

# **Pittsburg Community Schools Elementary Student Handbook 2025-2026**

George Nettels Elementary  
2012 S. Homer Street  
Pittsburg, KS 66762  
Phone: 620-235-3160  
Fax: 620-235-3163  
Website: [www.usd250.org](http://www.usd250.org)

Lakeside Elementary  
709 S. College Street  
Pittsburg, KS 66762  
Phone: 620-235-3140  
Fax: 620-235-3145  
Website: [www.usd250.org](http://www.usd250.org)

Meadowlark Elementary  
1602 E. 20th Street  
Pittsburg, KS 66762  
Phone: 620-235-3130  
Fax: 620-235-3134  
Website: [www.usd250.org](http://www.usd250.org)

Westside Elementary  
430 W. 5th Street  
Pittsburg, KS 66762  
Phone: 620-235-3170  
Fax: 620-235-3174  
Website: [www.usd250.org](http://www.usd250.org)



J.B Elliott, Superintendent  
Ann Lee, Assistant Superintendent  
Tom Stegman, Chief Operations Officer

Board Members:  
Rusty Akins, Jason Grotheer, Joe Kennedy, Ed McKechnie,  
Micky Painter, Kim English, Kari Cronister

**George Nettels Elementary**  
Christina McCleary, Principal  
**Meadowlark Elementary**  
Becky Bedene, Principal  
Adam Brown, Assistant Principal

**Lakeside Elementary**  
Michelle Wheeler, Principal  
Jason Coke, Assistant Principal  
**Westside Elementary**  
Kelsey Boulware, Principal

Dear **Dragons**,

On behalf of the faculty and staff at the elementary schools in Pittsburg Community Schools, we would like to welcome you to the 2024-2025 school year. This handbook serves as a guide to our policies and procedures that reinforce **The Dragon Way**, which is a set of expectations for positive behavior for students, staff, and parents. As **Dragons**, it is important to represent our school and our community with excellence in all we do.

The handbook contains information that should be available to everyone who is associated with our school. We realize this handbook will not answer all of your questions. Please feel free to contact your child's elementary school. We will be happy to assist you in any way we can.

Thank you for trusting us with your child. We are deeply honored to work with your child and with you. We look forward to working with you in the coming months. We firmly believe that every child can succeed and that the partnership between home and school is critical to each child's success. Our faculty, staff, and administration is committed to building strong relationships with our students, families and community. We will listen, be available, and partner with you throughout your school experience in elementary school.

Sincerely,

Christina McCleary  
Principal - George Nettels Elementary

Michelle Wheeler  
Principal - Lakeside Elementary

Becky Bedene  
Principal - Meadowlark Elementary

Kelsey Boulware  
Principal - Westside Elementary

# THE DRAGON WAY



## PRACTICES OF RESPONSIBLE BEHAVIOR AND EXPECTATIONS

Every citizen, both in and out of school, has rights and freedoms. At the same time, they have the responsibility to respect the identical rights of others. In the school environment these rights and responsibilities must correspond with the learning process. Guidelines which establish instruction for student behavior are basic building blocks for positive growth and development. It is the responsibility of the school district to teach these practices and expectations which reflect the community's beliefs about student behavior and essential life skills. Being an active leader in demonstrating by example that the Dragon Way applies to the entire USD 250 Community including the School Board, Administrators, Faculty, Staff and Students.

### STUDENTS' PRACTICES AND EXPECTATIONS:

#### STUDENTS' EXPECTATIONS:

1. Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
2. Physical safety and protection of their person and/or property.
3. Courtesy from other students and school personnel.
4. Examination and confidentiality of their disciplinary records by the students or parents/guardians.
5. Presentation of complaints or grievances to school authorities and receiving replies from school officials concerning disciplinary matters.
6. All rights granted by the state of Kansas.

#### STUDENTS HAVE THE RESPONSIBILITY TO:

1. Exhibit appropriate behavior in action, speech, dress and hygiene providing a role model of responsible citizenship.
2. Be a positive member of the school community by following school rules, regulations and staff directions.

3. Exercise courtesy and reason at all times, accept just consequences, avoid reasonable appeals, and refrain from making false accusations.
4. Report bullying or any negative situation proactively to ensure other safety and avoid danger.

#### **PARENTS'/GUARDIANS' PRACTICES AND EXPECTATIONS:**

##### **PARENTS'/GUARDIANS' EXPECTATIONS:**

1. Enroll their child in classes where there are minimal disruptions to their education.
2. Expect teachers to teach and demonstrate appropriate positive behaviors and expectations.
3. Expect all disruptive behavior to be dealt with fairly, firmly, and in a timely manner.
4. Exam their child's disciplinary records upon request.
5. Address grievances to proper school authorities concerning their child and receive replies pertaining to the grievance. At the building level the Principal or Assistant Principal is the proper school authority. At the district level the Superintendent or Assistant Superintendent is the appropriate authority.

##### **PARENTS HAVE THE RESPONSIBILITY TO:**

1. Instill in their child a sense of responsibility and respect.
2. Demonstrate respect for all school personnel at school and related activities.
3. Exhibit appropriate behavior in action speech, dress and hygiene, providing a role model of responsible citizenship.
4. Become familiar with THE DRAGON WAY approved by the USD 250 Board of Education.
5. Aid their child in understanding THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION, and the consequences/disciplinary procedures of the schools.
6. Encourage their child to follow all school regulations.
7. Inform school officials of concern pertaining to disciplinary procedures.
8. Ensure that their child is in regular attendance.
9. Instill in their child the need to learn, practice and model essential life skills taught by the schools.

10. Report bullying or negative situations proactively.

## **TEACHERS' RESPONSIBILITIES AND EXPECTATIONS:**

### **TEACHERS' EXPECTATIONS:**

1. Expect appropriate behavior and conduct as well as courtesy from all students.
2. Working in a safe, clean and orderly environment.
3. Assistance from building administration with students whose behavior significantly disrupts the positive learning environment.
4. Prudent action taken in emergencies to protect person or property and/or the persons or property of those in their care.
5. Expect appropriate behavior and conduct as well as courtesy from all parents, community members and visitors to our district.

### **TEACHERS HAVE THE RESPONSIBILITY TO:**

1. Maintain a classroom environment conducive to learning, with mutual respect, trust, and appropriate discipline.
2. Build positive relationships with students, encouraging all to see themselves as worthwhile persons.
3. Assist in the administration of discipline that is necessary to maintain order throughout the school.
4. Exhibit appropriate behavior in action speech, dress and hygiene, providing a role model of responsible citizenship.
5. Refer students in need of interventions to the appropriate resources.
6. Communicate with parents to inform them of students successes, as well as problems in learning or behavior.

## **ADMINISTRATION'S RESPONSIBILITIES:**

### **ADMINISTRATION'S RESPONSIBILITIES:**

1. Administer THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION, approved by the Board of Education.
2. Maintain a school climate conducive to learning, with mutual respect and trust, and with appropriate discipline.

3. Exhibit appropriate behavior in action, speech, dress and hygiene, providing a role model of responsible citizenship.
4. Direct a program of dissemination of information explaining THE DRAGON: WAY PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION to teachers, students and parents.
5. Support Staff in the implementation of THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION.

Link to Pittsburg Community Schools': [The Dragon Way](#)

## **How to Use this Handbook:**

This handbook has two sections:

Section A – Specific Building Information

Section B – USD 250 District Information

### **Section A –**

**Specific Building Information** This section provides procedures that are specific to your child's school. Discipline plans may vary from school to school.

### **Section B –**

**USD 250 District Information** This section provides district-wide policies set by the Board of Education. Building and District level administration must comply with these policies when making administrative decisions.

**Handbook items are listed in alphabetical order to assist you in finding policies and procedures.**

Student Handbooks are also available on the district website: [www.usd250.org](http://www.usd250.org)

## **ACADEMIC DISHONESTY**

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

## **AFTER SCHOOL CHILD CARE PROGRAM**

**Mission:** USD 250 values a safe and enriched environment for students during out of school time. After school care is offered by the district as a resource to help meet the diverse needs of USD 250 families. This programming further enhances the use of district staff and facility resources.

**Program Availability:** USD 250 will make available after school care at each USD 250 elementary school on days that school is in session during the school term. After school care will not be available during school vacations, teacher in-service, or early dismissal days. After school care will be available between the hours of 3:15 and 5:30 p.m., Monday through Friday on regular school days. Every effort will be made to accommodate and coordinate resources to meet the diverse needs of all district students.

**Daily Programming:** ASC programming will include supervision of outside play, optional homework assistance, and small and large group indoor play. Play will encourage individual development as well as skill building in communication and gross and fine motor skills.

**Program Fees:** A fee of \$5.00 per day will be assessed for each child.

## **A.L.I.C.E.**

A.L.I.C.E. is a set of proactive, research based, strategies that move beyond lockdown and increases the chance of survival during a violent intruder event. ALICE stands for: Alert, Lockdown, Inform, Counter, Evacuate. ALICE is supported by more than 700 law enforcement agencies around the country and complies with the new standard of care developed by the Federal Department of Education, the Federal Bureau of Investigation (FBI), Department of Homeland Security (DHS), and the Federal Emergency Management Agency (FEMA).

## **ANIMALS**

No animals (pets) are allowed on school grounds without prior permission from the principal.

## **ATTENDANCE POLICY**

Under the Kansas Compulsory Attendance Law, regular school attendance is required of all students enrolled in elementary and secondary schools. Parents or guardians must assume responsibility for ensuring that students comply with attendance policies. The Kansas Compulsory Attendance Law also requires that students must be reported truant to the district attorney for failure to attend school.

## **ABSENCES**

Without a note or phone call from the parent or guardian, the office will record the absence as non-verified. However the call or note does not automatically excuse the student. The following are reasons that may be considered excused absences: (1) personal illness, (2) illness of a family member, (3) funeral, (4) obligatory religious observances, (5) participation in a school approved student activity, and (6) family vacations and/or business trips with which the school administration has advance notification (assignments collected prior to absences will be due upon return). Such trips should be limited as much as possible.

Any absence for reasons other than those listed above, and/or without parent knowledge and arrangement with school officials, will be considered **non-verified**. After **three (3) consecutive** non-verified; or **five (5) non-verified in a semester**; or **seven (7) non-verified absences per school year**, the **student's name may be submitted to the county attorney which can result in charges of truancy against the parent/guardian**.



After **10 absences, for any reason**, the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. Any absence, verified or non-verified, becomes part of the student's attendance record.

### **TARDIES**

For attendance purposes **tardy** means 90 minutes or less of being absent from school during the school day. This may occur if a student checks in after 8:00 a.m. and before 9:30 a.m. or by leaving after 1:45 p.m. and before 3:15 p.m. Students may also be counted as tardy if they leave for 90 minutes or less any time during the day.

A full day of school is 435 minutes. Tardy is between 346 to 435 minutes; half day absent is 345 minutes or less. If a student is at school less than 90 minutes during the day, he or she is considered absent all day.

Tardy warning letters are mailed to parents after the student acquires **seven (7) tardy days**. When the limit of **fifteen (15) tardy days in the first semester** or **(21) tardy days per year** has been reached, the student and parent/guardians will be reported to the county attorney for truancy violation. A note from the doctor will be considered as medical and not recorded as tardy.

The following codes are used to record attendance:

N	Non-verified: parent/guardian did <b>not</b> notify the school of the absence.
PV	Parent-verified: parent/guardian did notify the school by phone call or note.
Med	Medical verification: Student turned in a doctor's note verifying illness or doctor appointment for entire day.
MP	Medical partial present: Student turned in doctor's note verifying appointment or illness for part of the day.
EO	Early out: Student was checked out between 1:45p.m. and 3:15p.m.
T	Tardy: Student arrived between 8:00a.m. - 9:30a.m. or was gone 90 minutes or less during the school day.
S	Suspended: Student was suspended for discipline purposes.
A/P	Absent/Present: Student was in school less than 345 minutes that day.

### **BEFORE AND AFTER SCHOOL**

Students are urged not to arrive at school prior to 7:30 a.m. as this is when direct supervision of students begins. If for some reason it is necessary for a student to come to school before 7:30a.m., please call the office and discuss it with the principal. Children are not allowed to play on the playground before or after school. The school is not responsible for the supervision and safety of students on the playground outside of school hours (7:30a.m.-3:30pm). Please pick your child up immediately after school. Please see **Dismissal Procedures**.

### **BEHAVIOR INTERVENTION SUPPORT TEAM (B.I.S.T.)**

What is B.I.S.T.? Pittsburg Community Elementary Schools utilize a school-wide discipline plan called B.I.S.T. (Behavior Intervention Support Team). The purpose of the B.I.S.T strategy is to help bring about lasting changes in student's attitudes towards themselves and others around them so that they can be productive students in the classroom, in control of their own behavior, and find acceptable solutions to their problems. BIST is designed to teach and protect students, via GRACE and ACCOUNTABILITY so that students can demonstrate the **Goals for Life** and make good choices.

#### **Goals for My Life**

I CAN be productive and follow directions even if I am mad.  
I CAN be productive and follow directions even if others are not okay.  
I CAN be productive and follow directions even if I don't want to.

BIST Core Beliefs: Our goal is that the B.I.S.T. plan will continue to keep our schools well-organized where values, communication, and structure help promote a safe environment for all. The staff, in our elementary schools, believe that we can help children accept responsibility for their behavior by making them aware of what THEY can change:

- Attitude
- Sense of Responsibility
- Behavior
- Work Habits
- Empathy for others
- Beliefs
- Peer Groups
- Desire to Change

#### BIST Concepts:

- **Safe Seat**-A seat in the classroom away from other students
- **Buddy Room**-A seat in another teacher's classroom to help a student regroup so they may return to the safe seat.
- **Recovery/Focus Room**-A place where students can go to stop acting out, calm down, prepare an apology and create a plan to be successful.
- **Think Sheet**-A tool that the student completes to help him/her take ownership of the problem and create a plan to be successful.
- **Processing**-Questions that the adult asks the student so he/she may take ownership, practice skills and make a plan to be successful.
- **Target Behavior Sheet**-A daily visual of goals the student is working on to make life changes.
- **Triage**-Daily "check in" with an adult to assess emotions, establish focus about what it means to have a good day and formulate solutions if problems occur.

Parent Support for BIST: When a teacher calls to discuss a student's plan, it is simply to inform the parent. We ask that you encourage your child to be accountable and to follow the plan that he or she made to be more successful at school.

#### BICYCLE RULES

Rules for all children and adults riding bicycles to school:

- Follow safety rules of the road including wearing a safety helmet.
- When on school sidewalks, bike riders are to walk their bikes.
- Bikes will be parked on the school grounds in the provided racks during the school day.
- Motorized bikes and/or scooters are prohibited on school grounds.
- The school is not responsible for bicycles; locks are encouraged.

#### BULLYING

As a school community we do not tolerate bullying. We agree to recognize it, stop it, and stamp it out! Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying can be any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive. Bullying creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physical, non-verbal, verbal, social, or emotional;
- Threatening to or damaging a student's or staff member's property;
- Harming someone's group acceptance;
- Threatening or harming a student or staff member through cyber bullying.

#### CELL PHONES and ELECTRONIC DEVICES

Students must keep cell phones and other electronic devices turned off during the school day including during free periods such as lunch, recess and passing periods. In the event of a family emergency that a student needs to be contacted, parents must arrange a plan for communication with the principal. This will allow the school to support the student and family appropriately. Each school has the option of developing more stringent guidelines.

While individual school policies may vary regarding the privileges students may have as they pertain to cell phones and communication devices, certain restrictions and expectations apply to all USD 250 students. These restrictions and expectations apply to use or communication that is deemed to disrupt the learning environment or create a hostile environment at school, on or while utilizing school property, at school-sponsored activities or events, or while using school transportation. Student cell phones and electronic devices may be searched by administration if there is reason to believe a student has used the

phone or device to engage in behavior that violates any school policy, guideline, or rule or that may violate federal or state law.

USD 250 students **may not:**

- Use electronic communication devices or social media (including, but not limited to, *Facebook, Instagram, Snapchat, and Twitter*) in a manner that poses a threat to academic integrity at school (such as for plagiarism, cheating, modifying district-held electronic records of grades, and similar acts of dishonesty); creates a substantial or material disruption or is reasonably forecast to create such a disruption at school, on or while utilizing school property, in school vehicles, or at a school-sponsored activities or events; endangers the safety of others or substantially impinges upon or invades the rights of others at school, on school property, or at school-sponsored activities or events.
- Possess, solicit, view, send, or share pictures or text having sexual content using the phone or device or otherwise engage in sexting while at school, on or while utilizing school property, in a school vehicle, or at a school-sponsored activity or event. *“Sexting” is defined as sending sexually explicit messages or sexually explicit photos of themselves or others.*
- Use electronic devices in a manner that is in conflict with USD 250 Anti-Bullying Policies (JDDC and corresponding handbook language) while at school, on or while utilizing school property, in a school vehicle, or at a school-sponsored activity or event.

The electronic devices include, but are not limited to, any electronic communication device, computer or applications. Students who violate this policy may be subject to disciplinary actions, up to and including, suspension and/or expulsion from school, suspension from participation in school activities; and/or losing the privileges of bringing the device onto school property and/or utilizing district-issued electronic devices. Law enforcement will be contacted regarding any conduct that appears to violate state or federal laws.

#### **CHANGE OF ADDRESS, PHONE, EMPLOYMENT, ETC.**

It is the parents/guardian's responsibility to keep the school office updated about any changes in address, home phone number, daytime phone number, e-mail address, parent employment status and emergency contacts. The school encourages parents/guardians to teach their children new addresses and phone numbers. Parents are required to notify the school when they have changed their new address and contact information within 10 days of the change. This is important in the event of an emergency situation.

#### **COUNSELING SERVICES**

Counseling services are provided at all district schools. Open communication between families and the school counselor is positive for students and their educational and social development. Parents are invited to visit with their child's counselor at any time.

Counseling services may be provided to students through classroom presentations, small group meetings, or individual sessions. Every attempt is made to provide counseling services at opportune times of the day which are the least intrusive to the student's school day.

The content of individual counseling sessions are, at the student's request, confidential, unless it is believed that the student may harm him/herself or others; or, the counselor deems it in the best interest to release the information. In this situation, disclosure is required to prevent clear and imminent danger to the student or others.

#### **CURRICULUM**

The USD 250 Elementary Curriculum is aligned with both state and national standards. For curriculum details on subject areas listed below, visit [www.usd250.org](http://www.usd250.org).

Art

Health/Wellness

Language Arts

### **CUSTODY**

Parents are advised to notify the school office about court orders and legal separation agreements pertaining to the custody of their children. School personnel will not knowingly release a child to a non-custodial parent without the consent and knowledge of the custodial parent. The school requires that custodial parents furnish copies of court documents. In the absence of court documents joint custody will be assumed.

### **DELIVERIES**

Deliveries to students will be prohibited. This includes but not limited to flowers, candy, and balloons. Parents are still welcome to send lunch from home to school with their child. If their child forgets their lunch, parents are welcome to bring lunch from home. Parents, guardians, or parent approved contacts listed in PowerSchool may deliver food to their child. Deliveries from outside businesses are prohibited (ex. Doordash, pizza delivery, fast food delivery service, etc.).

## **Student Code of Conduct**

The first priority of USD 250 - Pittsburg Community Schools is to provide a safe and conducive learning environment for students, staff, families, and community members. The Board of Education has adopted a Code of Student Conduct the district expects all schools to implement and all students to follow.

We encourage you to read this important information and discuss this as a family at home. Please feel free to contact your school administrators to discuss these policies or ask any questions regarding implementation.

In addition to these policies, USD 250 - Pittsburg Community Schools promotes positive expectations and provides positive supports for students through school experiences that promote kindness, compassion, and leadership. Our Student Guiding Principles of respect, honesty, responsibility, safety, and trustworthiness guide the day-to-day expectations for student interaction. We strive to create an atmosphere where all students, regardless of individual differences, are respected, accepted, and safe.

We know our students and families make every effort to support our efforts to keep schools safe and support positive emotional wellness for our students. Our community expects each school to be "A Safe School for All."

The following pages outline the high, fair, and clear principles for our community of learners in USD 250 - Pittsburg Community Schools. A strong connection exists between Social, Emotional, and Character Development, school behavior, and academic performance. Social and emotional factors relative to student success promote a healthy school. Social, Emotional, and Character Development provides a foundation for our community of learners, which positively impacts student's feelings of connectedness and confidence about their schooling and other aspects of their lives. (Please note: this is not intended to be a complete list)

### **1. Honesty**

Truthfulness to oneself and others in both words and actions...

- I tell the truth.
- I respect the property of others.

- I do my own work.

## **2. Respect**

Treating others as you wish to be treated...

- I am courteous.
- I try to understand the viewpoints of others.
- I display gratitude.

## **3. Responsibility**

Doing what you are supposed to do when it needs to be done, even when no one is watching....

- I choose to make the right choices as an individual.
- I control my own behavior and emotions.
- I give my best effort in everything I do.

## **4. Safety**

Exhibiting behaviors that keep yourself and others from danger, harm, or loss....

- I choose to ask to help or time away when I feel overwhelmed
- I will report issues that make me feel unsafe to a teacher, counselor, principal, or staff member.
- If I feel myself losing control of my emotions, I will notify the nearest adult and request help or a place to calm down.

## **5. Trustworthiness**

Exhibiting dependable behaviors....

- I keep my promises.
- When I say I will do something, I will do it.
- You can count on me to make good choices.

## **SCOPE OF AUTHORITY**

The provisions of this *Code of Conduct* apply in all situations in which students are involved, including conduct occurring:

- 1) On USD 250 - Pittsburg Community Schools property.
- 2) On district-approved and/or provided transportation and at bus stops.
- 3) At on-site or off-site school-sponsored activities.
- 4) Off-school property which is the result or cause of disruptive behavior on school grounds or behavior which poses a threat to the safety of students, staff or the learning environment.
- 5) On or off school property via the usage of electronic communication (including but not limited to social media) which substantially disrupts the orderly operation of the school or targets individual students or staff.

## **GENERAL NOTE:**

The *Code of Student Conduct* applies at all times while students are on or about school district property, which shall include: any district property being used for an official school activity, property not owned by the district being used for an official school activity, property not owned by the district being used for any school sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This *Code of Student Conduct* also applies to any students whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

**Each principal has the authority to use discretion and common sense in enforcing the *Code of Student Conduct*. The principal is authorized to apply a higher level of consequence for serious violations of the Code even if it is a student's first offense.**

### **CODE OF STUDENT CONDUCT MATRIX**

The following matrix forms the basis for the determination of consequences for misbehavior at each elementary school. Students who are not safe or productive in the classroom setting will have the opportunity to go to a safe place until they can learn to work in the classroom. The continuum for B.I.S.T will be followed using safe places such as Safe Seat, Buddy Room, Focus Room or Principal's office. The Principal may administer alternative consequences appropriate to the behavior and/or student situation.

<b>Level 1: Behaviors/Consequences requiring TEACHER INTERVENTION</b>			
<b>**Steps may be skipped depending on the severity of the behavior or for repeated behaviors.</b>			
<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>	<b>4<sup>th</sup> Occurrence</b>
<ul style="list-style-type: none"> <li>Teacher redirect</li> </ul>	<ul style="list-style-type: none"> <li>Safe Seat</li> <li>Teacher/Student processing</li> <li>Think Sheet (student)</li> </ul>	<ul style="list-style-type: none"> <li>Buddy Room</li> <li>Teacher/Student processing</li> <li>Think Sheet (student)</li> <li>Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Office intervention</li> <li>Focus Room (length of stay in the focus room depends on behavior and how many times prior a student has been there)</li> <li>Processing Student/Focus Room supervisor</li> <li>Think Sheet (student)</li> <li>Parent conference with principal and teacher</li> <li>Student Improvement Team (SIT) interventions</li> </ul>
<b>Description of Behaviors</b>			
Inappropriate classroom behavior - i.e. disrupting class, cheating, non-compliant			
Inappropriate hallway behavior - i.e. running, teasing, horseplay (horseplay touching without anger)			
Failure to complete work			
Profanity without anger			
Minor Theft - i.e. pencils, notebooks			
Verbal putdown without anger			
Disrespect - i.e. rude or impolite			
Minor vandalism			
Minor (physical) contact - i.e. triggered from loss of control/anger			
Gathering in inappropriate places			
Inappropriate dress			
Physical Bullying - i.e. expressing physical superiority			
Emotional Bullying - i.e. harming someone's self-esteem or feeling of safety			
Social Bullying - to harm someone's group acceptance			

**\*\*Each principal has the authority to use discretion and common sense in enforcing the Code of Student Conduct. The principal is authorized to apply a higher level of consequence for serious violations of the Code even if it is a student's first offense.**

**After a violent student behavior, the building principal, counselor, or administrative designee will have a meaningful conversation with the impacted teacher and/or staff member to ensure the teacher, staff, and students are safe and collect information regarding the incident. If medical**

attention, de-escalation time, or other needs are communicated, the building principal, counselor, or administrative designee will support the students, staff, and/or teacher to ensure a safe learning environment. The meaningful conversation between the building principal, counselor, or administrative designee will occur before the student who had the violent behavior returns to class.

## Level 2: Behaviors/Consequences requiring PRINCIPAL INTERVENTION:

**\*\*Steps may be skipped depending on the severity of the behavior or for repeated behaviors.**

1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	After the 3 <sup>rd</sup> Occurrence
<ul style="list-style-type: none"> <li>Focus room 1-2 days</li> <li>Counselor/student conference</li> <li>Student Improvement Team (SIT) interventions</li> <li>Parent/Guardian Conference</li> <li>Individual behavior plan/Student safety plan</li> <li>Note: any of all of these may be used as needed at any given time to support a student</li> </ul>	<ul style="list-style-type: none"> <li>Conference with parent and administration</li> <li>1-2 days of out of school suspension (OSS)</li> <li>Student Improvement Team (SIT) meeting with parents/family before student is returned to the classroom</li> <li>Individual behavior plan/Student safety plan</li> </ul>	<ul style="list-style-type: none"> <li>Conference with parent and administration</li> <li>3-5 days of out of school suspension (OSS)</li> <li>Student Improvement Team (SIT) meeting with parents/family and other community agencies to develop behavior contract involving all parties before student is returned to the classroom</li> <li>Individual behavior plan/Student safety plan</li> </ul>	<ul style="list-style-type: none"> <li>The student, parents/family, principal, teachers, and community agencies will meet to implement a new behavior plan. Possible out of school placement for student at another facility.</li> <li>Short-Term Out of School Suspension</li> <li>Long-Term Out of School Suspension</li> </ul>
Description of Behaviors			
Repeated minor theft			
Profanity with anger			
Verbal harassment or threat to well-being or overall safety - i.e. name calling, taunting, vulgar language/terms, offensive words			
Discrimination - i.e. anything that is offensive to one's religion, ethnicity, race, disability, or nationality			
Disrespect - i.e. with insubordination and/or non-compliance			
Injury to another when done in a rude, insulting, and/or angry manner			
Instigating disruptive behavior in others			
Possession of items that can be a safety concern (for self or others) - i.e. lighter, matches			
Leaving school or school activity without permission			

**\*\*Each principal has the authority to use discretion and common sense in enforcing the Code of Student Conduct. The principal is authorized to apply a higher level of consequence for serious violations of the Code even if it is a student's first offense.**

**\*\*\*Level II offenses may be reviewed by school officials in collaboration with law enforcement to determine which offenses are appropriate for referral to local law enforcement.**

After a violent student behavior, the building principal, counselor, or administrative designee will have a meaningful conversation with the impacted teacher and/or staff member to ensure the teacher, staff, and students are safe and collect information regarding the incident. If medical attention, de-escalation time, or other needs are communicated, the building principal, counselor, or administrative designee will support the students, staff, and/or teacher to ensure a safe learning environment. The meaningful conversation between the building principal, counselor, or administrative designee will occur before the student who had the violent behavior returns to class.

## Level 3: Behaviors/Consequences requiring PRINCIPAL INTERVENTION:

**\*\*Steps may be skipped depending on the severity of the behavior or for repeated behaviors.**

Any of these behaviors listed below will result in immediate short-term out of school suspension (OSS) or in school suspension (ISS). The Student Improvement Team (SIT) will meet to determine next actions.

### Description of Behaviors

Fighting - i.e. with intent to do physical harm	
Damaging property	
Physical, Emotional, or Social Bullying - i.e. any form of intimidation, threats, or actions that make a person feel insecure or unsafe	
Physical or Verbal acts of violence toward student or school personnel	Note: this behavior will result in immediate short-term out of school suspension (OSS) or in school suspension (ISS). The Student Improvement Team (SIT) may meet to determine next action.

**\*\*Each principal has the authority to use discretion and common sense in enforcing the Code of Student Conduct. The principal is authorized to apply a higher level of consequence for serious violations of the Code even if it is a student's first offense.**

**\*\*\*Level III offenses shall be reviewed by school officials in collaboration with law enforcement to determine which offenses are appropriate for referral to local law enforcement.**

After a violent student behavior, the building principal, counselor, or administrative designee will have a meaningful conversation with the impacted teacher and/or staff member to ensure the teacher, staff, and students are safe and collect information regarding the incident. If medical attention, de-escalation time, or other needs are communicated, the building principal, counselor, or administrative designee will support the students, staff, and/or teacher to ensure a safe learning environment. The meaningful conversation between the building principal, counselor, or administrative designee will occur before the student who had the violent behavior returns to class.

#### **Level 4: Behaviors/Consequences requiring PRINCIPAL INTERVENTION:**

The principal may administer alternative consequences appropriate to the behavior and student situation.

Any behaviors listed below will result in immediate short-term out-of-school suspension (OSS) which may lead to long-term suspension. District Policies for Student Rights and Privileges, Violence and Drug and Alcohol Abuse will be followed. State and Federal law will be implemented where required.

Tobacco, alcohol, and/or drug use and/or possession	Extortion
Repeated acts of physical, emotional, and social bullying	Major theft
Harassment based on bias against race, color, religion, ethnicity, gender, disabilities, or sexual orientation	Vandalism
Sexual Harassment (inappropriate touching, language or suggestions)	Noncompliance which endangers self or others
Physical Harassment (severed touching, tripping, slapping, pushing, hitting or punching, any violent physical act that results in an injury)	Weapons – threat of use, possession, use of weapon on or near school property

**\*\*Each principal has the authority to use discretion and common sense in enforcing the Code of Student Conduct. The principal is authorized to apply a higher level of consequence for serious violations of the Code even if it is a student's first offense.**

**\*\*\*Level IV offenses are required to be reviewed by school officials in collaboration with law enforcement to determine which offenses are appropriate for referral to local law enforcement.**

After a violent student behavior, the building principal, counselor, or administrative designee will have a meaningful conversation with the impacted teacher and/or staff member to ensure the teacher, staff, and students are safe and collect information regarding the incident. If medical attention, de-escalation time, or other needs are communicated, the building principal, counselor, or administrative designee will support the students, staff, and/or teacher to ensure a safe learning environment. The meaningful conversation between the building principal, counselor, or administrative designee will occur before the student who had the violent behavior returns to class.



## **DISMISSAL PROCEDURES**

Students will be dismissed at 3:15p.m. Parents must call the office by 2:30 PM for after school transportation changes.

### **Drop Off**

For the safety of students and adults, from 7:30 am-8:00 am and 3:00 pm -3:30 pm, adults need to remain in your vehicle while in the drop off and pick up lane. If your student needs assistance in getting in and out of the vehicle, you need to park in a designated parking spot.

### **Procedures for students not picked up after school**

The Elementary Schools do not provide supervision of students after 3:30 p.m. Students not picked up by 3:30 p.m. will be placed under the supervision of the After School Program, and parents/guardian will be charged the daily fee. (This action can only occur when the student has a completed application on file.) Continual abuse of not picking up the child on time will result in the school filing a Child in Need of Care Report to DCF.

The After School Program is available to families that are not able to pick students up at dismissal time (3:15 p.m.) This program allows your child to be in a supervised location with supervised activities. If your time schedule is tight, it is recommended that you complete an application for the After School Program should this situation occur. Additional information about the After School Program is available in the school office.

## **DRESS CODE**

Appropriate clothing and good grooming are essential for a proper educational environment. Each of our students has the responsibility of coming to school dressed in an acceptable manner. This clothing need not be expensive or new, but neat, clean and safe. We do allow students to wear shorts to school but we ask that they be of appropriate length and fit. If possible, students should wear athletic shoes on PE days.

### **Students must not wear the following:**

- high heels
- halter tops
- see-through clothing
- shoes with cleats
- muscle shirts
- strapless tops
- tube tops
- shoes with roller skates

### **In addition:**

- No hats may be worn in the school building during the school day.
- All shirts must extend below the waistline.
- Clothing or jewelry that causes a disruption in the school scene is not acceptable.
- Clothing with advertising for alcohol, cigarettes, or other inappropriate messages is not acceptable.

Further questions about dress should be directed to the principal.

## **DRUG AND ALCOHOL ABUSE POLICY**

This policy is required by the 1989 amendment to the Drug Free Schools and Communities Act, P.L. 102-226, 102 St. 1928. As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

The unlawful possession, use, or distribution of illicit drugs or alcohol by students on school premises or as a part of any school activity or event is prohibited. Students shall not unlawfully manufacture, distribute, dispense, possess, conceal, ingest or be under the influence of any illicit drug, controlled substances or alcoholic beverage on school district property or at any school activity.

"Under the influence" is defined as having any amount of illicit drugs or alcohol in the person's body. Students shall not intentionally misuse legal prescriptions or over the counter medications or substances.

### **Regulations:**

Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, their parent or guardian, and shall be subject to the following sanctions:

#### **AT A MINIMUM FOR A FIRST OFFENSE**

A first time violator shall be subject to:

1. Parents/guardian notification
2. Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved.
3. Evaluation and Counseling (*all grade levels*)
4. Short-term out-of-school suspension for 5 school days (*all grade levels*)
5. Suspension from all participation and attendance at school activities for 21 calendar days which excludes holidays, school and summer breaks, from the time the school takes official action. Students will be allowed to participate after the short-term suspension. (*all grade levels*)

#### **AT A MINIMUM FOR A SECOND OFFENSE**

The student shall be subject to:

1. Parents/guardian notification
2. Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved.
3. Counseling and Re-evaluation (*all grade levels*)
4. Short-term out-of-school suspension for 10 school days (*all grade levels*).
5. Suspension from all participation and attendance at school activities for 42 calendar days which excludes holidays, school and summer breaks, from the time the school takes official action (*all grade levels*)

#### **AT A MINIMUM FOR A THIRD OFFENSE or SUBSEQUENT OFFENSES, SITUATIONS CAUSING INJURY TO OTHERS, or REFUSAL OF First and Second Consequences--**

The student shall be subject to:

1. Parents/guardian notification
2. Mandatory due process hearing for long-term suspension.
3. Automatic 10 School Day Suspension pending review of long-term out-of-school suspension (*all grade levels*)
4. Suspension from participation and attendance at all student activities for one calendar year from the time when the school takes official action. (*all grade levels*)
5. In order to regain eligibility for activities in subsequent years, the student must show evidence that he or she has completed a chemical dependency treatment counseling program.

### **DRUG & ALCOHOL COUNSELING**

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents/guardian.

A list of available programs along with names and addresses of contact persons for the programs are on file in school counseling offices. Parents/guardians and their child should contact the programs to determine cost and duration.

### **DUE PROCESS**

The students who are suspended or expelled from school or any activity under the terms of this policy will be afforded a due process according to board policy.

### **ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

Our ESOL program is part of the district's ongoing desire to better serve our students that have limited or no English skills. Program emphasis is to have the student fluently speak, listen, read, and write the English language. The secondary function of the program is to encourage students to become more proficient in their primary home language. The overall goal is to have the student graduate from the program as a bilingual student who uses both the English language and their native language effectively.

### **FAMILY & CHILDREN TOGETHER (F.A.C.T.) SERVICES**

Students who are identified by the FACT personnel as qualifying for the challenger program will receive these services at their home school after school hours. These services are made possible from the collaborative efforts of the FACT and the school district.

### **FEES**

A payment plan form is available for anyone unable to pay the entire amount for fees. Contact the board of education office for details at (620) 235-3100.

### **FOOD SERVICE**

**Breakfast Program:** All students are served a free breakfast through a federal breakfast in the classroom program. Students make choices for their food items the day or week prior to the food being served.

**Lunch Program:** Lunch will be served each school day, and will contain the necessary foods for a well-balanced meal. Students may bring lunch from home and eat it in the lunchroom. Students need to bring their home lunch to school each morning. If a student forgets their home lunch, parents may bring it to the office prior to 9:00 AM. We operate a closed lunch period in USD 250. If you have questions about breakfast or lunch, please contact the kitchen manager at your school. Parents will be notified about the status of student lunch accounts. An alternate lunch will be served when a lunch account has a negative balance. Applications are available for free or reduced lunches after July 1 each year. Lunch prices will be provided at the beginning of each school year.

**Lunchroom Behavior:** Only students who display mannerly behavior will be allowed to eat in the cafeteria. Others may be asked to eat in an alternate setting. Please visit with your child/children concerning the behavior that is expected of them in the school lunchroom.

### **Lunchroom Rules**

- Enter the lunch room in a quiet and calm manner.
- Use good manners at all times.
- Do not share food.
- Sit in assigned seats, if necessary.
- Report problems to the supervisor in charge.

**Unpaid Meals Charge Policy:** A meal account for students paying for full or reduced price meals may be established within the district. Payment for charges to the student's account is the responsibility of the parent or guardian. Students may charge no more than negative \$10 to this account. Once a student's balance reaches negative \$10, notification will be made to the student's parent or guardian via direct phone call. This negative balance shall be considered "Delinquent Debt." If the meal account is at or over the negative \$10 amount at the end of the student's career at UDS 250, the debt will be determined to be "Bad Debt." Administration shall be authorized to submit "Bad Debt" to the district approved collections process. The district will continue to provide adequate nutrition to a student with bad or delinquent debt through alternative meals.

### **HAND SANITIZERS**

Hand sanitizers will be made available to all elementary students. If you wish for your child to refrain from using the sanitizers due to skin irritations or allergic reactions, please inform your child's teacher.

### **HARASSMENT**

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, sex, national origin or any type of harassment in general. Harassment, hazing, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

The district encourages all victims of any form of harassment and other persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints and take prompt corrective action to end the harassment. Complete policies on harassment are available on the district website, from the building principals and from the Bevan Education Center located at 510 Deill in Pittsburg.

### **HOMEWORK – MAKE-UP WORK**

Class work and homework for students who are absent may be picked up after school in the school office. Parents may contact the school office during the school day to make a request for the student's homework assignments.

### **KIDCARE CONNECTION**

USD 250 and Community Health Center of Southeast Kansas (CHC/SEK) have partnered to ensure that all children in the Pittsburg Community School District have access to school-based medical, dental and mental health services. These are available regardless of a child's insurance status or income. The schedule for the KidCare Connection can be found at [www.usd250.org](http://www.usd250.org). Calls can be directed to the clinic at: [620.249.0281](tel:620.249.0281)

### **LIBRARY MEDIA CENTER**

Our school library media center is a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books, research materials, audio/visual materials, and computers/software that our library contains. In order to maintain an adequate collection, pupils, teachers, and parents must cooperate to see that materials are returned in good condition. If materials are not returned or returned damaged, a charge equal to the current replacement price is made.

### **LOST AND FOUND**

We will provide a lost and found service. If your child has lost an item, remind him/her to check in the lost and found area/box. At the end of the school year all remaining items will be given to a community service organization or recycled for student use at school.

### **MEDICAL SERVICES**

A school nurse is available in case of an emergency. If a student is seen in the clinic, becomes ill, or has an accident while at school, a parent will be notified by the school nurse or office. It is important to have an emergency telephone number on file in the school office (i.e., work, relatives or friends).

### **MEDICATIONS**

It is USD 250 district policy that no prescription medication will be administered without a current completed CONSENT FOR MEDICATION FORM on file for each medication to be administered. This form can be obtained in the school office.

All medication is to be brought to school in its original container. The medicine bottle must be clearly marked with the student's name, name of the doctor and the amount and time for the medication to be given.

All medications will be kept in the nurse's clinic and will be administered only by the school nurse or their designated substitute. **NO MEDICATION WILL BE KEPT IN THE CLASSROOM or WITH THE STUDENT.**

All over-the-counter medication (non-prescription) taken at school will require a written permission note by the parent or legal guardian.

If your child has any medical condition that requires special attention other than normal first aid, please contact the child's teacher and school office as soon as possible.

For more detailed information on administering medication at school, please refer to the following policies in the district policy manual:

JGFG	Supervision of Medications
JGFGA	Student Self-Administration of Medications

### **MEDICATIONS - UNUSED**

The school cannot send unused medication home with children. If you prefer, you may stop by the nurse's station and pick it up personally. We will plan to keep leftover medications for thirty (30) days. If it has not been picked up by this time, we will dispose of it.

For medication that is needed both at home and school, please send a portion to school and keep a portion at home. Please be reminded that medications at school need to be in the original container. In most cases, your pharmacy will provide two containers at your request. We will not send it home with children; however, parents may pick it up each day.

These actions are being taken to reduce the chance that prescription meds will be lost or get into hands of persons not authorized to take the medication. The administration of USD 250 believes that this procedure is in the best interest of our school children and hope you understand and support it. If you have specific questions about how to handle this at your child's school, please call the principal or the school nurse.

### **PARENT REQUEST FOR TEACHER**

Parents must submit a written request to the building administrator no later than June 1st for the upcoming school year for a request of a teacher for their child.

### **PARENT—TEACHER CONFERENCES**

Parents are welcome at any time to call and make an appointment for a parent-teacher conference. There will be scheduled parent-teacher conference days during the school year, in the fall and the spring semester. Please refer to the current school calendar. Appointment schedules and additional information will be sent home prior to these conference dates.

### **PLAYGROUND RULES**

**The Elementary School playgrounds are closed to public use during the hours between 7:30 a.m. -5:30 p.m., Monday-Friday when school is in session. The playground is closed at sundown daily.** Anyone who abuses the equipment, or, vandalizes the school grounds will be permanently banned from the premises.

Adult supervisors are responsible for ensuring each student's safety. Due to various conditions that can occur on the playground the supervisor may need to make a decision regarding student discipline/safety on a case-by-cases basis.

### **Use of Equipment guidelines:**

1. Students who play with equipment—balls, ropes, hoops, etc., at the end of the recess are responsible for putting the equipment away.
2. No hanging from the rims and climbing up the basketball/tetherball poles are allowed.
3. Students are not allowed to leave the playground without the permission of the supervisor.
4. Balls, hoops, ropes, etc., are not to be taken on the permanent equipment.
5. Baseball bats, hardballs and baseballs are not allowed on the playground.
6. No tag games are allowed at any time.
7. Any student wearing flip flop/ or/ backless shoes cannot play on the playground equipment or participate in any team ball games.

**Refusing to abide by the rules may result in loss of privileges to use the equipment for a period of time to be determined by the supervisor.**

### **PTO**

The Elementary Parent-Teacher Organizations (PTO) is open to all teachers, parents or guardians of the student at Elementary School. These will be meetings during the school year. Notification of these meetings will be made through the school newsletters. Please look for all PTO news items sent home with the students. The Organization assists the school both financially and with volunteers whenever the need arises.

### **RECESS**

Students will obey the following rules on the playground:

1. Use the playground equipment in the proper manner for which it was designed.
2. Receive the teacher's permission to leave the playground before doing so.
3. Immediately report any problems they are having to the playground supervisor
4. on duty.
5. Pick up and put away any equipment that is on the playground at the end of their recess.
6. Follow all the rules and directives of the teachers or supervisors in a respectful and timely manner.
7. Students are expected to display good sportsmanship.
8. Students should not bring items from home for use during recess without teacher permission; students should play with school owned equipment. The school district is not responsible for lost, stolen, or damaged student owned equipment.
9. Students should not throw rocks, sticks, wood chips or any other objects which may inflict harm on others.
10. Stop playing and line up in a single file formation before reentering the building, when the teacher/supervisor gives a signal to do so.

Recess is an important part of the educational program. This allows the students sufficient amounts of unstructured time at strategic times during the day. During the winter months the students continue to go outside for recess, weather permitting. Parents/guardians should send their children to school with appropriate dress for the weather. Students must have a note, with explanation, from a parent/guardian to stay in for recess. The children will be given an alternate site for recess.

If the temperature or the wind chill is:

- 19 degrees or below .....stay inside
- 20-29 degrees .....shortened recess
- 30 degrees or above.....go outside

In warm weather:

- 100 degrees or above.....stay inside
- 90-100 degrees.....shortened recess
- 90 degrees or below.....go outside

### **RELEASE OF CHILDREN**

Students are not permitted to leave the school grounds during the school day without obtaining permission from the office. Parents requesting the early release of a child are required to report to the office (not the classroom) to check a student out. School personnel will release a child only to a parent, guardian or their designee. Please refer to the Attendance policies on page B-1 for excessive early checkouts and truancy policies.

### **RETENTION**

As per the policy described below, building administration reserves the right to retain students for academic purposes: Policy JFB-R Promotion and Retention JFB-R-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. Approved: KASB

### **SCHEDULE**

Grades K - 5

8:00 a.m. - 3:15 p.m.

Specific breakfast and lunch schedules will be available after the school year begins.

### **SITE COUNCIL**

What is the Site Council? A council made up of teachers, administrators, parents and community members that work collaboratively on ways to improve our school. This group will meet routinely throughout the school year. The involvement of this team is one component of accreditation in the state of Kansas.

### **SPECIAL EVENTS - Birthdays**

If your child is planning to celebrate their birthday at school, they are welcome to bring treats that teachers can pass out at their discretion. Due to school safety, the celebration and treats will be limited to the classroom. Sending treats to school is optional. Please contact your child's teacher before sending treats.

If your child is planning a party outside of school, invitations are not to be passed out at school unless the entire class is invited. We want to eliminate any hurt feelings of students who may not be included. In like manner, please do not send birthday gifts, sleepover equipment (clothing, sleeping bags, etc.) to school. Arrangements should be made for these items to be taken directly to the student's home.

### **SPECIAL EVENTS - Treats**

**All edible treats must be prepackaged and store bought. Nutritional treats are encouraged.**

### **STUDENT CLASSROOM PLACEMENT**

The school reserves the right to make changes in classroom assignment of students throughout the school year.

### **STUDENT IMPROVEMENT TEAM (SIT)**

The SIT Team works with teachers/parents in developing a program of support for students who are experiencing significant academic and/or behavioral problems and students who may need enrichment. The process allows a diverse team of people to develop support programs specific to the child's needs. Sometimes outside-the-school resources are brought in to aid the school with this job.

The SIT Team will be responsible for the following:

- Receiving student referrals, fact finding and assessment.
- Participating in the problem-solving process.
- Developing an appropriate intervention plan.

- Support, follow up and evaluation of each plan.

Parents/Guardians/Teachers/Staff can begin the process by completing a Request for Assistance form and submitting it to the school counselor. Requests for assistance are open to anyone.

### **TECHNOLOGY LAB**

Students attend class in the computer lab on a regular rotation. Students in K-2 work on a variety of educational programs in reading and math and learn proper usage and care of computers. Students in grades 3-5 learn a systematic program for keyboarding skills and begin word processing. Multimedia programs and Internet search skills are also taught at the appropriate level.

### **TELEPHONE USE**

The school telephone is for business purposes. Students must have permission from the office to use the telephone for school business only. STUDENTS WILL NOT BE REMOVED FROM CLASS TO MAKE NOR RECEIVE PHONE CALLS UNLESS IT IS AN EMERGENCY. We will deliver the message to the student.

### **THREATS**

Threats against the school, students or staff will be taken seriously. Students making threats will be subject to discipline up to and including suspension/expulsion depending on the nature and seriousness of the threat. Law enforcement authorities shall be contacted. In addition, counseling may be required for re-admission.

### **TOBACCO AND ALCOHOL USE**

Smoking, drinking alcohol, chewing of tobacco products is prohibited on school property and at school sponsored activities. Possession of tobacco products, alcohol, or paraphernalia related to tobacco use such as lighters, pipes, e-cigarettes, vapes etc. are also prohibited.

### **AT A MINIMUM FOR A FIRST OFFENSE:**

A first time violator shall be subject to:

- Parents/guardian notification.
- Short-term in-school suspension for 3 school days. (all grade levels) AND follow up assessment with school counselor upon return

### **AT A MINIMUM FOR A SECOND OFFENSE:**

- Parents/guardian notification
- Short-term out-of-school suspension for 3 school days AND a referral to a prevention program.

**THIRD OFFENSE or SUBSEQUENT OFFENSES** may result in a long-term suspension.

### **TOYS/NON-SCHOOL ITEMS**

Toys, electronic devices and other non-school items not used in the regular classroom for learning are not allowed. Please ensure students do not bring such items to school.

### **VISITORS**

For security reasons, all visitors are required to check in at the office to obtain a visitor's pass. Parents and guardians are welcome to visit our schools for special events or programs. The school requests that you notify the teacher or the office ahead of time to make arrangements for visiting especially if you have special needs or requests.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

No person shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

1. On the school grounds during, before or after school hours.



2. On school grounds at any other time when the school is being used by any school personnel or school group.
3. Off the school grounds at a school activity, function or event.

The administration will develop regulations to deal with incidents of weapons on school grounds or at school functions in an expedient, effective manner.

**Regulations:**

1. When a person on a school campus is found to be in possession of a weapon or dangerous instrument, the following procedure for notification of proper authorities will be used:
  - a. The building administrator or his/her designee will immediately report any violation of the above policy to the police, and if a juvenile, to DCF or the Commissioner of Juvenile Justice.
  - b. The building administrator will notify the superintendent of schools of the violation.
  - c. The building administrator will request a copy of the police report and a copy will be sent to the superintendent.
  - d. The superintendent will notify the Board of Education immediately.
2. Each school will develop a school crisis plan which shall include security against intruders and a person in possession of a weapon on campus.
3. The following plan of action will be used when a student is in possession of a weapon at school or at a school function. The student:
  - a. will be given a short-term suspension;
  - b. will be provided a due process hearing; and
  - c. may be given a long-term expulsion if found guilty of possessing a weapon on campus.

**Exception:** if the weapon is a firearm, the long-term expulsion will be for no less than one calendar year as required by federal law. Only the superintendent has authority to waive this exception.

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## **COMPULSORY ATTENDANCE REQUIREMENTS**

Under the Kansas Compulsory Attendance Statutes (KSA 72-1113), a child is required by law to attend school. If a child is inexcusably absent, then that child is truant after three consecutive unexcused school days, five unexcused school days in a semester, or seven unexcused school days in a year, whichever comes first. Should a student become truant as defined, the proper authority would be contacted.

## **ABSENCES**

The following are reasons that may be considered excused absences: (1) personal illness, (2) health related treatment, examination, or recuperation, (3) serious illness or death of a member of the family, (4) obligatory religious observances, (5) participation in a district-approved or school sponsored activity or course, (6) absences prearranged by parents and approved by the principal, (7) students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment, and (8) A student serving a period of suspension or expulsion from the district shall not be considered an unexcused absence. All absences that do not fit into one of the previously mentioned categories would be considered an unexcused/non-verified absence. An absence of two or more hours on any school day shall be considered an absence for a significant part of the school day.

## **TARDIES**

This policy applies to students who are tardy to school. Tardiness is defined as arriving

- after 7:50 am for the students at Pittsburg Community Middle School.
- after 8:00 am for the students at Pittsburg Community Schools' Elementary.
- after 8:10 am for the students at Pittsburg High School.

For attendance tracking purposes, three tardies equal one absence. Excessive unexcused absences are considered truancy by the state of Kansas. It is our goal to prevent violation of the Kansas State Compulsory Attendance Law (Section 72-1113, paragraph C).

Once a student has arrived at school, tardiness between classes will result in disciplinary action by the building administration.

## **TRUANCY**

After three (3) consecutive unexcused/non-verified or five (5) unexcused/non-verified absences in a semester; or seven (7) unexcused/non-verified absences per school year, the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian.

**After 10 absences, for any reason,** the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. Any absence, verified, non-verified, or unexcused, becomes part of the student's attendance record.

## **DOCTOR'S NOTES REGARDING ABSENCES**

Doctor's notes will be turned into the office within five school days of an absence. The administration may approve doctor's notes after five days if the late notes are not approved by administration the absences will be listed as unexcused or parent-verified.

## **MAKE-UP WORK**

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

## **BUILDING SAFETY**

Guardian/Guest Check-In Using Remind: To improve school safety and security, school visitors and guardians will be asked to present identification, such as a driver's license, which will pass through a scanner. Parents and other volunteers who visit regularly or participate in field trips only need to do this as needed. Building staff will manually enter the information if a person doesn't have government-issued identification. Within a few seconds, the Raptor system will check a visitor's name and date of birth against a national database of registered sex offenders to ensure that offenders aren't entering a school without our knowledge. No other information from the ID will be gathered or recorded.

## **TRANSPORTATION RULES AND DISCIPLINE MATRIX**

Pittsburg Community Schools is committed to creating a safe, positive learning environment for all our students. To ensure the safety of our students, the Transportation Department along with USD 250 has developed the following guidelines.

### **RULES AND REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES:**

1. The driver is in full charge of the bus and the students. The students must obey the driver promptly and willingly.
2. School and district rules/regulations apply to the school buses.
3. Students shall ride their regularly assigned bus at all times unless permission has been granted by the school.
4. Students must not stand or play in the roadway while waiting for the bus.
5. Students should leave home early enough to arrive at the bus stop before the bus is due.
6. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students. Students in violation are subject to disciplinary action.
7. Students who have to walk some distance along the highway to the bus loading zone, where practicable, must walk on the left-hand side facing oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.
8. Students shall not sit in the driver's seat, nor shall any student sit to the immediate left or right of the driver.
9. Each student may be assigned to a seat if required by the bus driver.
10. Students shall:
  - a. Sit properly in their seats.
  - b. Refrain from throwing objects in/out of the bus.
  - c. Keep their hands to themselves.
  - d. Be courteous to their fellow passengers.
  - e. Use appropriate language.
  - f. Keep the bus clean of refuse.
  - g. Speak in a quiet tone of voice.
11. No student shall use tobacco, an electronic cigarette device, or strike a flame on a school bus.
12. No student shall at any time extend their head, hands, or arms out of the window while on the bus.
13. Students must see that they have nothing in their possession that may cause injury to another,

such as sticks, breakable containers, any type of firearms, straps, or pins extending from their clothing. Also, any type of animal, except a service animal, is not permitted on the bus without the permission of the bus driver.

14. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by the building administration to transport any large items.
15. The school district will hold the student or parent/guardian responsible for intentional damage to school buses caused by the student. (Restitution)
16. Students may not use radios or stereo equipment while on the school bus unless the device is being used with headphones.
17. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
18. Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, the students should be given the driver at all times.
19. Students must cross the highway only in front of the school bus and never behind it.
20. Students in grades K-12 may get off at a place other than their own regular stop only with written permission from the office. It is the responsibility of the parent/guardian to inform the school of a change in arrival/dismissal location.
21. Students shall not perform any act which will obstruct the free passage of a school bus along its normal course.
22. In the event of an actual emergency, emergency exit procedures, as established by the Emergency exit drills will be followed.
23. Students' misconduct on a bus will be a sufficient reason to discontinue providing the bus transportation to those students involved.
24. It is the responsibility of the parent or guardian to have their student ready for pick-up approximately five minutes before the assigned pick-up time. Bus drivers will only stop and wait approximately one minute at each stop while enroute. Students will need to load within that one minute.

To be consistent with all students riding the school bus, USD 250 has developed a discipline matrix. This matrix will be used to assist school administration in dealing with violations on the school bus. Students are expected to follow the guidelines to ensure a safe commute to and from school.

**Behavior considered extreme by the administration or staff will be subject to the jurisdiction of the building administrator.**

## BUS TRANSPORTATION DISCIPLINE MATRIX

Riding the school bus is a privilege that the district offers families who meet district transportation requirements. To ensure students enjoy a safe and pleasant ride, only those students who follow the USD 250 Bus Behavior Code will be allowed to ride the bus. The bus driver has jurisdiction over behavior on the bus. The building principal will determine consequences for misbehavior.

		Minimum Consequence	Maximum Consequence
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<b>Level 1 Behaviors</b>	<ul style="list-style-type: none"> <li>• Standing up while the bus is moving.</li> <li>• Moving around out of the seat while the bus is moving.</li> <li>• Refusal to stay seated.</li> <li>• Throwing paper or non-threatening items.</li> <li>• Inappropriate yelling/noisy.</li> <li>• Hands or arms outside of the window.</li> <li>• Minor language/verbal hazing.</li> </ul>	Verbal warning by driver or monitor	Student moved to the front of the bus in an assigned seat.
<b>Level 2 Behaviors</b>	<ul style="list-style-type: none"> <li>• Horseplay-physically engaging another student without the intention of harm.</li> <li>• Minor defacement of school property (gum under seats, pencil marks).</li> <li>• Inappropriate language towards another student.</li> <li>• Aggressive verbal behavior.</li> <li>• Disrespect to bus driver or bus monitor; non-compliant.</li> <li>• Inappropriate displays of affection (kissing/making out, etc.).</li> <li>• Inappropriate use of transportation (not riding where supposed to go, etc.).</li> <li>• Minor Bullying or Harassment (name-calling, etc.)</li> <li>• Multiple offenses from Level One.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned seat designated by the Bus Driver.</li> <li>• Bus driver completes a pink slip and gives it to student to have signed by parent/guardian. The slip must be signed by the parent and/or guardian and building administrator to ride the bus.</li> <li>• Transportation staff will document the incident in PowerSchool.</li> <li>• Administration may contact the home regarding Level 2 disciplinary actions.</li> </ul>	1-10 days of suspension from transportation (building administrator decision)
<b>Level 3 Behaviors</b>	<ul style="list-style-type: none"> <li>• Fighting on the bus or at bus stops.</li> <li>• Aggressive acts of intimidation with the intent of using physical or verbal gestures toward another student, bus driver, or monitor (cussing, raising fists).</li> <li>• Bullying or harassment with the intent to harm mentally or physically.</li> <li>• Major defacement of property (cutting, writing, altering).</li> <li>• Striking bus driver or bus monitor (any physical contact).</li> <li>• Tobacco, e-cigarette, drugs, or alcohol.</li> <li>• Sexual harassment.</li> <li>• Theft of property.</li> <li>• Arson.</li> <li>• Gang-related activity and affiliation.</li> <li>• 3 pink slips of a Level 2 offense may lead to a Level 3 referral.</li> </ul>	1-10 days of suspension from transportation (building administrator decision)	Expulsion for 186 days from school and transportation.

## COMMUNICATION

The district strives to keep families and community members informed of school news and activities. Our goal is to have information at your fingertips and to ensure that parents and others feel welcome to contact us with questions and concerns.

## **PowerSchool Messenger**

Maintaining a safe and secure learning environment is a priority in the district.

Parents/Guardians will receive alerts via the phone number(s) and email provided during Online Enrollment. If you need to change your contact information, please contact the school your child attends. PowerSchool Messenger is activated to notify families of cancellations, important information, and in the event there is an emergency. PowerSchool Messenger also contains a two-way communication platform that helps educators reach students and parents where they are. Parents and students over the age of 13 will be placed in PowerSchool Messenger groups based on the student's class schedule.

## **USD 250 WEBSITE: [www.usd250.org](http://www.usd250.org)**

- Up-to-the-minute school news
- Board meeting information, briefs, and agendas
- Access to PowerSchool
- Calendars and events
- Contact Information
- Curriculum
- District Policies and Student Handbooks
- Employment information and vacancies
- Links to other education-related sites

## **USD 250 District Vimeo Channel: [www.vimeo.com/USD250](http://www.vimeo.com/USD250)**

The USD 250 District Vimeo Channel houses important informational videos, board meetings, and stories shared from the District. This channel is one of the ways the district communicates with our community and parents.

## **POWERSCHOOL**

PowerSchool is a web-based program that allows parents/guardian access to vital information about their children quickly and accurately. They can see the results of tests and assignments as soon as they are recorded, enabling them to intervene quickly if necessary. Parents can check the latest homework assignments and offer their children help with their schoolwork. Day in and day out, PowerSchool helps parents help their children achieve their potential.

A few examples of information accessible to parents/guardians:

- Easy access to student assignments and grades
- Communication with teachers
- Track attendance in real time
- Check lunch balance

A few examples of information accessible to students:

- Access to assignments
- Information about their individual progress
- Track grades and credits

PowerSchool can be accessed from any location with an internet connection by visiting <http://powerschool.usd250.org>. Parents/Guardian can create an account and connect your student using the 'Access ID' and 'Access Password' that is provided by the school or can be obtained by contacting the school directly.



## EMAIL

The district recognizes the use of e-mail as a vital option for contacting teachers that may not always be available due to teaching schedules. All administration, certified and clerical staff may be reached by e-mail. Typically district emails are formatted as first initial and last name, however, some staff members may be assigned a variant of this. It is best practice to use the staff directory on the USD 250 website to find a specific staff member's contact information.

E-mail example: first initial and last name: name@usd250.org

## TELEPHONE

Building	Phone
George Nettels Elementary	620-235-3160
Lakeside Elementary	620-235-3140
Meadowlark Elementary	620-235-3130
Westside Elementary	620-235-3170
Pittsburg Community Middle School	620-235-3240
Pittsburg High School	620-235-3200
Board of Education Office	620-235-3100
Transportation	620-235-3190

## CONTINUOUS NOTICE OF NON-DISCRIMINATION AND HARASSMENT

It is the policy of the Pittsburg Community School District to provide a positive and productive learning and working environment, free from discrimination, including discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and hiring practices. Harassment, hazing, intimidation, menacing behavior, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district superintendent, Richard Proffitt, 510 Deill, Pittsburg, KS, (620) 235-3100, rproffitt@usd250.org.

The Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII 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. The district is committed to maintaining a working and learning environment free from discrimination. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building principal or district compliance officer. Any employee who engages in

discriminatory conduct shall be subject to disciplinary action, up to and including termination. Complaints against the superintendent should be addressed to the board of education. Complaints of discrimination will be resolved using the district's discrimination complaint procedures.

## **EMERGENCY PROCEDURES**

Contingency plans are in place for crisis situations in all schools throughout the district. In case of an emergency, USD 250 will use our SwiftReach system to share information with parents/guardians by phone and email. It is imperative that your contact information on file with the school district is correct so that you will receive communications regarding your child. In emergency situations, it is difficult to remain calm; however, heavy traffic and a rush of people will only lead to chaos. As requested, please listen for advice on meeting places, briefings, and updates.

### **EMERGENCY EVACUATIONS (Bomb threat, gas leak, etc)**

If there is an emergency, the principal shall see that students are escorted to a safe place. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies, as noted in the crisis plan, shall be followed.

If it is determined that no danger exists to the students' safety and if there is time remaining in the school day, school shall be resumed. Time missed for a threat to commit bodily harm will be made up.

## **FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by Pittsburg USD 250. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if a. we have your prior written consent for disclosure; b. the information is considered "directory information" and you have not objected to the release of such information; or c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This Right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 250 has failed to comply with FERPA's requirements.
5. The right to obtain a copy of USD 250's policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 510 Deill, Pittsburg, Kansas.

For purposes of FERPA, USD 250 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school

attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 250 at the office of the Superintendent, 510 Deill, Pittsburg, on or before September 10 of each school year. If a refusal is not filed, USD 250 assumes that there is no obligation to the release of the designated directory information.

## **HEAD LICE POLICY**

Students who are found to have live head lice shall be excluded from school until adequate lice treatment is complete and no live lice are found. A parent/guardian must accompany the student when they return to school. The student must then be re-examined by school personnel upon returning to make sure there are no live lice. If no live lice are found, the student may return to classes. Other students who have been in close contact may also be examined. Students are not required to be nit-free before returning to school.

## **IMMUNIZATION POLICY**

### **HEALTH ASSESSMENT REQUIREMENT**

All students who attend USD 250 are required to have up-to-date immunizations and booster vaccinations. It is vitally important that all students be up to date in their immunizations during the pandemic for personal health and safety and for the health and safety of others. Students will not be allowed to attend school until all immunizations are up-to-date.

USD 250 Immunization Policy:

**It is required that all USD 250 students will be immunized or up-to-date with his/her immunization schedule by the first day of school. The building administrator will have the authority to exclude a student from school if their immunization record is not up-to-date.**

K.S.A. 72-6261. Health tests and inoculations; definitions. As used in this act: (a) "School Board" means the board of education of a school district and the governing authority of any nonpublic school; (b) "school" means all elementary, junior high, or high schools within the state. (c) "local health department" means any county or joint board of health established under the laws of Kansas and having jurisdiction over the place where any pupil affected by this act may reside; (d) "secretary" means the secretary of the state department of health and environment; (e) "physician" means a person licensed to practice medicine and surgery.

K.S.A. 72-6262. Health tests and inoculations; certification of completion required, alternatives; duties of school boards. (a) In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or daycare program operated by a school, and such other pupils as may be designated by the secretary, before admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance. (b) As an alternative to the certification required under subsection (a), a pupil shall present: (1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or (2) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations (c) On or before May 15th of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and of any policy regarding the implementation of the provisions of this act adopted by the school board. (d) If a pupil transfers from one school

to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupil transfers.

### **STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY**

This policy was written and maintained by the technology office and the administration of Pittsburg Community Schools, USD 250, and has been approved by the Board of Education on 07/27/2020. If you have any comments regarding this policy, please contact the district technology office.

Unauthorized usage of the district's computing systems and devices may involve not only the transgression of district policy but also a violation of state and federal laws. Unauthorized use is a crime and may involve criminal and civil penalties.

For the purposes of these guidelines, communication technologies include the Internet (i.e. World Wide Web (WWW)), on-line services, e-mail, other internet-related services, district-provided computers, including tablets and Chromebooks, phones, district networks, and other applicable services or technologies either now in use or implemented in the future. Communication technologies include technologies (whether or not owned by the school district) in use on school grounds or at school activities.

The technology office reserves the right to disable any account at any time, in the event of a real or perceived infraction of this policy until further notice.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students' use of communication technologies is a privilege intended for the educational benefit of the student. Students must comply with the terms of these guidelines, any applicable district board policies, administrative guidelines, and operating procedures relative to the use of communication technologies.

In using communication technologies, the student will follow these guidelines:

- A. Students are not to use school-owned devices or resources in any way as to impede the use of other devices or services by any other user, regardless of class or group membership.
- B. If any user finds another user of the system to be in violation or suspicion of violation of any rules or policies, the finding user is to notify the technology office, building administrator or classroom teacher immediately, and will not attempt to police this system on their own.
- C. The sharing of accounts with friends or relatives is strictly prohibited without prior permission from the technology office.
- D. The running of ANY software that was not installed by the technology office or its staff is prohibited without the prior consent of the technology office.
- E. Adult material is strictly prohibited.
- F. Users are responsible for all activities associated with their accounts and devices. If a user releases their password to a third party who violates system policy, the owner of the account will be held responsible.
- G. Use of this system is a privilege, not a right. Severe misuse or repeated infractions will result in a temporary or permanent loss of use, and the user may be subject to other disciplinary actions.

### **UNACCEPTABLE AND INAPPROPRIATE USE**

The following forms of use of district technology devices and services are unacceptable and inappropriate and will be considered violations of board policy and administrative guidelines. Violators may be subject to disciplinary actions, which may include the temporary or permanent loss of use of technology and even suspension. Examples of unacceptable\inappropriate use for a student include:

- A. Creating, copying, knowingly distributing, or posting a computer virus or malware or other malicious software or applications.
- B. Sending messages using someone else's account.
- C. Sending messages that are inconsistent with district rules
- D. Sending a message that is sexist, racist, or otherwise prejudicial or inflammatory.
- E. Sending messages or downloading files that knowingly contain obscene language, graphics, pictures, or attached graphics files, either encoded/encrypted or un-encoded/decrypted.
- F. Sending chain letter-type messages, not related to education, through email or chat.
- G. Engaging in online chat sessions that are not related to school functions.
- H. Using school-provided technologies for personal gain.
- I. Sharing of account and/or password with others.
- J. Online use of obscene, harassing, or abusive language.
- K. Attempting to gain access to inappropriate websites.
- L. Attempting to log in to district computer networks as a network or system administrator.
- M. Accessing or attempting to access any part of the district computer networks or any part of a sub-system of the Internet without proper authorization
- N. Theft or intentional destruction of district equipment.
- O. Plugging in or unplugging Ethernet cables, or moving computers or printers without approval from the technology office.
- P. Use district devices or systems in any way that violates school rules, administrative guidelines, Board policies or procedures, state statutes, local ordinances, or other laws.

### **CONSEQUENCES OF UNACCEPTABLE USE**

In the event that an infraction is discovered or reported, the offending user will be promptly notified and given a chance to discuss the action with the system administrator and district and/or building administration depending on the severity of the infraction.

The offending student may be temporarily barred from technology usage pending investigation. Emails provided through district email services are considered to be private information. Only under the most severe of circumstances will user email be read.

### **Use and Conduct on District Official Social Media Sites**

Official Pittsburg Community Schools - USD 250 social media sites have been developed to strengthen the community within our school district and distribute information about events, be it photos, video, website links, or other means of communication.

Pittsburg Community Schools - USD 250 asks that those making comments on the page show respect for their fellow users by ensuring the discussion remains civil, especially since some sites allow for people of any age to join. Comments are also subject to all social media sites' Terms of Use and Code of Conduct policies. Social Media users are encouraged to report the abuse of those policies to the page's

“report abuse” button or by contacting Pittsburg Community Schools Communications Department at [communications@usd250.org](mailto:communications@usd250.org).

Pittsburg Community Schools - USD 250 reserves the right, but assumes no obligation, to remove comments that are racist, sexist, abusive, profane, violent, obscene, spam, contain falsehoods or are wildly off-topic, or that libel, incite, threaten or make ad hominem attacks on students, employees, guests or other individuals. We also do not permit messages selling products or promoting commercial or other ventures, with the exception of fundraising opportunities of the district. Acts not in compliance can become grounds for bans from social media pages and/or other actions deemed necessary by the Pittsburg Community Schools - USD 250 Superintendent and/or USD 250 School Board. In turn, Pittsburg Community Schools - USD 250 cannot be held responsible for the information posted or provided by third-party sources.

By visiting an official Pittsburg Community Schools - USD 250 social media site, you are agreeing that you are responsible for posts and information provided by your person.

Pittsburg Community Schools - USD 250 is relieved of all responsibility pertaining to offensive, inappropriate, and malicious content posted by third-party sources.

Official Social Media Pages include, but are not limited to:

- Facebook.com/USD250
- Twitter.com/PittsburgUSD250
- Instagram.com/PittsburgUSD250
- Vimeo.com/USD250

## **NETWORK STORAGE USAGE**

The school district provides server space for students to store files and data that are for school purposes only. Students should back up their data regularly in the event of server failure or loss of data. If a student is in need of more space, contact the technology office.

## **LOGS AND MONITORING**

The communication technologies provided in the district are owned and monitored by the technology office, including, but not limited to, files stored or transmitted, emails, and use of terminals. The district system creates logs of most user activity. These logs can be used as evidence of unauthorized usage. The technology office may also monitor the input from any terminal, at any time, in the event of suspected unauthorized use, or use that is not consistent with district or system policy. The technology office is sworn to secrecy in the event that private information that is not in violation of policy is monitored.

## **PARTICIPATION IN ACTIVITIES**

Participation in any activity program in the Pittsburg Community Schools is a privilege. Thus, extra-curricular coaches and sponsors may enact such additional rules and regulations not related to drug and alcohol abuse having direct relationship to their programs.

Such proposed rules shall be submitted for review and approval by the board of education two months before the program/activity.

Parental support and involvement is vital to school success. The parent/guardian and student will be required, by their signature, to acknowledge they have read all policies, rules and regulations pertaining to drug and alcohol abuse. Participation by the student will be delayed until the acknowledgement is signed and returned to the appropriate school official.

## **NUTRITION SERVICES DEPARTMENT**

The Pittsburg Community School Nutrition Services Department is located in the Board of Education Office building at 510 Deill, Pittsburg, KS. We employ 35 people and serve an average of 950 breakfast and 1,925 lunch meals per day. Our program strives to serve – safe, nutritious and appealing meals to your child.

Meals are planned by the Director of Nutrition Services, with assistance from Kitchen Managers and input from students. All meals meet the criteria and regulations of the U.S.

Department of Agriculture and the Kansas State Department of Education. Menus are planned with the goal of providing students with a portion of their Recommended Daily Allowance (RDA) for key nutrients and calories. Extra effort is made to provide low fat alternatives and to keep the average of calories from fat below 30%. Give your children all the benefits of good nutrition, so they can achieve their highest possible potential.

If you are interested in learning more about your child's meal program, contact the Food Service Department, Pittsburg Community Schools, 510 Deill, P.O. Drawer 75, Pittsburg, KS. Phone number-(620) 235-3100, Fax number-(620) 235-3106. Summer Warren, Food Service Director.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S W, Washington, D.C. 20250-9410 or call (866) 632-9992 (voice) Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish) USDA is an equal opportunity provider and employer.

## **SECTION 504**

The Pittsburg Community School District does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities. The district also does not discriminate against anyone because he or she is associated with someone who is disabled. In addition, it is the district's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instruction or services so that those students may receive free, appropriate public education. For additional information, please contact a building principal or the district office.

For this policy, a student who may be eligible within the intent of Section 504 is one who: • Is eligible to attend the district's schools under federal and Kansas law; and • Has a physical or mental impairment that substantially limits one or more major life activities, including learning.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act, (IDEA). Students who are identified as individuals with exceptional needs under IDEA criteria will have their rights and obligations determined by that law.

Each qualified student within the district who is eligible to receive appropriate individual services,

regardless of the nature or severity of the condition necessitating such programs or services, shall receive a free and appropriate public shall receive a free and appropriate public education from the district, as it is defined in Section 504 of the Rehabilitation Act.

### **SMOKE AND TOBACCO-FREE FACILITIES AND GROUNDS (applies to adults and students)**

All buildings and grounds in USD 250 are declared to be tobacco-free zones. Smoking or use of tobacco products is prohibited in all school buildings and on school grounds at all times.

Interpretation: It will not be the intent of the district to prohibit **non-student** adult members of the community from smoking or using tobacco products in their personal vehicles while on school grounds.

### **SMOKING AND TOBACCO**

Possession or use of tobacco products or paraphernalia or any vapor/electric cigarette of any form is prohibited on school property and at school-sponsored activities. Possession of tobacco, tobacco products or paraphernalia related to the use of tobacco such as lighters, matches, pipes, etc. are also prohibited.

### **STUDENT PRIVACY RIGHTS**

Much of the student information processed by the district is confidential, and state and federal law limits its release. USD 250 has district policies in place to ensure the students' privacy rights are protected and that district employees abide by state and federal laws. For complete information, patrons may request a copy of the district Policy IDEA – Student Privacy Policy by calling the district office at 235-3100.

### **GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF**

The board of education is committed to limiting the use of Emergency Safety Intervention ("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 as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### **Definitions**

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72 – 8222, and amendments thereto.



“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72 - 1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; ( 6 ) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully solated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### **Prohibited Types of Restraint**

All staff members are prohibited from engaging in the following actions with all students: • Using face-down (prone) physical restraint;

- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device ;
  - Any device used by a certified law enforcement officer to carry out law enforcement duties; or o Seatbelts and other safety equipment when used to secure students during transportation.

### **Use of Emergency Safety Interventions**

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior before the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### **ESI Restrictions**

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such a medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such a written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, De de-escalation techniques, and prevention techniques.

Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### **Notification and Documentation**

The principal or designee shall notify the parent the same day of an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident.

Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flier on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first

occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

### **Law Enforcement, School Resource, and Campus Security Officers**

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### **Documentation of ESI Incidents**

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a Section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### **Reporting Data**

District administration shall report ESI data to the state department of education as required.

#### **Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such a meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such a meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such a student would benefit from such measures.

### **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such a complaint shall investigate such a matter, as deemed appropriate by the administrator. If the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will have the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommend corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent.

On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action.

A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/19; 12/13; 6/15; 6/16

## **USD 250 Homework School Board Policy**

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom and promote academic progress. (Policy IHB)

## **USD 250 Homework Philosophy**

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

## **USD 250 Core Beliefs about Homework**

We believe the assignment of homework is based on the following principles:

1. Homework shall be used as an extension and/or reinforcement of what was taught and learned in the classroom.
2. The act of doing homework is considered to be important for developing independent work skills.
3. Feedback from teachers to students about homework must be constructive and given in a timely manner.
4. Similar homework guidelines should be established by the classroom teachers, at each grade level at the K-5 level and at the department level, 6-12.
5. Homework involves parents/guardians in their child's education, and the school district appreciates their support and monitoring of homework.
6. Homework may be assignments that were not finished in class or assignments assigned to be completed at home.

## **USD 250 Grading School Board Policy**

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board. (Policy IHA)

## **USD 250 Grading Philosophy**

Grades serve as a vehicle to promote meaningful evaluation of student achievement, to inform students and parents of academic progress, and, as necessary, to improve student performance, habits, and practice.

## **USD 250 Core Beliefs about Grading**

We believe grading of student work is based on the following principles:

1. To communicate to parents what students know and are able to do in the classroom and on homework.
2. That grades are based upon documentation, participation, attitude, conduct, and work habits of each individual student and are given on the basis of sound measurement.
3. Grades are an accurate reflection of student performance based upon a variety of formal and informal assessments.
4. To ensure that all students are given sufficient opportunities to demonstrate their comprehension of a subject or course.

5. Similar grading guidelines should be established at each grade level at the K-5 level and at the department level, 6-12.
6. Student grades reflect individual performance of a student's progress, and teachers provide meaningful feedback.