



Elementary Handbook

2024-2025

Our Mission: To create a safe and inclusive culture and a comprehensive educational experience that propels students toward their fullest potential so they can positively impact their community.

Table of Contents

Contact Information.....	4
Welcome.....	5
District Home Page.....	5
Other Contacts.....	5
Notice of Nondiscrimination.....	5
Absence.....	5
Attendance Law and School Procedures.....	5
Excused or Unexcused Absences	6
Excused Absence Make-Up Work.....	7
Activities.....	7
Animals at School.....	7
Bullying Prevention.....	7
Bus Schedules and Regulations.....	9
Computer Use.....	9
Crime Reporting.....	11
Crisis Team.....	11
Crisis Plan – SRP Standard Response Protocol.....	11
Custodial and Noncustodial Parents.....	12
Deliveries at School.....	12
Discipline Policy Statement (Derby Public Schools District-wide).....	13
Dress Code.....	17
e-Funds (Online payments).....	17
Emergency Drills.....	18
Emergency Safety Interventions.....	18
Family Access.....	24
Family Educational Rights and Privacy Act.....	24
Fundraising.....	25
Google Apps for Education.....	25
Health Room Requirements.....	26
First Aid.....	26
Illness/Injury.....	27
Communicable Disease.....	27
Kansas Immunization Requirements.....	27
Medications.....	28
Self-Administration of Emergency Medicine.....	28
Vision and Hearing Screenings.....	28
Dental Screenings.....	28
Toileting Procedures.....	29
Homework.....	29
Insurance.....	29
Kansas School Safety Hotline 1-877-626-8203.....	29
Latchkey.....	29
Leaving School.....	29
Lunches.....	29

Lunch/Food Allergies or Intolerances.....	30
Lunches for Students with Disabilities.....	30
Meal Charge Policy.....	30
Media Center.....	31
Movies.....	31
Moving.....	31
Out-of-District Policy.....	31
In-District Policy.....	31
Non-Resident Student Enrollment/Student Transfer Requests.....	32
Parental Rights.....	32
Parent-Teacher Conferences.....	33
Parties.....	33
Personal Property.....	33
Physical Education Participation.....	33
Policy and Procedure.....	33
Promotion and Retention Policy.....	33
School Notification System.....	33
School Security.....	34
Student Wellness.....	34
Monitoring Requirements.....	34
Nutrition Guidelines.....	34
Peanuts/Snacks in the Classroom.....	35
Physical Activity Used as Punishment.....	36
Physical Activity at Recess.....	36
Physical Education Classes.....	36
Wellness Policy Promotion.....	37
Technology.....	37
Title I.....	37
Visitors and Volunteers.....	38
Weather Guidelines.....	38

Contact Information

Cooper Elementary
4625 Juniper
Wichita, Kansas 67216
(316) 554-0934, Fax (316) 524-9407

Derby Hills Elementary
2230 Woodlawn
Derby, Kansas 67037
(316) 788-8540, Fax (316) 788-8536

El Paso Elementary
900 E. Crestway
Derby, Kansas 67037
(316) 788- 8545, Fax (316) 788-8495

Oaklawn Elementary
5000 S. Clifton
Wichita, Kansas 67216
(316) 554-0704, Fax (316) 522-8090

Park Hill Elementary
1500 E. Woodbrook
Derby, Kansas 67037
(316) 788-8095, Fax (316) 788-8098

Stone Creek Elementary
3012 Triple Creek Drive
Derby, Kansas 67037
(316) 788-8555, Fax (316) 788-8496

Swaney Elementary
501 English
Derby, Kansas 67037
(316) 788-8560, Fax (316) 788-8494

Tanglewood Elementary
830 Ridgecrest
Derby, Kansas 67037
(316) 788-8565, Fax (316) 788-8493

Wineteer Elementary
8801 E. Ent Dr
Wichita, Kansas 67210
(316) 684-9373, Fax (316) 687-2418

Welcome to Derby Elementary Schools! This handbook is designed to help you become familiar with some of the guidelines and elementary school policies we ask our students to follow for a successful school year. We look forward to providing an excellent education and a successful school year.

District Home Page

Derby School District encourages communication. The district website, www.derbyschools.com is updated frequently with a variety of information and resources. Each school's website can be found under "Schools".

Other Contacts

District Administrative Center (316) 788-8400
Derby Recreation Center (DRC) (316) 788-3781

Transportation (316) 788-8450
Latchkey Derby Hills (316) 788-8532
Stone Creek (316) 788-8555
Swaney (316) 788-8064
Wineteer (316) 684-0097
Derby High School (316) 788-8500
Derby Middle School (316) 788-8580
Derby North Middle School (316) 788-8408

Notice of Nondiscrimination

An Equal Employment/Educational Opportunity Agency

Derby Public Schools is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, or genetic information. Inquiries regarding compliance may be directed to the Assistant Superintendent of Human Resources, 1550 E. Walnut Grove Rd., Derby, KS 67037, (316) 788-8415. This position has been designated to coordinate compliance with non-discrimination 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. See Board Policies GAAA and GAAB for more information.

Absence

A student's absence from school must be reported by a telephone call to the office or by a note from the parent or guardian within 48 hours of the absence.

Attendance Law and School Procedures

Any student under 18 years of age is required by law to attend school, and if such a child is inexcusably absent either three (3) consecutive days or five (5) or more days in any semester, or seven (7) days in one school year, such child is "truant" as specified in Kansas School Compulsory Attendance Law K.S.A. 72-3121. As a school procedure a doctor's note may be required to excuse absences.

Excused or Unexcused Absences

(Cf. IHEA, JDD) (See JBE)

Parents may excuse students up to ten (10) absences per year without the need for documentation of a professional appointment.

Each absence over the ten (10) per year will automatically become an unexcused absence, unless a note from the medical professional is provided and accepted by administration.

Parents will be notified after three (3) parentally excused absences during the first semester and seven (7) parentally excused absences for the year.

The principal or his/her designee will determine whether a student's absence is excused or unexcused based on the above criterion. The school's daily attendance report will indicate those absences that are unexcused.

Parentally excused absences may include the following reasons:

1. Personal illness/injury
2. Personal and family matters
3. Military families should be given special consideration with prior notification in accordance with the Interstate Compact on Education Opportunities for military children.

Parents will be held responsible for contacting the school by phone call, message or personal visit on the day of the absence. Any absence will be regarded as unexcused if the school (attendance office) is not notified by phone call or message within 48 hours from the date of absence. An attempt will be made to notify parents who have failed to contact the school on the day of the absence.

Attendance	
Time Frame	Intervention
Daily	An attempt will be made to contact parents for all unexcused absences.
3 consecutive unexcused absences	After three consecutive unexcused absences a report will be made to DCF.
5 unexcused absences in a semester	A report will be sent to DCF.
7 unexcused absences	A report will be sent to DCF.
10 excused or unexcused	A doctor's note may be required or verification by school nurse may be required to excuse further absences.

For students that arrive 1.5 hours late to school or leave 1.5 hours early, this will be considered a ½ day absence.

Students are expected to be at school on time. Chronic tardy cases will be handled on an individual basis.

Excused Absence Make-Up Work

Teachers will work individually with students who are absent from school and miss graded assignments. Teachers may use a variety of resources and platforms to conduct make-up work.

Activities

There are many activities offered at the elementary level. All students are encouraged and invited to take part in extracurricular activities.

Animals at School

The purpose of these guidelines is to ensure a safe environment for students and staff when animals are present in the classroom or on school property.

No animals of any kind may be brought to school without the expressed consent of the classroom teacher and building principal.

The following animals have been identified by the Kansas Department of Health as inappropriate pets to be brought from home for school visits: reptiles, amphibians, poultry (baby chicks and ducks) and birds in the parrot family. These animals may be used as classroom/school pets for DISPLAY ONLY. Students shall not handle these animals. No wild animals are acceptable for school visits. An exception is a licensed professional wildlife handler who presents animals in enclosed cages and does not allow contact between students and the animals.

Animals brought to school must be clean and healthy. Dogs, cats and ferrets must have a documented and current rabies vaccination. The animal should be free of fleas, ticks, mites and skin lesions. These animals must have collars and leashes. Birds will not be allowed to fly free. All animal visits should be for a short period of time.

Due to the variety of student and adult experience with and reactions to animals, animals on leashes will not be allowed on school grounds at arrival, dismissal, recess, or whenever students are outside. Working dogs giving assistance to those with handicapping conditions are an exception to this rule. Animal control will be called when an animal is at large on the school grounds.

Bullying Prevention

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

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

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

Additionally, bullying means any form of intimidation or harassment prohibited by the Board of Education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 260 will not tolerate these actions by students, staff, or parents.

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

Similarly, a "staff member" means any person employed by the district.

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

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

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

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may consider the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the nature, frequency, and severity of the behavior.

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

Bus Schedules and Regulations

Buses are scheduled to arrive and leave at various times. If students or parents have any questions regarding specific pick up times and places, they should contact USD 260 Transportation Department, at 788-8450. Students will ride the bus unless dismissed by parental permission in writing or by telephone. Students will be sent home on the bus unless parents make other arrangements in the office. Students will be assigned bus routes at the beginning of the year and will be given a copy of bus rules. Students are expected to conduct themselves in a manner that permits and promotes safe transportation. Bus rules must be obeyed while riding the school bus. Violation of any of the rules will be regarded as willful disobedience and a student's transportation privileges may be withdrawn at the discretion of the Transportation Department and/or School Administration. Reports of unacceptable behavior may result in parental contact and/or parent/School Administration conference. School bus discipline referrals will be dealt with as follows:

1. Bus conduct report administered by the bus driver and a call to the parents. Information is also sent to the building principal.
2. Once three (3) Bus Conduct Reports have been issued, student will be suspended for one (1) day from the bus.
3. If the student's behavior does not improve, bus privileges may be suspended for 3-5 days.
4. Severe situations will be dealt with on a case by case basis between the Transportation Supervisor and School Administration. This could include suspension of bus privileges for the remainder of the semester.

Computer Use

The purpose of the computer network is to support the curriculum, enhance the educational opportunities of students, and support the administrative efforts of Derby Public Schools. Following is a list of unacceptable actions including but not limited to:

1. Accessing or attempting to access any computer systems with another user's authentication information.
2. Disclosing your authentication information to another user. You are accountable for any computer activity associated with your authentication information.
3. Accessing any resource on the network through any means other than a district established personal login process.
4. Gaining access to other user's data for which you have not been explicitly granted access by district personnel.
5. Storing, downloading, installing, or running any executable/program/macro which is not authorized by the district on a network server or a networked/stand alone workstation.
6. Altering desktop settings in any way, such as, but not limited to wallpaper or screensavers.
7. Accessing any network resource for which you have not been explicitly granted access by district personnel.
8. Accessing DOS.
9. Creating or renaming icons.
10. Renaming system files, such as, but not limited to .ini, .exe, or .dll files.
11. Using the network for commercial/financial gain or fraud.
12. Forging email messages.
13. Posting anonymous messages/materials.

14. Harassing, insulting, threatening, invading the privacy of others, or using inappropriate language in any form of electronic communication or data.
15. Student printing without teacher's permission.
16. Circumventing any network security system, such as, but not limited to GPOs, internet filtering or configuration.
17. Disrupting the network or a computer system.
18. Damaging, modifying, altering, destroying, or removing licensing labels from computer equipment.
19. Any act of vandalism to computer equipment.
20. Requesting, transmitting, or possessing obscene or threatening material.

K.S.A. 21-3755:

Computer crime; computer password disclosure; computer trespass.

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, service or any other thing of value by means of false or fraudulent pretense or representation;
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

The district has the right to restrict or terminate network access at any time for any reason. Derby Public Schools further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer network.

Privacy Rights

Users should have no expectation of privacy in regards to email or data files. The Director of Technology or designee has access to and may monitor them at any time for security reasons. The district retains the right to duplicate any information created on the computer system. Additionally, the district reserves the right to take possession of a student's district owned device at any time if the device is being used in violation of this handbook.

Compliance with Copy Laws

The district will adhere to all copyright laws as applied to computer software; this includes license agreements and/or policy statements contained in the software packages. Therefore, all software used on district computers shall be purchased by the district, properly licensed, and installed by Technology Department designated personnel. The legal or insurance protection of the district will not be extended to employees who violate copyright laws.

Further, transmission of any material over the internet that is in violation of any State or Federal law is prohibited. This includes, but is not limited to: copyrighted material; inflammatory material.

Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

Suspension of Internet access,
Revocation of Internet access,
Suspension of network privileges,
Revocation of network privileges,
Suspension of computer access,
Revocation of computer access,
School suspension,
School expulsion, and/or legal action and prosecution.

Crime Reporting

Anyone with helpful information in solving crimes should contact the school office. In addition to the Crime Stoppers Hotline, students may report potential violence on See Something, Say Something, the P3 app or the school violence hotline. Stay Safe, Speak Up, Stop School Violence 1-877-626-8203.

Crisis Team

Every school has implemented their own Crisis Team. This team will meet to address all safety concerns shared by parents, students or staff. If you have a safety concern you would like to share with the Crisis Team, please call the school office. Safety is a top priority for all Derby schools.

Crisis Plan – SRP Standard Response Protocol

The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis. Persons wishing to know more about the crisis plan should contact their building administrator.

Derby Public Schools has adopted the Crisis Plan, Standard Response Protocol, or SRP. If you would like more information on the Standard Response Protocol, please contact your students' school.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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Custodial and Noncustodial Parents

If a student's noncustodial parent (a parent with whom the child does not live with, but who maintains parental rights) would like to receive copies of the school or class newsletters, progress reports, or other important papers concerning their child. Those can be copied, emailed, or found in the Virtual Backpacks online.

Custodial parents should be advised in the absence of a court order severing or limiting the parental rights, non-custodial parents would be afforded all rights entitled to custodial parents. Parents (custodial and noncustodial) who believe issues may arise during the year are asked to contact the principal so the school may be fully aware of the situation and respond to any specific requests.

Deliveries at School

Our school follows the district policy regarding deliveries to the school. The policy states that schools will not accept or allow deliveries of flowers, balloons, or other gifts to students. The

internal distribution of items by students or faculty groups must be approved in advance by the building principal. The commercial delivery of food to any school student will not be allowed.

Discipline Policy Statement (Derby Public Schools District-wide)

The purpose of this discipline policy is to ensure a safe and orderly environment so learning and teaching opportunities are maximized. Students have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom rules and policies, and be ready to accept the negative consequences of their actions if they violate these rules or policies. All student conduct expectations noted in this section apply to students while they are on school district property, at all bus stops, and at all school sponsored activities. Disciplinary measures for misbehavior at each school are determined by the administration and may include, but are not limited to warnings, detentions, in-school and out-of-school suspensions, and expulsion.

Possession, Smoking and Other Use of Tobacco or Nicotine Delivery Devices

At no time are students permitted to possess or use tobacco products or nicotine delivery devices on Derby Public School property. Students participating in school sponsored activities, regardless of the location, are prohibited from the possession or use of tobacco products or nicotine delivery devices. The use of tobacco products or nicotine delivery devices on all Derby Public School premises is prohibited.

Violation of the above provision will result in an automatic three day out of school suspension with notification to parents for the first offense. The second offense shall result in a five day out-of-school suspension. The third violation will result in a ten day out-of-school suspension during which time an expulsion hearing will be held.

Smoking or tobacco or nicotine delivery device use by anyone is not permitted at any time inside Derby Public School buildings nor is it permitted on outside premises.

Racial and Disability 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, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Safe School Act

The Kansas School Safety and Security Act (K.S.A. 72-6143) requires school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator’s preliminary investigation reveals information that indicates a crime (felony or misdemeanor) may have been committed, the administrator is required to file a report. Whether or not the report is made

in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians or representatives shall be observed. Notification or attempted notification of parents, guardians or representatives shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

Sexual Harassment

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Drugs/Alcohol

Drugs, or simulations of drugs, or drug paraphernalia, or alcohol products are prohibited on school property. Anyone under the influence of either of these is also prohibited from being in the school or on the premises at any time. The violation of the above regulations will result in disciplinary action by school authorities. There will be an automatic three to ten day out-of-school suspension with a possible expulsion hearing on the first offense. The second offense will result in a ten day out-of-school suspension with an expulsion hearing. Local law enforcement authorities will be called to investigate any situation when deemed necessary by the administration.

Suspension and Expulsion

SUSPENSION AND EXPULSION

Kansas Law K.S.A 72-6114 states that the Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any pupil or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct;
- B. Conduct which substantially disrupts, impedes or interferes with school operation;
- C. Conduct which endangers the safety or substantially impinges upon or invades the rights of others;
- D. Conduct which constitutes the commission of a felony;
- E. Conduct which constitutes the commission of a misdemeanor;
- F. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operations; and
- G. Possession of a weapon at school, on school property or at a school sponsored event.

The following violations may result in a short-term suspension, a long-term suspension, expulsion, or other disciplinary measures:

1. Vandalism and destruction of property.
2. Possession or use of tobacco products or nicotine delivery devices.
3. Use, possession, or distribution of alcohol or other drugs, simulations of drugs, or drug paraphernalia.
4. Disrespect, intimidation, or harassment toward teachers, students, and other staff members and/or defiance of teachers or staff members.
5. Fighting.
6. Leaving school at lunch or at any time without permission.
7. Discharging or possession of fireworks, explosive devices, other incendiary devices, or simulations thereof.
8. Throwing food, containers, utensils, or other items is prohibited. Students engaged in such activity at any time during the school year may be subject to a suspension or expulsion.
9. Inappropriate use of fire alarms.
10. Possession or use of matches or lighters.
11. Setting or attempting to set any fires.
12. Use of inappropriate language or inappropriate language directed toward any staff member.
13. Committing an act that is dangerous or potentially dangerous to students or staff members.
14. Stealing or possession of stolen items.
15. Repeated violations of school policies.
16. Carrying or possessing a weapon or simulation of a weapon on USD 260 property or at any school-sponsored activity. It should be noted that any device that has the potential of delivering an electrical charge or any material such as mace or pepper spray will be considered as weapons.
17. The use of a weapon or simulation of a weapon on USD 260 property or at any school sponsored activity with the intent of harassment, intimidation, or defense.
18. Computer violations. Use of electronic devices that violate privacy laws, result in harassment, classroom cheating, or any school disruption. Accessing or using social media during school hours. Students may not take photos, images or video of people at any time without the person's permission.
19. Assault and/or battery to another student or a staff member.
20. Terroristic threats.
21. Participation in any student strike, walkout, and/or student demonstration.
22. Wearing or in possession of clothing or any item, or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.
23. Inciting racial issues and/or gang rivalry through signs, language, or dress.

This list is not intended to be all-inclusive. Acts outside of this list will be handled on an individual basis (e.g. Students in possession of, or found under the influence of, drugs and/or alcohol, or because of other disruptive behavior may lose privileges to attend activities and events for a length of time to be determined by administration.)

Students who are suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department.

Any student who is suspended out of school for a short term (one to ten days) is expected to make-up all work missed during their suspension. As with absences for other reasons, the student is responsible on the day they return to class, to make arrangements with the teacher regarding the completion of the work missed.”

This list is not intended to be all-inclusive. Acts outside of this list will be handled on an individual basis.

Vandalism and Destruction of School Property

Vandalism, defacing, or destroying school property, the property of any school employee, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated in any act of vandalism and, where warranted, charges may be filed with the Police Department. The justifiable value of school property lost, damaged or destroyed by a student will be charged.

The following Board of Education regulation will apply in the event there is disciplinary action resulting from destruction or theft of school property:

1. Restitution for damaged property: When a student is suspended for a violation of this policy, as a condition of reinstatement in school, he/she may be required to make restitution to the district.
2. Legal action to recover damages: In the event a student or his/her parents/legal guardians fail or refuse to make restitution for damages resulting from vandalism, the administration, with prior approval of the Board of Education, may take such legal action as seems appropriate to recover said damages.

Weapons Policy

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

Definition of Weapons and Destructive Devices: As used in this policy, the term “weapon” and/or destructive device means:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel or projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding example, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by

- the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Other Types of Weapons

Any other article that could be considered a weapon, which does not specifically meet the definition under federal statute, may also result in expulsion for up to-186 days.

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

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

Reporting Criminal Possession of a Firearm by a Student: It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

Dress Code

Appearance does affect the learning atmosphere of a school. Neatness, decency and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. The code is not intended to work a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing. The universal dress code for school days and activities at Derby Public Schools is noted below. Students who are in violation of the dress code will receive consequences ranging from being asked to change or alter their clothing up to suspension. Students whose clothing violates the district racial harassment and intimidation policy will receive three days out-of-school suspension for the first infraction, three to five day out-of-school suspension with a possible expulsion hearing for the second offense, and suspension from school pending an expulsion hearing for a third violation.

If a child's appearance hinders the learning atmosphere of the classroom the parents will be called. The following list may not be all-inclusive. When you are in doubt about an item of clothing, call the office.

1. Clothing/logos that encourage the use of violence, drugs, alcohol, tobacco, profanity, derogatory statements and racial or sexist slurs are considered unacceptable on clothing items including backpacks.
2. Clothing that is not school appropriate (showing the stomach, showing other private areas of the body, covering the entire face/student must be identifiable, or articles that the student struggles to keep on) will not be permitted.

e-Funds (Online payments)

e-Funds is the Derby Public Schools online system for collecting student fees (including lunch). The system is currently available to all district families. e-Funds allows you to pay from your checking account or credit card. Online payments made after 7:00 a.m. will be applied to accounts the next business day, except for bank holidays. Find more information by

going to www.derbyschools.com.

Emergency Drills

Tornado, earthquake, fire, lockdown, and building evacuation drills are held on a regular basis for students' safety. The school follows established procedures from the state fire marshal's office and the district's crisis plan for these drills. In the event of an actual emergency, parents or guardians may pick up their students at the school or the designated evacuation site outlined in your school's information packet. We will not release students to other adults or by phone calls from parents or guardians. Students will only be released to those identified as emergency contacts. During a "shelter in place" emergency, students will not be released in keeping with district policy.

During a weather emergency when city sirens are sounding, office phones will not be answered or doors opened, as personnel will be in shelter.

Emergency Safety Interventions

The Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies when possible.

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

"Area of purposeful isolation" means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

"Campus police officer" means a school security officer designated by the Board of Education of any school district pursuant to K.S.A. 72-6146, 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:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;
- a legal guardian;
- and education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or
- 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.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

"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 for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- school personnel to purposefully isolate the student; and
- the student is prevented from leaving, or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

“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
 - 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 affect 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 prior to 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 for 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 medical condition shall be indicated in a written statement from the student's licensed healthcare provider, a copy of which has been provided to the school and placed in the student's file.

Such 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. In spite of 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 see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area 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-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 as 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:

- A copy of this policy which indicates when ESI can be used;
- A flyer on the parent's rights;
- 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
- 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 user of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation must shall 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.

Parent 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 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 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 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 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 complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that 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 share 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 recommended 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.

Family Access

Families are able to see family information, emergency contacts, health information, fees paid at school, food service account and check attendance. This can be accessed by going to www.derbyschools.com then click on "Parents" to find parent logins.

In order to use Family Access, parents will need to obtain usernames and passwords, please see the office staff of your child's school.

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 the school. In accordance with FERPA, you are required to be notified of those rights that include:

- The right to review and inspect all of your educational records except those that are specifically exempted.
- 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:
- We have your prior written consent for disclosure, the information is considered directory information and you have not objected to the release of such information, and disclosure without consent is permitted by law.
- The right to request your educational records are amended if you believe the records is 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.

- The rights to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe Derby Public Schools have failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

Fundraising

All fund raising projects must be in compliance with Board of Education policies. The school will not support door-to-door sales by students.

Google Apps for Education

Derby Public Schools encourages communication and collaboration between students and teachers by providing access to Google Apps for Education (GAE). You can learn more about Google Apps for education by visiting <https://www.google.com/edu/trust/>

Your student is provided an account housed on Google's servers that will provide access to collaborative tools some of which are:

1. Google Contacts
2. Google Mail
3. Google Calendar
4. Google Docs

This will allow students and teachers to share information housed in these areas. These services are then coordinated and managed by district technology personnel. Each student will have an email address ending with @usd260.com and will be noted as being a student account on every email they send. A two layer spam and security protocol is followed to limit exposure to objectionable material.

1. Official Email Address: All students in grades K-12 will be provided a Google Apps account which will provide them with an official district email address. This account will be considered the student's official Derby Public Schools email address until such time as the student is no longer enrolled in the district.
2. Prohibited Conduct: Student access to Google Apps is a privilege and may not be used in the following ways:
 - a. Unlawful activities
 - b. Commercial purposes
 - c. Personal financial gain
 - d. False identity in email communications
 - e. Misrepresentation of the school district
 - f. Interference with Derby Public Schools technology operations
3. Access Restriction: Access to and use of a student Google Apps account is considered a privilege accorded at the discretion of Derby Public Schools. The district maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the building administrator for further investigation and disciplinary action.
4. Security: Derby Public Schools cannot and does not guarantee the security of electronic files located on the Google Apps for Education system. Although the district utilizes Google's two layer security and content filtering, Derby Public Schools cannot assure

that users will not be exposed to unsolicited information.

5. Privacy: The general right of privacy will be extended to the extent possible in the electronic environment. Derby Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student Google Apps accounts are strictly prohibited from accessing files and information other than their own. The Derby Public Schools reserve the right to access the student email system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Benefits:

- Students without personal access to Microsoft Office or other office suites now have an online space to write papers, create slideshow presentations, spreadsheets and forms.
- Students have on-line document storage of created files accessible from any Internet connected device.
- Teachers can review, collaborate and co-edit student documents providing a new level of support and guidance.

Requirements to Participate:

- Students will have a personal login through the Derby Public Schools secure and private Google Apps for Education link that will be located on the district's home Web page as well as at each building's Web page.
- Students and parents who do not wish to participate in this program will need to state such in writing to the student's building principal.
- All participating students must abide by the Derby Public Schools Computer Use policy.

Health Room Requirements

General Information: Each school is staffed with a nurse or unlicensed assistive personnel (UAP) who works under the direction of the nurse to provide limited services to students as well as maintain health records. The nurse can provide information as to where parents can obtain health assessments and immunizations.

First Aid

A limited amount of first aid supplies is kept in the health room. The school nurse or UAP will administer to minor injuries.

In the event of a serious accident, parents will be notified immediately. Should the school be unable to locate the parent, an attempt will be made to locate the person listed as the emergency contact person. If this person cannot be located, school personnel will exercise their best judgment in contacting the doctor or hospital listed on the enrollment information provided by the parent. Local emergency telephone numbers should be given for all students. If your home or business telephone numbers should change during the year, keep the school office informed. Please notify us of serious medical problems that may develop during the school year.

Illness/Injury

Students who are ill should not come to school in order to prevent the spread of illness and to protect other students from exposure to diseases. It shall be the duty of the parent or guardian and the principal, or designee, to exclude any child who appears ill or is affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantine for the particular infections or contagious disease. If a student exhibits symptoms of illness, the nurse will determine whether the student may remain in school. If it is determined that the student must leave school due to illness or injury, it is the responsibility of the parent/guardian to make arrangements for the student to be picked up or leave campus within one hour. Student Health can provide only temporary care of ill or injured students. Parents/guardians may authorize an alternate individual to pick up the student if they are unable. Students may be given permission by parents/guardians to walk home if they have no limiting medical concerns that would affect their safety.

Please keep your child at home when he/she exhibits any of the following symptoms:

1. a temperature of 100 degrees or higher before medication has been given. A child must be fever free 24 hours without fever reducing medication, before returning to school,
2. vomiting or diarrhea, per nurses' discretion.
3. unidentified rashes, eyes that are red, matted or have a discharge.

Communicable Disease

All exclusions and regulations can be found at

<https://www.kdhe.ks.gov/DocumentCenter/View/13715/Kansas-Classroom-Handbook-of-Communicable-Diseases-PDF>

If your student has a communicable disease, please let your school nurse know as soon as possible.

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Students will be checked by the school nurse upon return to school to verify that student has been treated. Nits may persist after treatment, but successful treatment should kill crawling lice. Persistent cases will be handled on a case by case basis and those students may be excluded from school. Head lice information can be found on the CDC website at <https://www.cdc.gov/lice/about/head-lice.html>.

Kansas Immunization Requirements

Any student who has not provided current documentation of required immunizations will be excluded from school per Kansas law: K.S.A. 726265. The exclusion is enforced the Tuesday following Labor Day. K.A.R. 28120 defines immunizations required for any individual who attends school or early childhood programs operated by a school. Several forms of communication (Skylerts, emails, letters) will notify guardians in advance. Detailed school immunization requirements by age group are listed on our Derby Schools website under the Parents tab or can be found at <https://www.kdhe.ks.gov/321/School-Information> under the School Information tab.

There are only two exceptions permitted by state law. Both exemptions must be completed annually:

1. certification from a licensed physician stating the immunizations would be a serious health threat to the student

2. a written statement signed on a yearly basis by the parent/guardian that the child adheres to a religion whose teachings are opposed to immunization.

Students who are exempted from immunizations, or are not up-to-date, will be excluded from school and all extra-curricular activities in case of an outbreak of a vaccine-preventable disease. (K.S.A. 72-6265)

Medications

When the administration of medication is necessary at school, the following requirements must be met:

- **Prescription medications:** The prescribing medical provider must send a written order for the administration of any prescription medication. The medication must be provided to the school in the original prescription bottle from the pharmacy.
- **Over-the-counter medications:** Parents may give permission for over-the-counter-medications to be administered at school by signing a Request for Medication Administration form which can be obtained from the nurse. It can also be found on the district website at www.derbyschools.com. The medication policy on the reverse side of this form must be followed. A written note on any other paper will not be accepted. Parents need to provide any medications listed on this form in their original container. All medications will be stored in the health room and administered by school health personnel. Improper usage, abuse, or distribution of any medication, prescription or over-the-counter, may result in disciplinary action. Medication may not be carried by the student while in school. Medications for the purpose of reducing fever will not be given at school. The school nurse or administrator will have the authority to refuse to give any "over-the-counter" medication if he/she feels it is inappropriate for the child.

Self-Administration of Emergency Medicine

The self-administration of emergency medicine for the treatment of anaphylactic reactions or asthma will be allowed. To be eligible the student must meet all requirements of this plan. This includes having the school form for Asthma or Allergic Action Plan signed by physician, parent and student. The plan shall also show the student has been instructed on self-administration of the medication, is authorized to do so in school and is aware any violations of this agreement may result in this privilege being revoked. This plan/form may be obtained from your child's school.

Vision and Hearing Screenings

Each year students in kindergarten, first, third and fifth grades will have vision screening at school. Students in kindergarten, first, second and fourth grade will have hearing screening. If your child does not pass the test you will be notified and a professional evaluation recommended. If you do not want your child to participate in these screenings, please notify the school nurse.

Dental Screenings

Derby participates in the statewide dental screening as part of compliance with K.S.A. 72-5201. Local dental hygienists provide the free screening for our students. Parents should contact their school nurse if they do not want their child to participate.

Toileting Procedures

Students entering Kindergarten are expected to be toilet trained. If your student is not toilet trained upon entering school, please see your school nurse and review our Toileting Procedures.

Homework

Homework may be assigned as necessary for a variety of purposes such as practice, enrichment or remediation. It is expected students will complete homework assignments. Please monitor your child's homework if assigned.

Insurance

The school district does not carry health or accident insurance on students.

Kansas School Safety Hotline 1-877-626-8203

This hotline is a toll free number available 24 hours a day, 365 days a year to give students, parents and community members the opportunity to anonymously report any potential for school violence before it occurs. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools depending on the severity of the situation. For more information go to www.ksde.org, click on "subject" categories and go to the "safety" link.

Latchkey

Enrollment must be completed in the latchkey office. This is separate from online enrollment. The licensed child care program, serving all Derby Public Schools students (K-5) is located at Derby Hills, Stone Creek, Wineteer and Swaney Elementary. Latchkey is open from 6:00 a.m. until the school day begins and from the time school dismisses until 6:00 p.m. A summer program is also available. Contact information can be found on the district website. The guidelines and policies in this handbook apply to the Latchkey program. Additional specific guidelines, policies, and fees are available at <https://www.derbyschools.com/academics/before-and-after-school-services>.

Leaving School

Students will not be released to anyone other than the parent/guardian, unless there has been notification by the parent/guardian to the office. When checking out early, no student is allowed to walk or ride a bike and must be picked up by an adult 18 or older. Anyone checking a student out will be required to present legal identification.

Lunches

The school district will provide each student with the opportunity to participate in the school lunch program. Free or reduced lunches are provided for students who are qualified under school district, state and federal guidelines and regulations governing this program. Students are only allowed one free or reduced breakfast and one free or reduced lunch per day.

In the National School Lunch Program, schools must offer five food components (milk, fruits, vegetables, grains, meats/meat alternates). Students are allowed to decline two of the five required food components, but must select at least ½ cup of either a fruit or vegetable. Students must select the other food components in the quantities planned.

The purpose of allowing students to decline items is to reduce food waste and give students

the opportunity to select foods they want to eat. It is important to remember school lunch provides approximately one-third of the student's daily nutrition needs. The fewer menu items selected, the less nutritional benefit students will receive. Therefore, we do not discourage students from taking a whole meal.

The price per meal remains the same whether students select the minimum number of items or the full meal. It is the student's responsibility to notify the servers if they want to decline a food item. Students who want to decline an item must raise their hand before reaching the serving window. When they reach the serving window, they need to tell the server which food they do not want.

When students withdraw or graduate from Derby Public Schools, the remaining balance in their lunch account may be transferred to a district account to help ensure that all students have access to nutritious meals during the school day. Parents may complete a request for refund in order to receive their remaining lunch account funds. If a request for refund is not received by the District within three months, remaining funds will be transferred to the donation account.

- Parents must order a lunch by 8:15 AM if they are planning to eat school lunch with their child.
- Student lunch accounts are expected to maintain a positive account balance. Parents are encouraged to sign up for e-mail notifications when lunch balances fall below \$10. To sign up for Skylert messages, sign into Family Access, click Skylert and choose Food Service alerts.

Lunch/Food Allergies or Intolerances

Substitutions may be made on a case-by-case basis only when supported by a completed meal modification form signed by a physician, physician assistant or nurse practitioner. The parent or guardian may be asked to provide the substitute food item prescribed by the physician or recognized medical authority.

Lunches for Students with Disabilities

Child Nutrition Program regulations require School Food Service Authorities to make substitutions for students with disabilities who are unable to consume specified food items found on the standard school menu. A child with a disability is one who has "a physical or mental impairment that substantially limits one or more major life activities (7CFR Part 15b.3)." A student with a disability shall be provided food substitutions when a dietary accommodation is prescribed by a licensed physician. Parents are encouraged to participate in the planning of prescribed meals for their child. Food Service Providers shall serve special meals at no extra charge (beyond that charged by the district to non-disabled students) to children whose disability restricts their diet.

Meal Charge Policy

An account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$15.00 past a \$0.00 balance to this account. Charging of a la carte or extra items to this account will not be permitted.

At least one written warning shall be provided to a student and his/her parent or guardian prior

to denying meals for exceeding the district's charge limit. If payment of negative balance is not received and determined to be uncollectible (as defined by the Superintendent or Superintendent's designee). The debt will be turned over for collection in accordance with Board Policy DP.

You may schedule automatic payments to your child's lunch account with no convenience fee when using a checking account routing number. If you use "Low Meal Balance" set up in E-Funds, fund transfers will be determined based upon the meal balance amount you set.

1. After logging into E-Funds, click Advisory Services and choose Low Meal Balance.
2. Set the minimum balance to indicate when you want the automatic transfer to take place.
3. Set replenish amount to set the amount of money that will be transferred from your checking account into your student's account.
4. Check notice if you wish to receive an email notice when the transfer takes place.
5. Auto replenish creates the automatic payment.

When students withdraw or graduate from Derby Public Schools, the remaining balance in their lunch account may be transferred to a District account to help ensure that all students have access to nutritious meals during the school day. Parents may complete a request for refund in order to receive their remaining lunch account funds. If a request for refund is not received by the District within three months, remaining funds will be transferred to the donation account.

Media Center

Lost or damaged library materials are student's families' responsibility for replacement. The replacement cost will be the cost to the district to replace the item.

Movies

DVD/Videos may be used for instructional purposes and limited for entertainment use.

- For any movie rating above G, parents will be informed of the title, content, and relationship to the specific learning outcome being addresses.
- No R rated movies will be permitted in the elementary school.
- Staff will preview all videos prior to showing them in class.
- If parents opt for their child NOT to watch the video, an alternate learning activity will be provided.

Moving

Out-of-District Policy

Students who begin the year with resident status and whose parents move out of the district after September 25 may complete the school year if they can make suitable arrangements with the school administration. Academic performance and behavior of the student will be considered by administration with these requests.

In-District Policy

Students who move out of their current school's attendance area, but do not move out of Derby Public Schools during the school year, may finish the school year at their current school if suitable arrangements can be made regarding transportation.

Non-Resident Student Enrollment/Student Transfer Requests

Derby Public Schools accepts online applications for Non-Resident enrollment subject to and in conformity with BOE Policy JBCC: Enrollment of Non-Resident Students.

Before May 1 of each year, the superintendent of schools or designee will develop and submit a recommendation to the Board of Education declaring the projected enrollment and number of open seats available to nonresident students. By June 1 of each year, the district will publish on its website, at a minimum, the number of students expected to attend the district in the next school year and the number of open seats available to non-resident students. The Derby Public Schools Board approved that after non-resident approval and enrollment occur, all non-resident students will need to be screened for academic performance in reading, math and science.

No application is needed for the following school year for non-resident students who are currently attending the school of their choice. Continued enrollment will be allowed, as long as the student is in good standing in accordance with policy JBCC. The application window for any requested in-district transfer or employee's child requesting a new transfer will open each spring. All eligible in-district students who completed the application process following the district's guidelines will be accepted as students if capacity exists and if they are not currently suspended or expelled. When the number of in-district applications exceeds the school building, program, or grade level capacity, the district will randomly select students through a confidential lottery process conducted by the superintendent or designee. In-district families who do not apply during that window will be required to go through the out of district lottery process if they wish to request a transfer to an attendance center outside of their home attendance area.

Parental Rights

Parental rights concerning access to student records - K.A.R. 91-12-44, 45, 56.

1. Right to inspect and review records; or to have their representative inspect and review records; and possibly make copies of those records,
2. Right to be informed of all types and locations of records being collected, maintained or used by the agency,
3. Right to a response to reasonable request for an explanation of any item in the records,
4. Right to ask for an amendment of any record on the grounds it is inaccurate, misleading or violates privacy rights,
5. Right to a hearing if the agency refuses to make a requested amendment,
6. Right to enter into records your comments or reasons for disagreeing with the hearing decision,
7. Right to restrict access to their child's records by withholding consent to disclose records,
8. Right to be informed before information in their child's file is to be destroyed,
9. Right to be told to whom information has been disclosed,
10. Student's Rights Policy - The permission or consent required of and the rights accorded to the parents of the students shall be required of the accorded to only the student

provided that he/she:

- a. is married or declared emancipated by the court, or
- b. has attained 18 years of age and has not been legally adjudicated to be an incapacitated person.

Parent-Teacher Conferences

Elementary Parent-Teacher Conferences will be conducted on the same dates district wide. Each school will provide a minimum of 14 hours of conference time. Conferences will be held twice per school year.

Parties

With teacher approval, parents may send small, inexpensive treats (per JGCA and JGCAR Student Wellness) for a child's birthday. All classroom snacks must be unopened, pre-packaged by the manufacturer. Any form of nut will not be allowed to be shared in elementary classrooms. Party supplies such as streamers, banners, balloons, noisemakers, party hats, etc. are not allowed. Please plan for these larger "parties" to be held in the home environment. The treats may be served during the day at the teacher's discretion. Invitations to parties held at home will not be handed out at school. Private parties which include limousine service pickup from school for party goers are not allowed. Please make arrangements for limousine pickup at your home.

Personal Property

Students should not bring personal property items to school unless they have been requested by a teacher and are a useful part of their class work. The school will not be held responsible for lost or stolen property. Examples of such items are electronic devices, skateboards, collectable cards, and toys. During school hours the use of student cell phones and other electronic networked communication devices are prohibited. These devices include, smartwatches, tablets, personal computers, and personal gaming systems. If a student must bring a cell phone it must remain off and in a backpack for the duration of the school day. Failure to follow this policy will result in items being taken from students and kept in the office to be picked up by the parent.

Physical Education Participation

On days your child has PE make sure your child has non-marking gym shoes to wear. Because of safety concerns, we will not allow students to participate in PE class without proper shoes. We request girls wearing dresses have a pair of shorts or jeans to wear during PE.

Policy and Procedure

If a topic is not specified in this handbook it falls under board policy and if not covered there, then it is the prerogative of the building administrator.

Promotion and Retention Policy

In arriving at a decision for either the promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, principal, and parents. The final decision in any case pertaining to promotion or retention shall rest with the building principal.

School Notification System

The primary phone number and e-mail for each student/family will receive notification of district and building information through the school notification system. Some examples of school

notifications may include school closings, early dismissals and event reminders.

School Security

To provide a secure building environment, outside doors to the building will be locked during the school day. Exit is possible through all doors, but entrance is restricted to the front doors.

Student Wellness

Derby Public Schools is committed to providing a school environment that enhances learning and development of life-long wellness. In order to create such an environment, the district will:

1. Work towards offering only nutritious foods in fundraising activities, classroom food rewards, parties, and celebrations.
2. Work towards reducing non-nutritious food rewards for student success and achievements.
3. Adhere to policy outlined in the Wellness Policy Impact Tool.

Monitoring Requirements

Building principals have the responsibility of ensuring building compliance with student wellness policies and guidelines. To ensure compliance, principals shall review policies and guidelines with staff. Throughout the year, principals shall routinely monitor for compliance, providing assistance to staff members as needed. The Food Service Supervisor shall be responsible for monitoring nutrition guidelines for Food Service.

Nutrition Guidelines

Derby Public Schools is committed to providing a school environment that enhances learning and development of lifelong wellness. In order to create such an environment, the district will:

1. Work towards offering only nutritious foods in fundraising activities, classroom food rewards, parties, and celebrations.
2. Work towards reducing non-nutritious food rewards for student success and achievements.
3. Adhere to policy outlined in the Wellness Policy Impact Tool.

School lunch, school breakfast, a la carte, vending machines, school stores and food sold in areas accessible to students shall comply with all State regulations during the school day.

- Students are encouraged to start each day with a healthful breakfast and to choose nutritious foods throughout the day.
- In order to increase food safety and decrease the risk to students with food allergies, classroom “treats” brought to school must be pre-packaged by a manufacturer.
- Healthy foods and beverages for classroom rewards, parties and celebrations are encouraged such as fruit cups, veggie trays, granola bars, graham crackers, pretzels, popcorn, string cheese, or pudding cups.
- No more than 50% of fund raising activities will involve the sale of food and/or beverages.
- Refreshments provided for students participating in school events will be nutritious foods.
- Students are allowed to have individual water bottles in the classroom.

- Parents, teachers and organizations are informed about the guidelines and are required to follow them.

Peanuts/Snacks in the Classroom

The District encourages non-food rewards and incentives. When food is given, the healthy snack list guidelines should be followed. District staff and parents are provided with information on healthy options for classroom rewards, parties and celebrations and are encouraged to choose foods according to the district's healthy snacks list. **Any form of nut will not be allowed to be shared in elementary classrooms.**

Healthy Snack List Suggestions

Policy for Foods and Beverages Given to Students During the School Day

Fruits and Vegetables*		Chips/Pretzels/Popcorn /Crackers
*Fresh fruits and vegetables must be individually packaged by the manufacture or washed at the school		
Raw Vegetables <ul style="list-style-type: none"> • Broccoli • Carrot sticks or Baby • Carrots • Cauliflower • Celery Sticks • Cucumber • Peppers (green, red, or yellow) • Snap Peas • Snow Peas • String Beans • Tomato slices or grape or cherry tomatoes • Yellow Summer Squash • slices • Zucchini slices 	Fruits <ul style="list-style-type: none"> • Applesauce • Fruit Cups • Packaged individual servings of fruits and vegetables (no nuts) • Whole bananas, oranges, cuties • Fruit or Vegetable Trays (prepared by a grocery store) • Raisins • Dried Fruit (no nuts) 	<ul style="list-style-type: none"> • Pita chips • Pretzels • Gold Fish • Chex mix (no nuts) • Rice Cakes • Popcorn • Graham Crackers • Teddy Grahams • Cheese Crackers • Wheat Thins • Popchips • Baked Chips • Tortilla Chips • Triscuits • 100 calorie packs

****Any form of nut will not be allowed to be shared in elementary classrooms.**

Cakes, Cookies	Dips
<ul style="list-style-type: none"> • Mini-portion sizes or 100 calorie packages are preferred. • Lower sugar and fat cookies such as Nilla Wafers and Fig Newtons 	<ul style="list-style-type: none"> • Hummus • Salsa • Light or Fat Free Ranch or Other Salad Dressing

Yogurt/Cheese/ Smoothies	Frozen Novelties	Drinks
<ul style="list-style-type: none"> • String Cheese • Individual packages of cheese • Yogurt • Drinkable yogurt • Cream cheese 	<ul style="list-style-type: none"> • Frozen yogurt tubes • Sherbet • 4 Ounce Ice Cream Cups • 100 Calorie Bars • Fruit Bars • Sugar Free Popsicles 	<ul style="list-style-type: none"> • Water • Milk • 100% Fruit Juice • Drinkable Yogurt • Yogurt Tubes, refrigerated or frozen • Sparkling water • Fruit Smoothies • Vegetable Juice

****Any form of nut will not be allowed to be shared in elementary classrooms.**

Other**	Ideas for non-food rewards	
<ul style="list-style-type: none"> • Sugar Free Gum • 100% Juice Fruit Snacks • Bagels • Granola Bars (no nuts) • Cereal Bars • Breakfast Bars • Cereal • Jerky or Meat Sticks • Sugar Free Jello and Pudding Cups 	<ul style="list-style-type: none"> • Pencils • Stickers • Take off shoes • Cut in line • Sit at the teacher's desk • Sit by a friend • Sit on the floor • Erasers • Treasure Box • Listen to music (as a class or individual) 	<ul style="list-style-type: none"> • Pajama Day • Crazy Hat Day • Have class / lunch outside • Sit in the teacher's desk for half a day • Scavenger Hunt • Listen to music • Reduced homework • Free time on their phone • Choose a brain break

****Any form of nut will not be allowed to be shared in elementary classrooms.**

Students are allowed to have clear/translucent individual water bottles in the classroom. Before providing a snack for your child's classroom, contact the teacher to discuss any modification that will need to be made for students with food allergies or intolerances.

Physical Activity Used as Punishment

Physical activity is not to be used (e.g. running laps, sit-ups, etc.) or withheld as punishment. This guideline does not apply to extracurricular sports teams.

Physical Activity at Recess

Every student should have the ability to participate in recess to the fullest extent possible. However, when other means of discipline fail, students may be given an "alternative assignment", preferably outdoors and active such as walking around the playground.

Physical Education Classes

In classes where appropriate, teachers should strive to maximize time spent in moderate to vigorous physical activity with a goal of being physically active at least 80% of the allotted class time.

A student should not be withheld from physical education classes due to discipline problems in other areas of the school. Physical education is a BOE approved curriculum area and should not be targeted or labeled as optional at the elementary level when it comes to incomplete assignments, make-up work, or “pull out” for help in other areas of a child’s education.

Wellness Policy Promotion

Work toward building opportunities for in-service for faculty and staff regarding district policies and general information on health and wellness.

Inform the community, through various media, of district policies and general information on health and wellness.

Technology

It is my responsibility to:

1. Use the technology with care,
2. Have teacher permission for my time on the computer,
3. Use only school-appropriate language, pictures and data,
4. I will not use the computer to bully others,
5. I will use resources such as paper wisely,
6. I will only use the technology assigned by my teacher,
7. I will only connect to sites approved by my teacher,
8. I will notify a teacher or another adult right away if I come across inappropriate language, pictures or other data,
9. I will not trespass in other’s folders, work or files,
10. I will follow copyright laws,
11. I will be prepared to be held accountable for my actions, if these rules are not followed.

Title I

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Derby Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Kansas qualifications and licensing criteria are waived;
- The teacher’s baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school that your child attends.

Visitors and Volunteers

Visitors, parents and volunteers are always welcome in our elementary schools. Visitors and volunteers must sign in the office and obtain a visitor badge before going to classroom areas. Photo identification is required. All visitors and volunteers must sign in through SafeVisitor and pass the screening.

Parents/guardians wishing to observe their student's classroom shall schedule 24 hours in advance of the observation, obtain approval from the building principal and sign a confidentiality agreement prior to the classroom observation.

Weather Guidelines

Our school promotes health and wellness by scheduling a recess break for a minimum of 15 minutes daily. Due to the extreme temperatures experienced in Kansas, inside recess will occur if the temperature OR wind chill is 20 degrees or below, or if the heat index is 100 degrees or above. The principal or designee will determine if the students should remain indoors under certain situations (i.e. rain, sleet, snow, high winds, or lightning).

It is expected a child will remain indoors during recess when:

1. honoring a written doctor's note
2. the school is responding to a child's medical need, or
3. the school (teacher or principal) determines the child is inadequately clothed.
4. At building principal's' discretion