit at your table without saving seats.</p> <p>Wait for an adult to give you permission to dump your tray.</p>	<p>Listen to and follow the directions of adults.</p> <p>Play by the rules.</p> <p>Wait patiently if it is not your turn.</p> <p>Laugh, play, and have fun! Be mindful to avoid screaming and yelling.</p>	<p>Use a conversation level voice.</p> <p>Use polite language saying 'please' and 'thank you' where appropriate.</p> <p>Say 'hello' or 'excuse me' if an adult doesn't acknowledge you first.</p>	<p>Use the correct stairs to ensure an appropriate flow of traffic.</p>	<p>Each seat should be filled from the front of the seating to the back.</p> <p>Leave a space on the end for your teacher and other adults.</p> <p>Be kind in cheering others on at appropriate times and ways.</p>	<p>Stay seated.</p> <p>Use a conversation level voice.</p> <p>Kindly choose your seats and respect others' choices.</p>
<b>Be Responsible</b>	<p>Keep our space looking clean by picking up trash.</p>	<p>Flush toilets.</p> <p>Wash your hands for 20 seconds with soap and water.</p> <p>Keep our space looking clean by picking up trash.</p>	<p>Have your student ID number or sack lunch with you.</p> <p>Avoid touching or eating food other than your own.</p> <p>Stay in line and eat at your table.</p> <p>Food and drinks stay in the cafeteria.</p> <p>Stack trays neatly.</p> <p>Pick up trash around you.</p> <p>Refrain from throwing or tossing food</p>	<p>Say "I'm sorry" if your activity impedes on others and try to avoid getting in other's way in the future.</p> <p>Tell an adult if someone is hurt.</p> <p>Stop playing when the bell rings to return to class.</p> <p>Help put the equipment away.</p>	<p>Knock before entering.</p> <p>Wait patiently for your turn.</p> <p>Give information about your needs.</p>	<p>Offer space between yourself and others.</p>	<p>Sit with your class and in the section for your grade level.</p>	<p>Be on time.</p> <p>Stay seated.</p> <p>Use a conversation level voice.</p> <p>Listen to directions from the driver.</p>
<b>Be Safe</b>	<p>In order to look and listen for the flow of traffic, hats are off; hoods are down; earbuds and/or headphones put away.</p> <p>Facing forward when traveling through the hallway.</p> <p>Consider the appropriate flow of traffic to reach your destination.</p> <p>Keep hands, feet, and objects to yourself.</p> <p>Walk only - no running.</p>	<p>Keep water off the floor so no one slips.</p> <p>Report any problems with sinks or toilets to your teacher.</p> <p>Cell phones remain in your locker</p>	<p>Leave space between you and others in line to avoid crowding.</p> <p>Walk while in line.</p> <p>Keep food and drinks off of the floor.</p> <p>Alert your teacher to any spills.</p>	<p>Keep hands and feet to yourself.</p> <p>Wear proper clothing for the weather.</p>	<p>Keep hands and feet to yourself.</p> <p>Honor personal space by not leaning on counters.</p> <p>Avoid touching items that are not yours or ask for permission to use a needed item.</p>	<p>Walk at the pace of those around you to avoid tripping and pushing others.</p> <p>Use the 'up' stairs to go to a higher floor and the 'down' stairs to go to a lower floor.</p>	<p>Exit when given instruction by your teacher/the speaker.</p>	<p>Stay seated.</p> <p>Use a conversation level voice.</p> <p>Keep all body parts in the bus.</p> <p>Follow bus rules.</p>

## **POSSIBLE CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS**

Students and their parents must be aware that inappropriate behaviors result in consequences to be determined by the principal in consultation, if necessary, with the teacher involved. The consequences may include, but may not be limited to, one or more of the following:

- Teacher assigned Think Sheets
- Conference with the principal or teacher
- Conference with principal, teacher, student, and parent
- Written notification to parent
- Referral to counselor/social worker and/or building team
- Peer group mediation
- After-school detention
- In-school suspension
- Alternative Educational Placement
- Out-of-school suspension
- Possible police involvement if deemed appropriate
- Specific consequences agreed upon by principal, parent, and teacher
- Long-term suspension or expulsion from district schools
- Long-term suspension or expulsion is possible for extreme or multiple behaviors regardless of the guidelines in the discipline plan

### **Board Policy**

Board policies are regularly reviewed and revised. Any policy printed in this handbook is accurate as of the printing date. Should policies change, the most recent adopted policy of the Board of Education will be followed regardless of what is printed in the handbook.

## **NEWTON USD #373 DISCIPLINE PLAN**

### **PHILOSOPHY *We Believe...***

- That it is the school's responsibility to provide a positive climate for learning.
- That the schools should emphasize positive incentives and recognition which promote self-discipline.
- That discipline is an essential part of education.
- That students have rights and responsibilities.
- That school rules should be established and understood by parents, teachers, and students.
- That parents should be deeply involved in the discipline of their children.
- That parents, teachers, and administrators should help students work toward self-discipline, self-control, and self-responsibility.
- That disciplinary action should be in accordance with the policy of the Newton Board of Education and as stated in the State of Kansas laws.

### **USD 373 Bullying Plan**

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

- Harming a student or staff member, whether physically or mentally;

- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 373 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student. Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The district administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

For the purposes of this Plan, and its authorizing policies, district administration includes building and district level administrators.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law

enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, GA AE, JDDC, JGEC, JGECA and KN)

Revised: 9/2008, 1/2010, 5/2014, 4/25/2016, 8/6/2018 (K.S.A. No. change only)

### **Sexual Harassment 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. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity 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 Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

It shall 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.

The entire policy may be found at this link:

<http://go.boarddocs.com/ks/usd373/Board.nsf/goto?open&id=C5YRA96D04D5>

### **Racial/Disability Harassment 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 or disability. Discrimination or harassment on the basis of race, color or national origin (“racial harassment or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity 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. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

It shall 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.

The entire policy may be found at this link:

<http://go.boarddocs.com/ks/usd373/Board.nsf/goto?open&id=C5YT6G7567CB>

## **Weapons JCDBB**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

### Weapons and Destructive Devices

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

- any 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;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

Revised: 5/2012, 1/13, 5/12/14, 9/28/2015, 7/11/2016

### **Drug Free Schools JDDA**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

### **Student Conduct**

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

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to district discipline which may include suspension and/or expulsion.

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. 72-6114, 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. 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 area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

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

### **Emergency Safety Interventions**

USD #373 is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention. Please refer to the complete policy listed on the USD 373 website at [BOE Policy GAAF](#). The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. For more information refer to board policy GAAF Emergency Safety Interventions (See GAO, JRB, JQ & KN)



## **Transportation JGG**

School-provided transportation shall be available to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook. Revised: 9/28/2015, 2/24/2016, 9/2022

## **Pupil Conduct (This section is updated to align with the Transportation Handbook)**

To achieve the goal of providing a safe ride for everyone, we need the cooperation of everyone involved. There are times when some students do things that require a reprimand. We hope there are minimal reprimands, but there have to be rules and consequences for breaking the rules. The following instructions apply anytime the pupil is riding a school bus either on regular routes or on an activity or field trip.

- A. The driver is in charge of the pupils and the bus. Students must obey the driver promptly and respectfully.
- B. Students are to scan their ID cards when entering and exiting the bus.
- C. Passengers must be on time; we have schedules to keep and cannot wait for those who are tardy. Please call 284.6505 or 6506 if not riding.
- D. Passengers must conduct themselves in a safe manner while waiting for the bus.
  - a. Never stand in the roadway.
  - b. Stand single file in an orderly manner and board in like manner.
  - c. Please do not move toward the bus until the service door is opened. The bus will stop at least 6 ft. from the nearest student. If a student must cross the road, the student should check traffic, then make eye contact with the driver or watch for the driver's signal to cross.
  - d. Do not board a bus unless the driver is present.
- E. The driver will assign a seat to each passenger. If the driver gives permission, the student may change seats only when the bus has come to a stop.
- F. Any damage to the bus is to be reported immediately to the driver, this includes seats that have been cut. Students will be charged for any damage to school property.
- G. When disembarking remember the \*Danger Zones\* and cross ten feet in front of the bus. Observe the directions of the driver; look to be sure no traffic is approaching from either direction. If not crossing the road, move clear of the bus immediately and stay clear. NEVER CROSS BEHIND THE BUS.
- H. When loading at Chisholm, stay behind the yellow line for your safety.
- I. Students are advised to listen to their home radio station for storm warnings and should not attempt to reach school when so forewarned. (Unsafe conditions include heavy snows, floods, extreme wind-chill.)

- J. No rider shall be allowed to disembark at any designated bus stop other than their assigned stop without prior notification. Notification must be made by a phone call or by email.
- K. Non-qualified riders must obtain prior approval to ride any route.
- L. Glass containers, live animals, pets, balls, bats, balloons, skate boards, or weapons are NOT allowed. If seating arrangements do not allow room for large items, other arrangements need to be made for transporting. (i.e. pillows, sleeping bags, instruments, and fundraiser items).

**Passengers shall:**

- o Remain seated while the bus is in motion.
- o Remain quiet when approaching a railroad crossing in order for the bus driver to listen for a train.
- o Use low conversational volume while the bus is in motion. Unnecessary conversation with the driver is prohibited.
- o Not throw anything out of the bus windows.
- o Keep the bus clean and sanitary at all times.
- o Keep their hands, arms, head and feet inside the bus at all times.
- o Keep the aisle free of feet, backpacks, musical instruments, etc.
- o Not open, eat, and/or drink anything while on the bus.
- o Never tamper with the controls or the equipment on the bus.
- o Not fight or scuffle on the bus or at the bus stop.
- o Not smoke, vape, possess liquor or illegal drugs while on the bus.
- o Not endanger the safety of others, or commit acts of vandalism, swear, or use obscene language, unacceptable signs, or commit moral offenses while waiting for or riding on the bus.