

# Newton Public Schools USD 373 Elementary Parent Handbook

# 2024-2025



**"The mission of the Newton School Community is to prepare and empower our students to be contributing participants in a changing world."**

### ***We believe that:***

- The educational needs of each student must be met.
- The needs of students drive decision making.
- Education is an active partnership involving students, families, schools, and community.
- Motivation, opportunity, and effort are critical to success.
- High expectations foster quality performance.
- The right to education conveys both privilege and responsibility.

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

BOE Approved 6/10/24

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### **Accidents and Health Insurance**

- Parents will be notified as appropriate when students are involved in accidents occurring on school property. In general, we recommend that students are to be taken to their physician for treatment by the parent or other designated persons.
- We encourage all families to have accident coverage on their students prior to participation in any school-sponsored activity.
- Health insurance is available to qualified families through a state insurance program. Information may be obtained in the office.

### **Asbestos**

It is our intent to not only comply with, but exceed federal, state, and local regulations concerning asbestos. We plan on taking whatever steps are necessary to ensure that your children and our employees have a healthy, safe environment in which to learn and work. Some of the elementary buildings may have asbestos. Documentation can be found in the school office.

### **Attendance**

- Regular attendance at school is important for a student's success. Students are expected to be at school every day and report to class on time. This is a legal obligation as well as a school expectation.
- Elementary start time is **8:00 AM**, dismissal is **3:10 PM**.
- Children who need a school breakfast may arrive at **7:30 AM**. All other students are to arrive at school no earlier than **7:50 AM**. Students should be picked up no later than **3:20 PM**. If later pick up is needed, students must be enrolled in NRC Clubhouse. Before and after school care services are available at all schools for students who must arrive early or stay late. Information is available on the Newton Recreation website: <https://newtonrec.org/nrc-clubhouse>.
- The school or district is not liable for any injury sustained by students playing on school grounds before or after school. Parents of students who walk to school should plan the safest route to school and review safety rules regularly. Parents delivering or picking up students should have their child exit the vehicle in such a way that the student will not cross traffic.
- Students must always use the crosswalk and obey the crossing guard.
- All absences must be called into the school office by 9:00 a.m. In the event guardians do not call, an automated call will be made to encourage a phone call to verify the reason for the absence.
- If your student will be leaving school early, please call the office or send a note to the teacher. Parents are to report to the office when picking students up for appointments during school hours. Please notify the office if someone else will be picking up your student.
- When a student is not in attendance in school, it is understood that classroom instruction will continue, and work will be expected to be made up by the student missing the instruction. This applies to all excused absences, including Weekday Bible School.
- Reasonable time to make-up work will be allowed by instructors and each case will be treated individually. It is the responsibility of the student to inquire about assignments missed and make arrangements for missed work to be made up.

## Definitions

**Chronic Absenteeism:** is missing 10 percent or more of school for any reason whether the absence is excused, unexcused or due to suspensions, which is equal to approximately two (2) times per month. See Attendance Works at [www.attendanceworks.org](http://www.attendanceworks.org) for additional information.

**Truancy:** Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three (3) consecutive school days or five (5) school days in any semester or seven (7) school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child. ([Compulsory School Attendance & Non-Compliance with Compulsory School Attendance](#))

**Significant Part of a School Day:** An absence of more than 120 minutes or more (2 hrs.) in any school day shall be considered an absence for a significant part of the school day. [Board Policy JBD Absences and Excuses](#)

BOE Policy Revision 9-13-21

## Protocol

### Tardy

A tardy is defined as entering the classroom during and/or after the bell has rung. Late arrival to school or class is always discouraged.

### Absences (See JBD for complete board policy)

When a student is absent from school an automated call will go out to encourage the guardian to contact the school regarding the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the guardian(s) or the student.

Parents may excuse their student a significant portion of 10 days per year for student illness, professional appointments, serious illness or death of a family member, religious observances, or absences pre-arranged by parents and approved by the principal. We request that guardians contact the school when their student is going to be absent.

There is no limit for specific absences excused by licensed medical personnel (physicians, dentists, optometrists, chiropractors). A detailed note, signed by the physician, must be provided within 3 days of a health-related absence. Other absences; for example, court appearances; will be managed on an as needed basis.

Excused/Unexcused Absences The definition of “excused absence” includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences pre-arranged (i.e. week long vacations) by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

## **Truancy (See JBE for complete board policy)**

The building principal or designee shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part (reference policy JBD) of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

- Waiver of Compulsory Attendance Requirements - Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.
- Involvement of Law Enforcement - Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.
- Reporting to Parents - If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

## **Bicycles**

- Bicycles may be ridden to school and parked and locked in racks.
- Improper use of one's bicycle may mean that the student will be asked to leave his bike at home.
- Students are to walk bicycles while on school property.
- Students are encouraged to wear helmets and follow bicycle safety rules.

## **Board Policy**

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

## **Bullying Policy (JDDC) and Bullying Plan**

See **Appendix A** of the handbook.

## **Crisis Information**

Crisis information will be relayed through the automated parent notification system (see Emergency Information section below) or at the district website, [www.usd373.org](http://www.usd373.org).

## **Discipline Plan**

The Newton Public Schools USD 373 has adopted a comprehensive discipline plan. The plan is divided into three (3) areas; elementary, middle school, and high school. The elementary plan can be found in **Appendix B** of this handbook.

## **District Website**

The school district's website is [www.usd373.org](http://www.usd373.org). Parents can access the website to find pertinent information and ask questions about their school, the school district, and the district calendar.

## **Dress Code**

Clothing should be appropriate for the weather and not distract from the learning process. Shorts may be worn during hot weather provided they modestly cover the child. Shoes with "CLEATS" on

the soles should not be worn to school. School board policy prohibits the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, message, or any other attribute, which implies membership or affiliation with gangs; promotes drug, tobacco, and/or alcohol use; or includes vulgar, profane, lewd, or sexually charged images or messages at school, on school property, or at school sponsored activities, programs, or events.

### **Drug-Free Letter and Policies IDAB, JDDA and LDD**

See **Appendix C** of the handbook.

### **Electronic Devices**

Electronic devices such as cell phones, Smartwatches that have the same capabilities as cell phones, CD players, MP3 players, games, etc. may be used with supervision or after the school day has ended. These items should remain in lockers or backpacks during the day. If used inappropriately, these items may be confiscated and future privileges denied. Interruptions of class caused by cell phones will be considered inappropriate behavior.

Students who bring and/or parents who send personal electronic devices to school with their student do so at their own risk. The district shall not be liable for any personal electronic devices which are lost, stolen, or damaged while at school, in school vehicles, or at school sponsored events.

### **Emergency (Crisis) Information**

**You must provide your school with emergency phone numbers in the event your student becomes ill or is injured at school and requires your presence.**

USD 373 uses an automated parent notification system (**Connect5**) to send out a message to notify parents of important events such as school delays or cancellations due to weather, power outages, or other reasons. The system also keeps parents informed during emergency situations such as a school lock-down or student relocation. In the event of a school closing or emergency, parents will receive phone and/or e-mail messages, according to the emergency contact information provided on the student enrollment form. Parents are strongly encouraged to make sure their emergency contact information is kept up-to-date. **Phone number and e-mail address changes should be reported to the school secretary.**

An Emergency Operation Plan has been developed for emergency situations. Each building has an emergency response team available in the event of such an emergency. Emergency plans include at least four fire drills, two tornado drills (one in September and one in March) and three crisis drills to be conducted throughout the year.

### **Enrollment Regulations**

State law requires that every student who enrolls in school for the first time must provide proof of identity within 30 days after enrollment.

- Kindergarten enrollees or first graders who have not attended kindergarten, must provide one of the following:
  - A certified copy of the birth certificate or birth registration card (hospital certificate will not be accepted.)
  - A certified copy of a court order placing the student in custody of the Department for Children and Families.
- Students in grades 1 through 4 who are enrolling for the first time may use a certified transcript or approved student record from the school previously attended. If you have a problem obtaining the proper identification, parents should contact the school principal.
- According to State statutes: **Students must be five (5) on or before August 31 to attend kindergarten.**

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

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

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

### **Access/Purpose**

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

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

## **Fees**

Payment for all student materials and resource curriculum fees are due at the time of enrollment, and payment for all other student fees are due at the time of purchase. USD 373 is contracted with RECHECK Inc. of Wichita, Kansas, to handle collections on unpaid accounts. Unpaid fees may include balances owed for school meals, textbook fees and materials, pay-for-participation fees, lost or damaged books, and other miscellaneous fees. Additional charges will apply to accounts submitted for collection. Parents contacted by RECHECK Inc. regarding past due accounts should correspond with RECHECK Inc. at 888-794-7325 to resolve account balances. For general information and/or questions regarding the collection of past due accounts, contact Andi Saenz at 316-284-6217.

### **Field Trips**

In connection with our educational program, your written consent to take your student on trips during the school year is required. This consent form is provided to parents through Infinite Campus Online Registration. This authorization will eliminate the need for special permission before each excursion.

Parents will be informed of each trip. If you do not wish your student to participate, you as a parent must send written notification to the teacher before the trip.

Consent to participate in the field trip also includes consent to allow video taken on the district's school buses and at other locations that may include your student to be viewed by other students, parents and appropriate officials as deemed necessary in the administration of the school system and its disciplinary procedures. You may view any video containing student records of your child that is kept by the District upon written request to the Superintendent.

Students who exhibit disruptive or inappropriate behavior will be ineligible to participate in field trips. Field trips are intended to enrich learning experiences and promote positive interactions among students and educators. Students must demonstrate respect for themselves, peers, and staff to maintain the privilege of attending these outings.

Criteria for Disqualification:

- Persistent disruptive behavior in class or during school activities.
- Violation of school rules or codes of conduct.
- Failure to adhere to instructions from teachers or chaperones.
- Any behavior that compromises the safety or well-being of others.

### **Grading Policy**

Teachers will assign grades based on academic performance (daily work, homework, participation and assessments). The performance scale will be based on 4 = The student has surpassed the grade level standard; 3 = The student has met the grade level standard; 2 = The student is making acceptable progress toward the grade level standard; 1 = The student needs extensive support at school and home to meet the grade level standard; and Blank = Item not evaluated for that term.

### **Health Issues**

- Students exhibiting symptoms of contagious disease or illness with a temperature of 100.4 degrees or higher will not be allowed in school.
- Students must be fever free without medicine for 24 hours before returning to school.
- The school must have up-to-date medical information regarding chronic health problems.
- If your student has asthma, food allergies, diabetes, a seizure disorder or is taking medication regularly, please notify the school nurse.
- In some cases, a release of information that allows the nurse to communicate with the student's doctor in the event of an emergency or to provide feedback about a medication's effectiveness may be requested.
- All medications, including inhalers, must be left with the school nurse and in their original containers except under special circumstances. Prescription medications must have signed permission slip by the prescribing physician. Over-the-counter medications may be given with signed permission from parents. (Forms available in the school office.)
- Medications are dispensed and documented by trained professionals.
- Hearing, vision, speech and language screenings are done regularly at selected grades. If screening results indicate a concern or problem, parents will be notified.

## **Instructional Materials**

### **Enrollment and Instructional Materials Fee Schedule**

<b>Week</b>	<b>Kindergarten – gr. 4</b>
1-9	\$65.00 (100%)
10-18	\$52.00 (80%)
19-27	\$39.00 (60%)
28-36	\$26.00 (40%)



### **Textbook Rental Fee REFUND Schedule**

<b>Week</b>	<b>Kindergarten – gr. 4</b>
1-9	\$52.00 (80%)
10-18	\$39.00 (60%)
19-27	\$26.00 (40%)
28-36	\$ 0.00 ( 0%)

Students who lose or damage library books or instructional materials will be charged a fine and/or replacement fee.

## **Meal Program**

Breakfast and lunch will be offered at each school starting the first day. If you have a child with a special diet, please contact the school as special diets are prepared separately for students in these cases. A doctor's note will be required.

Online Payment – Parents are now able to check their account balances and make online payments for student meals and fees by logging into their [Infinite Campus parent portal](#). For instructions and more information click on the Online Payments link in the Parents tab on the district website at [www.usd373.org](http://www.usd373.org).

A portal account is required to enable parents to pay for meals and/or fee payments online. To obtain a parent portal account, please contact your child's school office. See Parent Portal on page 9 for additional information.

Free & Reduced Meal Applications – Free & Reduced Meal Applications are available to download and print on the district website at <https://www.usd373.org/enrollment>, or can be picked up at any school office. Forms are also available at McKinley Administrative Center.

## **Cash or Check**

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

## Network and Internet Access

### **Newton USD 373 Student Acceptable Use Policy (AUP) for Network Access & Internet Safety**

1. All use of Network & Internet services or electronic devices must be in support of education and research, being consistent with the purposes of Newton Public Schools, USD 373.
2. Any use of the network resources or electronic devices to facilitate illegal activity, for commercial, political, or for non USD 373 profit purposes is prohibited.
3. Network accounts are to be used only by those authorized to use that account.
4. Students shall have no expectation of privacy on any network resources, email accounts, or district owned devices. Student use of the district's network and equipment is subject to monitoring by district staff at any time.
5. Use of network resources, district, or personally owned devices shall not disrupt the use of the network by others. This includes but is not limited to mobile hot spots, wifi tethering, etc.
6. District hardware and software shall not be modified, or abused in any way.
7. Students must abide by all local, state, and national copyright laws.
8. Use of network resources and district owned devices to access obscene, objectionable, or pornographic materials is prohibited.
9. Users will report misuse and breaches of network security.
10. Users shall not disclose confidential information about themselves or others.
11. Users shall not install, use or reproduce unauthorized or unlicensed software on district resources.
12. Students shall not disable or attempt to disable Internet filtering software.

#### **Newton USD 373:**

- **Reserves the right to log and view Internet use and to monitor file server space utilization by users.**
- **Reserves the right to remove a user from the network to prevent further unauthorized activity.**
- **Provides Internet filtering.**
- **Does not allow unauthorized disclosure, use, and dissemination of personal information regarding minors.**

#### **Parent Portal Access**

Infinite campus is the student information system used by Newton USD373 schools. One of the features of Infinite Campus is the parent portal. Using a school-issued activation code, legal parents/guardians can access student attendance, grades, assignments, household information, and school information on a daily basis via the internet. Parents must have an Infinite Campus Parent Portal to have access to student accounts on Payrix which is used for payment of student fees and meals. One portal may be shared by authorized family members, or separate portal accounts may be created upon request. The Infinite Campus Parent Portal is accessed through the Newton USD 373 website at [www.usd373.org](http://www.usd373.org) and clicking on the Parent Portal button in upper right corner. For information on how to obtain a portal activation code, or if you have an existing parent portal account and need assistance, please contact your child's school office.

### **Physical Education Shoes**

- The physical education department recommends any soft-soled shoe that fits snugly around the foot be worn for physical education.
- Shoes that are not acceptable for PE include cowboy boots, hiking boots, snow boots, sandals, jellies, flip flops, dress shoes with hard slick soles, etc.
- Students without appropriate shoes **will not be allowed to participate in activities** that may be a safety hazard without appropriate shoes.

### **Pets**

Students are requested not to bring pets to school unless previous arrangements have been made with the teacher.

### **Racial and Disability Harassment Policy - JGECA**

See **Appendix E** of the handbook.

### **Recess Guidelines**

Daily Recess: All elementary school students (K-6) will have at least a minimum of 20 minutes a day of supervised recess, preferably outdoors, during which the supervising staff will encourage moderate to vigorous physical activity for the students. Recess will be provided in the morning and afternoon.

Outdoor Recess During Inclement Weather: The following factors will be considered when making decisions about going outdoors for recess:

- Wind
- Temperature (too hot, too cold)
- Wind Chill (32 degrees or less)
- Ice/Snow/Rain – moisture

Teachers will be encouraged to include opportunities for students to participate in moderate to vigorous physical activity during indoor recess.

Physical Activity and Punishment:

- Physical activity (e.g, laps, push-ups) will not be used as punishment for academic or behavior choices.
- Withholding of physical activity opportunities, such as recess or physical education class, shall not be used as punishment (academic or behavior). However, if behavior at recess is a problem, the administrator may limit participation in recess as a natural consequence for behavior at recess.
- If two recesses are provided, teachers may utilize one (1) recess time to help a student get caught up on work.

### **Safe Routes to Schools**

A brochure outlining safe walking and biking routes to the elementary schools in Newton can be found on the district website under the Families > Safe Schools tab.

### **Safe School Hotline**

Safe School Hotline is a tool that provides students, parents, and educators a confidential means of reporting unsafe conditions that may imperil students and staff in a totally anonymous, non-threatening way. It can give school officials the information they need to enhance safety and improve the quality of education. Students or parents with something important to report can call the Safe School Hotline 24 hours a day with complete assurance of confidentiality. The Safe School Hotline Number is: **877-626-8203**. (Your Name is Never Asked.)

### **Severe Weather**

The following procedures are planned if bad weather conditions require us to dismiss early, to delay the starting time, or to close all or part of the schools for the day. Every attempt will be made to announce the decision by 7:00 a.m. if school is not held, or if the starting time is delayed. Using

our automated notification system, parents will receive phone and/or e-mail messages according to the emergency contact information provided on the student enrollment form. Phone number and e-mail address changes should be reported to the school secretary promptly. Area radio and TV stations will be notified as well as posting on the district website at: [www.usd373.org](http://www.usd373.org)

Schools will **not** generally be dismissed because of storms arising during the school day, as long as students and teachers can remain at school in safety. The primary reason for this is to avoid the dangers of sending students home when the parent is absent. If a school is dismissed prior to the regular dismissal time, every possible attempt will be made to notify the parents or guardians to be aware that the students are coming home. During threatening weather parents should take care to supply to the school an alternate name or destination to be used in case the parent cannot be reached.

If a tornado warning occurs during the hours that your student is in school, he/she will remain at school until the all-clear signal has been announced by radio or TV. Regular tornado drills are scheduled and students are instructed by their teachers as to the safest location in school.

### **Sexual Harassment Policy - JGEC**

See **Appendix F** of the handbook.

### **Site Councils**

All district schools have site councils made up of school personnel, parents, and community members. Site councils are responsible for providing advice and counsel regarding school improvement activities. Contact your school if you are interested in joining your school's site council.

### **Special Education Referral**

All elementary schools in Newton USD 373 have access to the services of the Harvey County Special Education Cooperative. Assistance in meeting the educational and developmental needs of all students is available upon request. Requests for assistance may be initiated by school personnel, parents, or guardians, or any community agency. Further information may be obtained from any of the school offices. Students who are identified as exceptional shall have equal access to nonacademic and extracurricular activities.

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

A copy of Procedural Safeguards and Parent's Rights in Special Education is available through the building principal or the Harvey County Special Education Cooperative. The Harvey County Special Education Cooperative provides services to children with disabilities from ages birth through 21. For more information, call (316) 284-6580. It is the policy of the Harvey County Special Education Cooperative to forward education records on request, to a school in which a student seeks or intends to enroll.

### **Telephone (also see Electronic Devices)**

- Parents may call the school concerning any matter dealing with their students.
- Teachers and students should not be asked to come to the telephone during class.
- Students' after-school arrangements should be made prior to the school day.

### **Toy Guidelines**

Students are not allowed to bring toys, games, or other recreational items to school. This includes but is not limited to action figures, dolls, trading cards, electronic devices, board games, and stuffed animals.

Exceptions — Exceptions to this policy may be made by school staff for educational purposes, show-and-tell, or special events with prior approval from a teacher or administrator.

Responsibility of Parents/Guardians — Parents/guardians are responsible for ensuring that their child understands and complies with this policy. Parents/guardians should regularly check their child's backpack to ensure no prohibited items are brought to school.

Confiscation and Return of Toys — Confiscated toys will be held in the school office until a parent or guardian can retrieve them. The school will not be responsible for any loss, damage, or theft of confiscated toys.

### **Transportation Policy JGG**

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

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

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

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

All rules shall be published in the student handbook. (See Appendix H for Pupil Conduct)

Revised: 9/28/2015, 2/24/2016, 9/2022

### **Visiting the School**

Parents and community members are encouraged to visit our school. Please arrange your visit by calling the office or your student's teacher and checking into the office when you come. **All visitors must sign in at the office using a government issued ID to be scanned, regardless of the duration of the visit.** Parents or guardians must have prior approval from school administration before observing classroom activities, lessons, or teacher-student interactions during instructional hours. Plan for a day in which you can make arrangements for someone else to care for any young children. When you visit, please remember that teachers will be involved in teaching and supervising children. They will not be able to visit with you at this time, but they may put you to work! We value an extra pair of hands.

Parents wanting to eat lunch with their student need to notify the office before 8:30 a.m. to ensure enough lunches have been ordered. Parents and students will be allowed to eat in the wet/dry area or an office. Exact change is preferred when paying for meals.

Parents who want to make an appointment to observe in their child's classroom will need to complete a **Parental Observation Requirements Form** that can be completed in the office.

### Request for Observation:

- a. Parents or guardians who wish to observe classroom activities must submit a formal request to the school administration at least one week in advance.
- b. The request must include the purpose of the observation, the desired date(s) and time(s), and the specific classroom(s) the parent intends to observe.

### Approval Process:

- a. The school administration will review each request on a case-by-case basis, considering factors such as the educational benefit to the student, potential disruption to the learning environment, and adherence to school policies.
- b. Approval will be granted at the discretion of the administration, and parents will be notified of the decision in a timely manner.

### Alternative Communication Channels:

- a. Parents are encouraged to engage with teachers and school staff through alternative communication channels, such as scheduled parent-teacher conferences, email correspondence, or participation in school events.
- b. These channels provide opportunities for parents to stay informed about their child's academic progress and address any concerns or questions they may have regarding classroom activities.

### Weapons

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. Specific guidelines for the district policy can be found in the **Appendix G** of this handbook.

### Withdrawals and Transfers

When a student is moving, parents are to contact the school office in advance for proper withdrawal procedure. If the student transfers within the district, the student's records will be transferred from his/her present school to the receiving school. Any student leaving the district prior to the beginning of the last nine weeks of the school year is entitled to a pro-rated refund of any paid rental fee.

## **Appendix**

- A. Bullying Policy (JDDC) and Bullying Plan
- B. Discipline Plan
- C. Drug-Free Letter and Policies
- D. Emergency Safety Interventions Policy
- E. Racial and Disability Harassment Policy
- F. Sexual Harassment Policy
- G. Weapons Policy
- H. Transportation – Pupil Conduct
- I. Parental Observation Requirements Form



## Appendix A

### **Bullying – IDDC**

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: 9/08, 8/26/13, 5/12/14, 9/28/2015, 11/14/22

### **USD 373 Bullying Plan**

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

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

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

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

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

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

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

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

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

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

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying,

shall be subject to discipline in accordance with school district policy and procedures. The district administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

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

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

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

## **Appendix B**

### **Discipline**

#### **Philosophy – *We Believe...***

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

#### **POSSIBLE CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS:**

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

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

**NEWTON USD 373 DISCIPLINE PLAN  
ELEMENTARY SCHOOL**

The following are general guidelines for disciplinary actions with regard to specific behaviors. Please note that district administrators retain the authority to modify any of the stated consequences based on the severity of the behavior under the totality of the circumstances, including consideration of the student's previous disciplinary record as necessary to determine a progressive disciplinary response. Similarly, this is not an exhaustive list of actions which may lead to discipline, and the board authorizes its administrators to assign appropriate disciplinary consequences to student behaviors as necessary for the efficient, lawful, and respectful operation of the school.

**Alcohol (sale, distribution, use, or possession)**

Any Offense - The parent will be given the opportunity to meet with the principal and any other school staff the principal selects to discuss the incident. Consequences will be decided by the principal following timely input and/or consultation with the parents and teacher.

**Behavior: Disruptive/Inappropriate**

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

**Behavior: Possession of Dangerous Devices** (Includes, but not limited to: knives with a blade over 2 ½ inches, explosive devices such as firecrackers, stink bombs, etc.)

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

Definition: Dangerous device means an article that is not per se a dangerous weapon that is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to belts, combs, pencils, files, compasses, chains, and scissors.

**Bomb Threat**

Any Offense - The parent will be given the opportunity to meet with the principal and any other school staff the principal selects to discuss the incident. Consequences will be decided by the principal following timely input and/or consultation with the parents and teacher. The student will be referred to the counselor or social worker, and reports will be made to law enforcement as required by law. A long-term suspension and/or expulsion may result.

**Drug/Drug Look-Alike (sale, distribution, use, or unauthorized possession)**

Any Offense - The parent will be given the opportunity to meet with the principal and any other school staff the principal selects to discuss the incident. Consequences will be decided by the principal following timely input and/or consultation with the parents and teacher. Suspension should be considered as part of the punishment. The student should be referred to the counselor and an age appropriate referral for chemical dependency assessment should be strongly considered. A long-term suspension and/or expulsion may result.

**Endangerment**

1st Offense - A student may be given 1 to 3 days out-of-school suspension. If a suspension is used, contact must be made with either law enforcement or other social agencies. The child will also be referred to the school counselor and building team.

Subsequent Offenses - A student may be given up to 5 days out-of-school suspension with a possible long-term suspension and/or expulsion. A police report must be filed.

**Extortion**

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

**Fighting**

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

**Fire Alarms / Other emergency alarms**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

**Forgery**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

**Gang Indicia**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

**Harassment (Includes, but not limited to: sexual/racial/disability harassment)**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

**Insubordination**

Minimum response - Conference with principal

Maximum response - Up to one day in-school suspension and notify parent

**Language: Inappropriate**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

**Language: Inappropriate toward staff**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

**Physical Assault: School Employee**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

**Physical Assault: Student / Battery**

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

**Possession of Stolen Property**

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

**Possession of Weapons and Destructive Devices**

Any Offense - One calendar year expulsion unless modified by the superintendent, notify police and/or other social agencies if deemed appropriate.

As used in policy JCDBB, the term "weapon" and/or destruction device shall include, but shall not be limited to:

1. any weapon which will or is designed to or may be readily converted to expel a projectile

- by the action of an explosive;
- 2. the frame or receiver of any weapon described in the preceding example;
- 3. any firearm muffler or firearm silencer;
- 4. any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- 5. any weapon which will, or which may be readily be converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter;
- 6. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- 7. any bludgeon, sand club, metal knuckles or throwing star;
- 8. any knife, commonly referred to as a switch-blade, 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;
- 9. any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

The term "weapon" does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks.

### **Theft**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

### **Tobacco (Use or possession)**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

### **Trespass USD Property**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

### **Unexcused Absence**

Any offense - Notify parent and follow state truancy guidelines when appropriate

### **Vandalism**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

### **Verbal Assault: School Employee**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

### **Verbal or Written Assault: Student/Threat (includes, but not limited to, intimidation, verbal abuse, written, or other)**

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

## Appendix C

### **Drug-Free Letter and Policies IDAB, JDDA, LDD**

Dear Student, Parents and Guardians:

The Newton USD 373 Board of Education on August 6, 1990, adopted revised policies concerning drug-free schools. These policies are mandated in order for the district to continue to receive federal funds as provided in the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226,103 St. 1928. Copies of the policies follow this letter.

The board of education and staff members are committed to this concept and have already incorporated drug education units as part of our curriculum. We feel it is important for parents to read and discuss these policies with their children.

The district is also required to provide you with a list of drug and alcohol counseling, treatment and rehabilitation programs. The following list was compiled from information provided by the Kansas Department for Children and Families.

Prairie View Mental Health  
Substance Abuse Treatment Program  
PO Box 467 - Newton KS  
(316) 284-6400

Mirror Inc.  
PO Box 711 – Newton KS  
(316) 283-6743

### **IDAB Support Programs**

Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

Drug Education - All students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities because the student sought assistance.

Student Mental Health – The superintendent may develop and implement a student mental health awareness program. The superintendent shall identify community or area mental health agencies able to provide assistance.

Dropout Prevention – The superintendent may develop and implement programs to prevent students from dropping out of school or to encourage dropouts to return to school. The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

At-Risk Students – The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

Guidance - The guidance program shall be organized to serve all students. Counselor(s) shall provide guidance services consistent with district philosophy, job descriptions and board policies.

Homebound Instruction - Homebound instruction may be provided to a student as deemed necessary by the superintendent or by the student's Individualized Education Program (IEP) team or Section 504 team.

Revised: 8/10/2015, 3/13/23

### **JDDA Drug-Free Schools**

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

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

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

### **Student Conduct**

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

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event; nor shall they be in possession of, use, sell, or distribute drug paraphernalia or drug lookalikes in such locations. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to district discipline which may include suspension and/or expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

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

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

Revised: 9/2008, 9/2012, 2/24/14, 2/24/2016, 8/6/18 (KSA No. only)

Reviewed: 9/28/2015

**LDD Federal Government-Drug Free Schools**

The unlawful possession, use, sale or distribution of illicit drugs and the possession, use, sale, or distribution of alcohol by students or school employees at school, on or in school property, or at school sponsored activities or events is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated periodically using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

Revised: 9/2008, 9/2012, 11/9/2015

**Appendix D**

**Emergency Safety Interventions Policy – GAAF**

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 as defined in the policy. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

Please refer to the complete policy listed at this link: [BOE Policy GAAF](#)

## **Appendix E**

### **Racial and Disability Harassment Policy – JGECA**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin or disability. Discrimination or harassment on the basis of race, color or national origin (“racial harassment or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

The entire policy may be found at this link: [BOE Policy JGECA](#)  
Policy revised by BOE 9-13-21

## **Appendix F**

### **Sexual Harassment Policy – JGEC**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

The entire policy may be found at this link: [BOE Policy JGEC](#)  
Policy revised by BOE 9-13-21

## Appendix G

### Weapons Policy - JCDBB

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

#### Weapons and Destructive Devices

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

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

#### Penalties for Weapon Violations

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

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

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

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

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

# Appendix H

## USD 373

### Transportation Guidelines

Our first priority is transporting students to and from school safely. With that in mind, the cooperation of everyone involved is needed. Please read the following guidelines to your children and if there are any questions, please call Sheila Zwahlen, Director of Transportation, at 316.284.6505 or 316.284.6506.

- A. The driver is in charge of the pupils and the bus. Students must obey the driver promptly and respectfully.
- B. Students are to scan their ID cards when entering and exiting the bus.
- C. Passengers must be on time; we have schedules to keep and cannot wait for those who are tardy. Please call 284.6505 or 6506 if not riding.
- D. Passengers must conduct themselves in a safe manner while waiting for the bus.
  - a. Never stand in the roadway.
  - b. Stand single file in an orderly manner and board in like manner.
  - c. Please do not move toward the bus until the service door is opened. The bus will stop at least 6 ft. from the nearest student. If a student must cross the road, the student should check traffic, then make eye contact with the driver or watch for the driver's signal to cross.
  - d. Do not board a bus unless the driver is present.
- E. The driver will assign a seat to each passenger. If the driver gives permission, the student may change seats only when the bus has come to a stop.
- F. Any damage to the bus is to be reported immediately to the driver, this includes seats that have been cut. Students will be charged for any damage to school property.
- G. When disembarking remember the \*Danger Zones\* and cross ten feet in front of the bus. Observe the directions of the driver; look to be sure no traffic is approaching from either direction. If not crossing the road, move clear of the bus immediately and stay clear. **NEVER CROSS BEHIND THE BUS.**
- H. When loading at Chisholm, stay behind the yellow line for your safety.
- I. Students are advised to listen to their home radio station for storm warnings and should not attempt to reach school when so forewarned. (Unsafe conditions include heavy snows, floods, extreme wind-chill.)
- J. No rider shall be allowed to disembark at any designated bus stop other than their assigned stop without prior notification. Notification must be made by a phone call or by email.
- K. Non-qualified riders must obtain prior approval to ride any route.
- L. Glass containers, live animals, pets, balls, bats, balloons, skate boards, or weapons are **NOT** allowed. If seating arrangements do not allow room for large items, other arrangements need to be made for transporting. (i.e. pillows, sleeping bags, instruments, and fundraiser items).

## Appendix I

### Parental Observation Requirements Form

Parent/Guardian Information:

- Parent/Guardian Name:
- Student Name(s):
- Grade(s):
- Teacher(s):

Date of Observation Request: \_\_\_\_\_

I, \_\_\_\_\_, understand and agree to the following terms for observing my child's classroom:

**Purpose of Observation:**

- I acknowledge that the purpose of my observation is to gain insight into my child's learning environment and classroom activities.

**Observer Conduct:**

- I understand that as an observer, I am expected to maintain confidentiality and respect the privacy of students and teachers.
- I agree not to disrupt or interfere with classroom activities, instruction, or student interactions.
- I will refrain from using electronic devices during the observation unless explicitly permitted by the teacher.

**Non-Disclosure Agreement:**

- I agree not to disclose any confidential information observed during my visit, including personal information about students or discussions among staff members.

**Duration of Observation:**

- I understand that my observation will be limited to the agreed-upon time frame, as determined by the teacher or school administration.

**Feedback and Questions:**

- I acknowledge that any feedback or questions regarding the observation should be addressed with the teacher or school administration after the observation period.

**Acknowledgment of Responsibility:**

- I understand that I am solely responsible for my conduct during the observation and will adhere to the guidelines outlined in this agreement.

I, \_\_\_\_\_, hereby acknowledge that I have read and agree to the terms outlined above for observing my child's classroom. I understand that failure to comply with these terms may result in the termination of my observation privileges.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation in maintaining a positive and productive learning environment for all students. Please return this signed form to the school administration before your scheduled observation date.

## PASSENGER CONDUCT

Passengers shall:

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

Passengers who fail to follow the above expectations of the USD 373 Transportation Guidelines may receive a bus referral. Consequences are as follows:

First Violation – Warning with a report sent to parents.

Second Violation – 3 day suspension from riding any bus.

Third Violation – 10 day suspension from riding any bus.

Fourth Violation – Suspension from riding any bus for the semester.

Fifth Violation – Expulsion from riding any bus for the remainder of the school year.

Students who receive a referral will be off both route and activity buses for the specified time of the referral.

BOE Apprvd 3/12/18  
Rev. & Apprvd 5/14/18



## Newton Public Schools USD 373 Schools and Offices

### Cooper Early Education Center

816 Oak, Newton KS 67114  
316-284-6510  
Principal: Alyssa Vanderhoof  
alyssa.vanderhoof@usd373.org  
Assistant Principal: Denise McFall  
denise.mcfall@usd373.org

### Northridge Elementary School

1900 Windsor Dr., Newton KS 67114  
316-284-6540  
Principal: Kate Bremerman  
kate.bremerman@usd373.org

### Slate Creek Elementary School

901 E 4th, Newton KS 67114  
316-284-6550  
Principal: Tenae Alfaro  
tenae.alfaro@usd373.org

### South Breeze Elementary School

1020 Old Main, Newton KS 67114  
316-284-6560  
Principal: Joey Menninga  
joey.menninga@usd373.org

### Sunset Elementary School

619 Boyd Newton KS 67114  
316-284-6570  
Principal: Michael Kirkpatrick  
michael.kirkpatrick@usd373.org

### Santa Fe 5/6 Center

130 W Broadway, Newton KS 67114  
316-284-6270  
Principal: Brandon Simmelink  
brandon.simmelink@usd373.org  
Assistant Principal: Belinda Preston  
belinda.preston@usd373.org

### Chisholm Middle School

900 E 1<sup>st</sup>, Newton KS 67114  
316-284-6260  
Principal: Tiffany Stephey  
tiffany.stephey@usd373.org  
Assistant Principal: Petrina Griffitts  
petrina.griffitts@usd373.org

### Newton High School

900 W 12<sup>th</sup>, Newton KS 67114  
316-284-6280  
Principal: Chad Nulik  
chad.nulik@usd373.org  
Assistant Principal: Derek Bristol  
derek.bristol@usd373.org  
Assistant Principal: Emily Snyder  
emily.snyder@usd373.org  
Assistant Principal: Julie Tucker  
julie.tucker@usd373.org

### Opportunity Academy

900 W Broadway, Newton KS 67114  
316-284-6590  
Principal: Tyler Swalley  
tyler.swalley@usd373.org

### Harvey County Special Ed. Cooperative

308 E 1<sup>st</sup>, Newton KS 67114  
316-284-6580  
Director: Reagan Seidl  
reagan.seidl@usd373.org  
Assistant Director: Amber Warsnak  
amber.warsnak@usd373.org

### District Office

308 E 1st Newton KS 67114  
316-284-6206

### Superintendent: Mr. Fred Van Ranken

fred.vanranken@usd373.org

### Asst. Supt./Instructional Services:

316-284-6203  
Joe Sample  
joe.sample@usd373.org

### Director of Human Resources/Business:

316-284-6205  
Jane Nichols  
jane.nichols@usd373.org

### Director of Communications:

316-284-6222  
Carly Stavola  
carly.stavola@usd373.org