

Elementary

PARENT-STUDENT HANDBOOK

Arkansas City Public Schools

2026-2027

ARKANSAS CITY ELEMENTARY HANDBOOK

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STUDENT RIGHTS AND RESPONSIBILITIES

Rights:

1. Equal Opportunity: You have the right to an education free from discrimination.
2. Freedom of Expression: You have the right to express your opinions, beliefs, and ideas in a respectful and constructive manner, fostering open dialogue and intellectual growth.
3. Privacy: Your personal information and academic records will be handled confidentially and in accordance with relevant laws and policies.
4. Access to Resources: You have the right to access the facilities, services, and resources necessary to support your academic development.
5. Due Process: In disciplinary matters, you have the right to fair and transparent procedures, including the opportunity to present your case and appeal decisions.

Responsibilities:

1. Respect for Others and School/Personal Property: Treat all members of the community with dignity and respect, fostering an inclusive and welcoming environment. This includes taking care of school property and respecting other school and personal belongings.
2. Academic Integrity: Uphold the highest standards of honesty and integrity in all academic endeavors, avoiding plagiarism, cheating, and other forms of academic dishonesty.
3. Attendance and Participation: Attend classes regularly, engage actively in academic discussions, and contribute positively to the learning environment.
4. Community Standards: Adhere to all policies and guidelines outlined in the student handbook and other school documents, including those related to behavior, safety, and health.
5. Conflict Resolution: Resolve conflicts and disagreements peacefully and constructively, seeking assistance from appropriate resources when necessary.

By embracing these rights and responsibilities, you not only contribute to the vibrancy of our community but also empower yourself to make the most of your educational experience. We encourage you to familiarize yourself with the contents of this handbook and reach out to our staff if you have any questions or concerns. Together, we can create a campus culture that values integrity, inclusivity, and mutual respect.

Failure to comply with these responsibilities may result in detention, in school suspension, out of school suspension and/or expulsion.

FORWARD

This handbook is written for the students and parents of USD 470 in order to provide information about selected district elementary school-related policies and procedures, which support student success. This handbook as well as a school calendar is available on the district website www.usd470.com. For a more complete description, the District's Policy Manual is available online. Many opportunities exist during the school year for teachers and parents to work as a team. Working together, parents and teachers can give our students the best possible chance for success. This handbook supports a relationship between the home and the school. A safe orderly environment is an underlying expectation of students, parents, and teachers. In order to support a safe, orderly climate USD 470 uses an electronic notification system to alert parents and guardians of any potential dangerous threatening situations. Electronic surveillance is in place at all school sites.

MISSION STATEMENTS

Kansas State Board of Education:
The mission of the State Board of Education is to prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

USD 470:
To ensure all students learn and thrive in safe, healthy, and supportive learning environments.

GENERAL INFORMATION

ABSENCES

If your child will be absent, please notify the school by 8:15 a.m. (12:15 p.m. for afternoon PreK students).

The principal or his/her designated representative will determine if an absence is excused. To be classified excused, notification on the day(s) of the absence of a valid excuse from a parent or guardian shall be received in the school office within **24 hours** of the student's return to school. Absences will be classified excused for:

- Illness
- Medical/psychological
- Appointments
- Death in the family
- Funerals
- Court appearances

A doctor's statement of health will be required after a student's 10th absence in a school year; however, the building principal may excuse additional absences, if, after a conference with the parent/guardian, the principal deems the request to be acceptable. Pre-kindergarten students will not be counted truant unless on an Individual Education Plan.

ACADEMIC ACHIEVEMENT

USD 470 believes all students will learn to high standards, with an emphasis placed on each student mastering district curriculum. Should a student experience academic difficulty, parents will be notified, and the school may initiate a Student Intervention Team (SIT) meeting and process. Parents are encouraged to participate in this strengths-based process to help the student experience academic success and may include an extended day/year program.

ACADEMIC MISCONDUCT/DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.

ADMISSION TO SCHOOL

Children who are three years old may be eligible for school. Students who are four years of age on or before August 31st of the school year will be eligible for PreK. Children who are 5 years old on or before August 31st of the school year may be entered in kindergarten; no special arrangements are permitted to allow early admission. A state issued birth certificate is required. Kansas state law also requires certain immunizations and a physical examination for PreK up to age 9.

Every student enrolling in USD 470 for the first time shall document the required completed immunizations prior to attendance of school. Those students found not to be complying will have until October 1 of that school year to provide proof of required immunization(s) to the school nurse or they will be considered noncompliant and excluded from school in accordance with K.S.A. 72-5209 and USD 470 Board Policy.

Students who have immunizations (an appointment for inoculations) to complete after October 1 will need to present the required immunization(s) to the school nurse on or before that due date or they will be considered noncompliant and will be excluded from school until documentation is presented to the school nurse.

When a student transfers from one school to another the immunization records are to transfer with the transcripts. If records are not obtained within 30 days, the student will be in noncompliance and will be excluded from school until such documentation of immunization(s) is on file at the student's school. The student will have 30 days to complete the required immunization(s) and present documentation to the school nurse or they will be excluded from school until immunization(s) are complete.

Exemptions to Immunizations - Kansas allows two legal alternatives. They include:

1. Medical Exemption - "Annual written statement signed by a licensed physician (Medical Doctor / M.D. or Doctor of Osteopathy / D.O.) stating the physical condition of the child to be such that the tests or inoculations (vaccinations) would seriously endanger the life or health of the child." Medical exemption shall be validated annually by physician completion of KCI Form B.
2. Religious Exemption - "Written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations."

To protect the health of your child and others during suspected vaccine-preventable disease outbreaks, USD470 Health Services will consult with Cowley County Health Department. Any child claiming either of the above exemptions may be subject to automatic exclusion from school.

On or before May 15 of each school year, a letter will be sent home to parents or guardians notifying them of what immunizations will be needed for the following school year.

Birth Certificate - A state official certified birth certificate is required.

Health Assessment - All students entering USD 470 must be in compliance with KSA 75-5214. This bill states that every pupil up to the age of 9 years entering the public schools shall receive a health assessment. The "health assessment means a health history; physical examination and such screening tests as are medically indicated …" The assessment shall have been conducted within 12 months of school entry. Any student not in compliance after 90 days will be excluded from school until proof of compliance is received.

ANIMALS AND PLANTS IN THE SCHOOL

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. Under no circumstances are animals to be transported on school buses.

Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals.

Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom. Teachers must be aware of federal and state laws regulating the handling of animals. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety. All experiments using live animals must have prior approval of the principal.

If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify public authorities to have the animal impounded for observation. Principals will attempt to notify the parents. (See Board Policy ING)

ARRIVAL AT SCHOOL

School hours are from 7:55 a.m. to 3:15 p.m. for students in grades K-12. Half day PreK students attend from 7:45 a.m. to 11:10 a.m. for morning classes and 11:50 a.m. to 3:15 p.m. for afternoon classes. All day PreK students attend from 7:45 a.m. to 3:15 p.m. Children should arrive at school as near the actual starting time as possible except when arriving for breakfast or lunch. School buildings will open at 7:25 a.m. If your child is arriving too early, develops a pattern of being tardy or leaving prior to 3:15 and/or not being picked up after school, you will be notified and a plan will need to be developed.

Students who are picked up prior to the end of the school day may be counted as having a partial-day absence. Repeated early checkouts that result in significant missed instructional time may be treated as unexcused absences and applied toward truancy thresholds in accordance with district policy.

ATTENDANCE AND TRUANCY (See also Absences)

Attendance at school is required by law until the age of 18 years. 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. The principal is required by state law to report all cases of truancy to the truancy officer.

The tardiness to school policy is in compliance with KSA 72-113 for a referral to a truancy officer. Tardiness to school and/or class can become disruptive and detract from the learning process. Being tardy to elementary school is defined as arriving late to school. At elementary schools 6 tardies equal 1 unexcused absence. One unexcused absence accumulated by being tardy to school will result in a written parent contact indicating the need for a truancy referral. (See Board Policy JBE)

Students who are at risk of becoming truant or who have met the criteria for truancy may be referred to the Cowley County Truancy Court.

BOARD OF EDUCATION MEETINGS

Board of education meetings take place the second and fourth Monday of each month in one of the school buildings. All meetings of the board are open to the public. A meeting schedule is available on the district website, www.usd470.com.

BUILDING SITE COUNCIL

The purpose of the school Site Council is to advise the school on such matters as student learning, education programs, school improvement planning, and accreditation issues. Input is sought from Site Councils for programming involving all elementary schools:

- Provide advice and counsel to the school in developing, implementing, and evaluating school performance goals and objectives, and
- Provide ongoing support for the students and staff of the school. If you are interested in serving your student's school in this capacity, please see your school principal for further detail.

BULLYING
USD 470 strictly prohibits students or adult staff from engaging individually or collectively in any form of bullying, including cyber-bullying, on school property, in conjunction with any school activity or involving any person associated with the school.

The Board of Education has adopted the following definition of bullying.
Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally
- Damaging a student's or staff member's property
- Placing a student or staff member in reasonable fear of harm to the student or staff member
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property
- Any form of intimidation or harassment prohibited by the BOE in policies concerning bullying, including cyber-bullying, and including using electronic devices to spread false rumors

Any student or adult staff who participates in bullying or conspires to engage in bullying will face immediate and appropriate disciplinary action. (See Board Policies JDDC, GAAB, JCE, JGEC, JGECA, JDD, EBC, and GAAE)

CONTACT INFORMATION
The school should always have your correct address and telephone number. If both parents work, the school staff should be informed of how to contact you in case of an emergency. We also need a number to contact in case we cannot reach either parent. If you change your residence, workplace or telephone number, contact the school at once so records can be kept up to date.

DISCIPLINE PLAN
Discipline at the elementary school level has two purposes:

1. To ensure a positive, safe learning environment
2. To teach children how to behave appropriately in all situations

Based on this and the unique characteristics of our children and the neighborhoods in which they live, a discipline policy at this level must remain flexible, yet be consistent with other schools in the district.

In an effort to modify student behavior, school personnel will utilize the following preventative approaches in managing initial behavior problems:

- Informal talks
- Conferences
- Encouragement of parent involvement

After the above alternatives have been utilized and a problem continues, we will initiate appropriate disciplinary action based on the district-wide disciplinary policy. Severe offenses will be dealt with initially according to the district-wide policy. Severe offenses may result in immediate consequences. In the event of assigned consequences on inclement weather days, consequences will be served upon the first day of return to school.

USD 470 adheres to all Kansas statutes concerning the potential suspension/expulsion of students with handicapping conditions.

Suspension and Expulsion Procedures - Except as limited by Section 504 or IDEA, and the joint US Department of HHS and US Department of Education Policy statement on Expulsion and Suspension Policies in Early Childhood Settings, a student may be suspended or expelled for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board. (See board policy JDD)

DISTRICT & SCHOOL REPORT CARDS ONLINE

The Kansas State Department of Education provides online report cards for each school district and individual school in Kansas. You can find the link to the most current report cards on KSDE's home page, which is www.ksde.org.

EMERGENCY SAFETY INTERVENTION (ESI)

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

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.

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.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. 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.

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

The district's policy for ESI is available on the district website, www.usd470.com (See Board Policies GAO, JRB, JQ, and KN)

EMERGENCY SCHOOL CLOSURE

In the event the Ark City School District needs to cancel school for any emergency reason, including bad weather, parents/guardians will receive a message from the district's notification system. (If you're not receiving messages, please contact your child's school secretary to review the contact info. on file.) Information can also be found:

- By visiting the district website, www.usd470.com
- By following us on social media (@ArkCitySchools)
- By calling the district's information line at 620-441-2005
- By watching local television channels and listening to local radio stations that are part of the Emergency Information System, including KSOK 95.9 - FM Radio, KACY 102.5 - FM Radio, KAKE 10 - TV News, KSN 3 - TV News, KWCH 12 - TV News

EXTENDED SCHOOL DAY/YEAR

All students recommended for before and/or after school homework/tutoring assistance are required to attend when in session. All BOE policies apply, including truancy, regarding extended school day and/or extended school year.

FIELD TRIPS AND ACTIVITIES

Trips are of an educational nature and parental consent is necessary. Parental permission slips will be used in all instances. These slips must be filled out at enrollment time.

Students will be expected to stay with their class and ride to and from school on the bus. If a student is going to travel home with their parent or guardian, the Bus Release Form must be completed prior to leaving for the field trip. **Students will only be released to their parents or guardians.** Consistent inappropriate behavior by a student may prevent that child from participating in field trips away from the school grounds. Special needs or handicapping conditions will not prevent a child from participation with peers.

FOOD SERVICE

Breakfast - Breakfast is served in all elementary schools between 7:25 and 7:55 a.m.

Free and Reduced Lunch Applications and Information - To get reduced price or free Child Nutrition Program benefits for your child(ren), you must complete an application and return it to the school. An

application that is not complete cannot be approved. Forms regarding Free/Reduced Lunch assistance are available at each school site as well as at Central Office (2545 Greenway).

You may also apply for reduced price or free Child Nutrition Program benefits at any time during the year. You may apply due to a decrease in household income, an increase in household size, unemployment or if your child becomes eligible for Food Stamps, TAF or FDPIR.
If you now get Food Stamps, Temporary Assistance to Families (TAF) or Food Distribution Program on Indian Reservations (FDPIR) benefits for your child(ren), they are eligible for free Child Nutrition Program benefits.

Children eligible for free or reduced-price Child Nutrition Program benefits may also qualify for Kancare, a program that provides health insurance for children at little or no cost. For more information, call 1-800-792-4884. Arkansas City Public Schools, USD 470, does not discriminate on the basis of sex, race, color, national origin, religion, handicap/disability, or age in its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504, Americans with Disabilities Act, and the Age Discrimination Act may be directed to the Compliance Coordinator who can be reached at 620-441-2000, 2545 Greenway, Arkansas City, KS 67005.

General Information - Arkansas City Schools participate in the Child Nutrition Program. These programs provide healthy foods that meet nutrition standards established by the U.S. Department of Agriculture. The schools participate in the National School Breakfast and Lunch Programs.

Per the District Wellness Policy, meals purchased at fast food outlets to be consumed at school must not be brought to school in their original containers. Caffeinated beverages are not allowed in sack lunches to be consumed in the cafeteria. Extra milk may be purchased anytime.

Parents are welcome to dine with their children at any time throughout the year. The school must be notified before 8:30 a.m. if a guest wishes to order a school lunch.

Prices for breakfast are available online and in the office.

Lunch - Contact your school's office for information regarding lunch schedules.

Unpaid Meal Balance Policy - Students with unpaid meal charges in excess of $20 will not be allowed to charge further meals until the negative balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a cheese sandwich, fruit and milk. Reminder notes will be sent home when the student has a balance for two lunches left on the lunch account. (See Board Policy EE)

GIFTS
The administration and staff have made a commitment to limit, as much as possible, the number of interruptions that will be made into the academic day of our students. In implementing this commitment, some stipulations are placed on the delivery of flowers and balloons to our students while they are at school. These stipulations are as follows:

- All floral/balloon deliveries will be made to the building office.
- No deliveries for students and teachers will be accepted on the day before or the day of Valentine's Day.
- For bus riders, no flowers, balloons or anything that would cause a distraction to the bus driver is allowed on the bus.

Students who have had flowers or balloons delivered to school will be sent a message the last 5 minutes of the day and advised that they are to stop by the office to pick them up. It is the student's responsibility to pick up their flowers or balloons.

Floral deliveries approved by the administration and done in conjunction with specific activities within the school are not part of the above stipulations.

HEALTH

Communicable Diseases - Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. Kansas laws direct exactly how we must work to control the spread of communicable diseases. USD470 follows the Kansas Classroom Handbook of Communicable Diseases. Contact your school nurse if you have any questions.

If a student is absent from regular classes for more than three consecutive days or the principal or school nurse has determined that a student has a communicable disease (diagnosed by their primary care physician), the principal or school nurse shall decide whether a written statement shall be obtained from the student's physician before the student reenters school.
Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting. No information regarding students with communicable diseases shall be released by district personnel without the student's parent/guardian's consent.

Head Lice - USD 470 is following the recommended guidelines of the CDC and KDHD and does not require students who have live head lice and/or nits be excluded from school.

1. If a suspected student has head lice, the health care professional or designee will check the students head.
2. Individuals with head lice are not required to be excluded from school. The student will be sent home at the end of day and should be treated before returning.
3. All household members and other close contacts should be checked and treated simultaneously.
4. Parent/guardian will be informed if a student is needing pediculicide treatment.
5. Students who have been identified as having head lice will be monitored by the school nurse, or designee. The student will be rechecked upon their next day of admission and as needed per suspected live head lice.
6. Students with nits, or head lice eggs, will not be excluded or required to have treatment. These students will be monitored weekly and notify parents if live head lice become evident. The above steps, 1-5 will be followed.

Health & Wellness - When parents select beverages and snacks for distribution during school day or school activities, USD 470 will work closely with parents to encourage providing beverages and snacks which meet U.S. Dietary Guidelines for Americans. A list of suitable snacks and beverages is available at each school site. An example of suitable beverage could be: Provide bottled water and/or nutritious 100% juice beverages to elementary and middle school students. An example of a suitable snack could be: Provide pizza, fruits, popcorn, granola mix, rice crispy treats etc. rather than high calorie cakes, cookies and candy bars. Pre-packaged items are recommended. (See Board Policy JGCA)

Illness - To protect your child and other children from disease outbreaks, parents should keep their children home when ill.

Parents will be contacted if their child becomes ill at school so the child can be taken home. It is important to make arrangements with a second party in case a parent is unable to be located. The school can provide no treatment other than simple first aid. If illness is suspected, the student will be sent home with their parent/parent designee. A student leaving school because of illness cannot ride the bus.

Students with the following health conditions (but not limited to) will be excluded or sent home from school:

- Temperature of 100.4 degrees F or higher
- Elevated (or possibly a normal) temperature combined with any of the following: a severe cold with or without yellow-green nasal discharge, excessive coughing, headache, sore throat, nausea, swollen glands, or skin rash)
- Eyes inflamed with purulent discharge; if bacterial, may remain in school once any prescribed therapy is started
- Influenza (consult nurse for length of time)
- COVID (consult nurse for length of time)
- Drainage from ears
- Skin lesions (i.e., impetigo, ringworm, and scabies) until under treatment with approved medication (consult school nurse for length of time)
- Vomiting
- Diarrhea (two or more loose stools)

If your student has had a medical procedure or has been hospitalized, they will need to have a return to school date from the doctor, with any activity restrictions noted. If your student has been injured or has received a note from the doctor for a modified activity in school, they will need a follow up note to be released back to activity.

Immunizations - For more information, see the information in the "Admission to School" section and the letter from KSDE located in the back of this handbook.

Infectious Diseases or Conditions - Any infectious disease or condition will follow the Kansas Classroom Handbook of Communicable Diseases. Any open or draining wounds will be covered. Universal precautions will be utilized when handling body fluids or drainage.

Requirements for isolation and quarantine of specific infectious and contagious diseases may be altered by the secretary of health and environment or the local health officer if the secretary or local health officer determines that an alteration is necessary for the greater protection of public health, safety, or welfare. (K.A.R. 28-1-6)
Infectious Soft Skin Tissue Procedure - Management of Infectious Soft Skin Tissue in the school setting:

1. Refer students with open, draining wounds or infections to the school nurse.
2. School personnel should notify parents/guardians when possible skin infections are detected for referral to a licensed health care provider for diagnosis and treatment.
3. Individuals with open wounds should keep them covered with clean, dry bandages.
4. Open wounds should be treated as infectious.
5. Gloves should be worn during contact with non-intact skin or mucous membranes. Hands should be washed immediately after removing gloves.
6. When a confirmed soft skin tissue infection (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo) occurs within the school population, the superintendent or his or her designee will determine whether parents and staff should be notified.

7. If a cluster of three or more cases occurs in a single classroom or athletic team, the superintendent or his or her designee will determine whether a report should be filed with the Cowley County Health Department.
8. Students or staff members, who are colonized or infected with a soft skin tissue infection (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo), should not routinely be excluded from the classroom unless directed by a physician.
9. Individuals with a confirmed soft skin tissue infection (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo), should not be placed in the same classroom with anyone who has severe immune system suppression.
10. Exclusion from school or athletics (physical education classes or team sports – including practice and competition), when appropriate, will be recommended for those with wound drainage that cannot be covered and contained with a clean, dry dressing taped on all 4 sides, and for those who cannot maintain good personal hygiene.
11. Students with active skin and soft tissue infections unless adequately covered and routine hygiene measures maintained will not be allowed to participate in physical activities without a doctor's release or until wounds are completely healed.
12. The Administration will advise the Director of Maintenance in order to ensure appropriate cleaning measures are undertaken in the event of a confirmed soft skin tissue infection (such as but not limited to MRSAMethicillin Resistant Staph Aureus, Ringworm, Impetigo).
13. When a soft skin tissue infection (such as but not limited to MRSA-Methicillin Resistant Staph Aureus, Ringworm, Impetigo) occurs, cleaning and disinfection should be performed on potentially contaminated surfaces with EPA-registered disinfectants labeled effective against a soft skin tissue infection (such as but not limited to MRSA-Methicillin Resistant Staph Aureus, Ringworm, Impetigo).

Medication Procedures - We encourage administration of medicine before and after school whenever possible. However, if your physician decides it is necessary for your child to receive a medication given by school personnel during the school day, the following regulations are necessary:
Medication needs to be brought in the original container with the appropriate label intact.

1. The "Request to Administer Medication" form signed by the parents needs to accompany all medication.
2. Anytime the medication dosage or time of administration is changed, a new bottle and form must be brought in.
3. Medication administered for the first time cannot be given by the school nurse or her delegate.

Nurse - A school nurse is assigned to your child's school. If you have any questions or concerns about your child's health, please contact the nurse by calling the school office and leaving your name and number. The nurse will return your call at the earliest opportunity.

HOMEWORK
The use of homework as a means to discipline students is prohibited. Homework shall be assigned on a need basis and shall never exceed a student's capacity to independently complete with a reasonable time. (See Board Policy IHB)

ILLEGAL ACTIVITIES
Possession of illegal drugs and/or committing illegal behaviors such as extortion, harassment and threats will result in severe disciplinary action and will be reported to law enforcement officials.

KANSAS OPEN RECORDS ACT/KANSAS OPEN MEETINGS ACT
Information about the Kansas Open Records Act and the Kansas Open Meetings Act can be found on the Internet on AccessKansas' Web site. AccessKansas is the official Web site for the state of Kansas. The link to

access this information is https://ag.ks.gov/home Questions related to KORA/Freedom of Information requests can be addressed to the USD 470 Central Office, at 441-2000.

LOST AND DAMAGED SCHOOL PROPERTY

Library materials, textbooks, district provided technology and technology peripherals etc. are made available for student use with a minimal fee or no cost. Replacement for damaged school property is based on a property depreciation scale. Specific costs are available from the Central Office. The building principal will notify the parent/guardian as restitution is determined. School property must be returned prior to moving from the district. These materials are expected to be returned in equivalent condition with allowance for normal wear. Materials that receive excessive wear or are damaged while checked out to a child will be noted by a staff member. Restitution will be expected based on repair or replacement. The building principal will notify the parent/guardian as soon as a restitution amount is determined.
All school property must be returned prior to moving out of the district.

MAKE-UP WORK

Children who are absent from school are required to make up missed work. When parents call about an absent child, they should make arrangements to pick up homework. If a child is going to miss several days, please inform the school. To be given credit for missed work, the student has two days for every day missed. In case of long illnesses, adjustments will be made.

NOTICE OF NON-DISCRIMINATION

Arkansas City Public Schools, USD 470, does not discriminate on the basis of sex, race, color, national origin, religion, handicap/disability, or age in its programs or activities. Any questions regarding the district's compliance with Title VI, Title IX, or Section 504, Americans with Disabilities Act, and the Age Discrimination Act may be directed to the Compliance Coordinator who can be reached at 620-441-2000, 2545 Greenway, Arkansas City, KS 67005.

USDA Nondiscrimination Statement - In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

PTO
Parent-Teacher Organization is an important school function to encourage parent-teacher cooperation, increase parent understanding of the school's programs and increase teacher understanding of the parents' desires for their children.

PARENT-TEACHER CONFERENCES
Parent-teacher conferences are held each semester. Parents are encouraged to attend and be involved throughout the year in their child's education.

School procedures for scheduling your PTC will be communicated through a variety of means which may include telephone, email, school websites and social media. If you cannot come at the available times, please make arrangements with the classroom teacher for another.

Students are encouraged to accompany parents to the conference. Students need to be involved in their progress monitoring, so they know where improvement is needed. If a teacher needs to talk privately with a parent after the progress report is given, the student may be asked to wait in the hall.

PARTIES – BIRTHDAY AND SPECIAL DAYS
Parents are allowed to bring birthday treats to school. Healthy and pre-packaged birthday treats are encouraged. They should be easy to hand out. The teacher will hand the treats out at a time he/she determines to be most appropriate. Due to time limitations, there will not be other birthday related activities allowed in the school setting. NO invitations for parties may be given out at school unless the whole class is to be invited. Special parties such as for Halloween, Christmas or Valentine's Day will be left to the discretion of each building principal.

Please be aware that many students have severe allergies. Check with the student's classroom teachers to determine if there are any allergy related issues.

PERSONAL ELECTRONIC DEVICES (PEDs) AND ACCESSORIES
To minimize distractions and promote a positive learning environment, students are required to power off and securely store all personal electronic devices from the beginning of the school day until dismissal. Devices must remain inside a backpack, bag, or other approved storage location throughout the school day. Backpacks will be stored in cubbies or other designated areas and will not be accessible to students during instructional time, passing periods, or lunch. Personal electronic devices may not be used or visible in classrooms, hallways, restrooms, locker rooms, the library, or any other area of the building unless expressly authorized by a staff member. Students participating in a school-sponsored activity may access their device only as permitted by the principal.
USD 470 is not responsible for lost, stolen, or damaged items. Items brought to the school are the responsibility of the owner.

PEDs used inappropriately will be confiscated by authorized faculty/staff members and may be retrieved at the end of the school day. Consequences for policy violations are outlined in the discipline guidebook.

This policy applies to cell phones and all connected devices and functions, including smartwatches, smartglasses, wireless headphones/earbuds, cameras, and apps—unless otherwise permitted through a written IEP or 504 plan.

Parents/guardians needing to contact their child during the school day should call the main office. School staff will ensure messages are delivered as needed.

PLAYGROUND RULES AND SAFETY REGULATIONS

Playgrounds are provided for both socialization and physical activity. Due to the number of children involved in recess and other activities on the playground, students must follow established rules for their own and for others' safety.

1. Adult supervision will be present during recess and PE instruction. Before and after school are not supervised playground, periods and children should not be on the equipment. Safety requires timely exit of the building, either to board transportation or walk home.
2. Physical contact which may result in injury cannot be allowed. Examples are tackle football, fighting, jumping on others, pushing or shoving.
3. All activities involving balls should be played away from the building to reduce the risk of breaking windows and disturbing other classes. When playing games involving bats, etc., follow the game rules and avoid standing or walking into the area of the person with the bat. No game equipment should ever be thrown, kicked, or tossed in a way that could injure another person.
4. Climbing should be done only on the designated equipment. Care should be taken when playing on the jungle gym; serious injury can result if a person pulls another from the jungle gym.
5. Retrieval of balls from the street, parking lot or canal should be done only with permission from and under the supervision of the playground supervisor. Likewise, any ball that lands on the building roof is to be recovered by a designated school employee.
6. Sharp objects are not appropriate for playground use and will not be allowed.
7. Elementary students have no need for specialized shoes, such as cleats, on the playground.
8. When the air temperature or wind chill is at or below 10° the principal will exercise discretion to determine access to outdoor activity.
9. Principals, teachers, and playground supervisors will provide other playground guidelines as needed to help ensure that students have an enjoyable experience during recess. Keep in mind the number of students involved necessitates restrictive playground rules than used for neighborhood play.

POWER SCHOOL INFORMATION SYSTEM

Our student information system, PowerSchool, tracks student records and progress. School personnel enter data into the system. Parents/Guardians can monitor their children's progress, communicate with teachers, and learn about school activities through PowerSchool.

The types of information managed by PowerSchool include grades, attendance records, school schedules, class schedules, daily bulletins, and lunch balances. All this information can be accessed through any web browser.

Parents/Guardians may pick up their login information from the school offices or through the technology department. Logins for students and parents are separate and secure. The parent login page can be accessed using this link: http://ps.usd470.com

RACIAL HARASSMENT

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. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment may result from verbal or physical conduct or written graphic material. Racial harassment is racially motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school
- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment

- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment. Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

Consequences for racial harassment are outlined in the USD 470 Discipline Handbook. A full text wording of this policy is available by contacting your school or the Central Office. (See Board Policy JGECA)

REPORT CARDS (PROGRESS REPORTS)

Report cards will be issued after the end of each grading period for K-5. PreK updates will be sent out three times a year. The elementary (K-5) grade report reflects information on a child's achievement of grade level expectations. Please have your child's teacher clarify any questions you may have on interpretation of the information.

RETENTION POLICY

While retention is not subscribed to as a developmentally appropriate practice there may be unusual circumstances that warrant discussion of retention. A better alternative to retention is intervention, differentiation, more time on task for skill development. The student's parents will be notified no later than the end of the 2nd grading period of the school year in which an intervention is being considered, and the basis for the consideration shared with them.

The building team will review the data prompting consideration for intervention prior to parent notification. The building team's recommendation will be recorded as part of the student's data MTSS (Multi-Tiered Systems of Support) profile. If retention should result, the principal, classroom teacher, parents and other appropriate staff will review all data supporting retention two weeks prior to the end of the school term. The final decision pertaining to retention shall rest with the building principal. A statement summarizing justification for retention will be placed in the student's files signed by the principal and the classroom teacher. A copy will be forwarded to the parents and district office curriculum.

All retentions will be accompanied by a recommended education plan. The plan will include teaching strategies, special placement, material modification, etc. as appropriate to guide the next year's teacher. (See Board Policy IHE)

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 is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature. Sexual harassment may result from verbal or physical conduct or written or graphic nature. Sexual harassment may include, but is not limited to, verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats about a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to sexual harassment or has witnessed an act of alleged sexual harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

Consequences for sexual harassment are outlined in the USD 470 Discipline Handbook. A full text wording of this policy is available by contacting your school or the Central Office. (See Board Policy JGEC)

STUDENT DRESS CODE

Neatness, decency, and good taste are guidelines of the district dress code. Students who violate school dress codes will be referred to the office and asked to make an adjustment or necessary clothing change which would put them into compliance with the dress code. USD 470 wants all students, parents, and staff members to realize that we consistently expect all students to adhere to the following guidelines for student dress:

- No undergarments (underwear, boxers, bras, bra straps, slips, etc.) are to be showing at any time; they must be completely covered.
- "Sagging" pants/shorts will not be permitted. Pants/shorts are not to be worn lower than undergarments. Pants/shorts are to be pulled up to the waistline.
- No clothing or items that advertise alcohol or tobacco products or drugs, or contain references to sex or profanity, or show suggestive, vulgar, or obscene writing, pictures or symbols are allowed.
- No shirt/top that exposes an excessive amount of skin (such as halter tops, shirts with no sides, tank tops, bare midriffs, tube tops, etc.) is allowed.
- Hats, caps, and other forms of headwear are to be removed when entering the building.

- Clothing or items that give the impression of gang affiliation, including bandanas, are not permitted.
- Jewelry associated with body piercing that the administration considers substantially disruptive to the learning environment, or a health risk may be required to be removed.
- Jewelry or accessories, such as sizable chains, that may cause injury, be used as a weapon, and/or are disruptive to the learning environment, may not be worn.
- Cosmetic items, such as makeup and colored hair gels/dyes, may be considered disruptive to the learning environment, and students may be asked to remove products.
- Footwear is to be worn at all times.

The above code of expectations will be applied fairly and equally regardless of gender. The decision of the building principal will be final in all disputes concerning student dress. Students who fail to comply with the dress guidelines may be held out of class until the article is changed. Items confiscated and not claimed by the end of the school year will be discarded. Violations of the student dress code may result in disciplinary action, including detention and/or suspension.

STUDENT INSURANCE
Student Accident Insurance is provided for all students in the district.

STUDENT PRIVACY
Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

STUDENT RECORDS
Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided by policy.

Directory Information - Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of educational records shall give annual public notice of the class of record the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior consent. The appropriate forms (Information Release Form) for providing notice shall be on file in the office of the custodian of educational records and distributed at enrollment.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and post-secondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee, or board of education. The district may disclose, without the parents' or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom

the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The District may release students' education records to the following without prior consent (See Board Policy JRB):

- Other school officials, including teachers within the district who have legitimate educational interests
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student
- Authorized persons to whom a student has applied for or from whom a student has received financial aid
- State and local persons to whom a student has applied for or from whom a student has received financial aid
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs
- Accrediting organizations
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency
- In compliance with a lawfully issued subpoena or judicial order

The following guidelines govern "release of student records" (See Board Policy KBCE):

Allowed without parental consent

Photos/video:

- Group photo (eight or more in picture)
- Group extracurricular performances

Allowed with signed parental consent form

Identifying text:

- Full name (or any combination of initials and names)
- School name
- Grade level
- Class/teacher's name

Photos/video:

- Individual portraits (first name only for Web site)
- Group photos of less than eight people

Audio:

- Interviews
- Discussion of items listed above that require written parental consent
- Individual extracurricular performances

Original work:

- All original student work posted to the website

STUDENT SAFETY

Child Abuse and Reporting - Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental, and emotional abuse or neglect or sexual abuse, shall promptly report the matter to local Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either the Department for Children and Families (DCF) **by phoning** 1-800-422-4453 or completing the Mandated Reporter Online Report, the National Child Abuse Hotline by phoning 1-800-422-4453 or local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

Cooperation Between School and Agencies - Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform. (See BOE policies JCAC, JGEC, GAAD)

DCF Access to Students on School Premises - The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview.

School Safety - Drills for fires, tornados, and crises are held in accordance with state laws. Students are expected to follow the procedures established in each building.

During the school day, only designated doors are to be used for admittance to the building. It is not permissible for doors to be propped by students or staff. At no times should students open doors to strangers, other students, or even adults they may know.

Youth Suicide Awareness and Prevention - The USD 470 board of education provides youth suicide awareness and prevention programming to all school staff. The program training materials are available for review by parents or legal guardians. (KSA 72-8260, Jason Flatt Act.)

TELEPHONE USE

There are a limited number of telephone lines into each building. Please limit your calls to school for business and emergency purposes only. A call home asking for permission to go home with a friend is not considered school business or an emergency and should be taken care of before coming to school.

Students and teachers will not be called to the phone during instruction time. Messages will be delivered by the office either by voice, electronically, or by note.

TEXTBOOK RENTAL AND ENROLLMENT FEES

Annually, the board of education of USD 470 will approve fees to cover the rental of textbooks and other appropriate classroom fees. The procedures for collecting enrollment and textbook fees will be as follows:

1. At the time of enrollment, three options are available to parents/guardians regarding the payment of student fees:
   - Payment of fees in full (cash, check, credit card or money order)
   - Establish a written payment plan for student fees with the building principal's approval
   - Establish a legal affidavit of indigence

2. If the parent/guardian chooses the second alternative of payment by a plan approved by the principal, the first payment on the fee schedule must be made on or prior to Sept. 15. In case of a transfer or new enrollment in the district, the first payment must be made within 30 days after enrollment. All fees under the approved plan must be paid in full by Jan. 30.

3. In the event the payment schedule is not maintained, the delinquent party's collection will be referred to the business office with the following steps of action to be followed:
   - The business office of USD 470 will bill for fees with payment due within 60 days.
   - If payment of fees is not made before April 1, the matter will be placed on the board agenda with a recommendation that uncollected fees be turned over to a collection agency. Parents/guardians without financial resources (even on an installment plan) with which to satisfy fees and charges may file an affidavit of indigence (poverty). Persons signing the indigence affidavit will be required to state their average monthly income. Unlawful signing of the affidavit will constitute a willful attempt to defraud a non-profit organization.

Prorated Fees - If the student enrolls in school after Oct. 17, the fees will be prorated. If students leave school before May, fees will be refunded by use of a prorated schedule.

TOYS
Toys and other unnecessary items do not belong at school unless requested by the teacher or principal for a special project. Water or toy guns are not allowed.

TRANSFERS
Parents or guardians may request a transfer from the prior year's attendance center to another attendance center, but the district reserves the sole right to determine which transfers are made. Approval of transfer requests will be made based on balancing class sizes and best serving a student's educational needs. Transfers are not made to accommodate childcare needs. PreK and Kindergarten students enroll by school location as designated by home addresses and corresponding attendance areas.

1. Maintaining appropriate class size is a priority when approving/denying a transfer request.
2. Transportation is not provided for transferred students with the exception of students moved from an attendance area by the district.
3. Patrons must provide proof of their residential address; falsifying their residential address will cause the student to be transferred to their neighborhood school immediately.

TRANSITION MEETINGS AND HOME VISITS
PreK teachers will conduct two transition meetings as well as two home visits during the school year.

TRANSPORTATION RULES
Parent Responsibility - It is the responsibility of parents to make arrangements for proper care to be available when a very young student (2nd grade and under) is bused home after school. In grades K-2, a responsible person should be home to wave the bus driver on when the student arrives. Parents of PreK students must accompany students to and from the bus as well as sign the student on/off the bus. When it is not possible for a responsible person to be at home, the transportation supervisor should be called (441-2084) to see if other arrangements can be made.

Upon taking a student home, if the driver determines that no parent is present, and no other arrangements have been made for the care of the child, the following procedures will be followed:

1. First Occurrence: The driver will notify the transportation supervisor. The supervisor will make efforts to contact the parent(s). The student will return to the bus and ride through the remainder of the route. Once all other students have been unloaded, the driver will take the student to the school or to the Transportation Department at 420 South 5th unless other arrangements have been made between the supervisor and the parents. Efforts will be made to contact a parent. In all of the above cases, the parent will be issued a warning that a second such incident will result in the student being removed from the bus for 3 days.
2. Second Occurrence: The same procedure will be followed as in the first occurrence, but the student will be suspended from riding the bus for 5 days. The parent will be informed that the next such incident will result in the student being removed from the bus for the remainder of the school year.
3. Third Occurrence: The same procedure will be followed as in the first occurrence, but the student will be denied school district transportation for the remainder of the school year.

Rules and Regulations for Pupils Riding School Buses - The right of all pupils to ride in USD 470 school vehicles is conditional on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be subject to discipline procedures in accordance with the Board of Education policy in regard to Bus Discipline.

1. The driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly. The bus driver/and or aide may assign seating. PreK students will be transported in height and weight appropriate child restraint seats.
2. Pupils shall obey and respect the orders of bus drivers, aides and bus stop monitors.
3. Pupils loading and unloading at in-city consolidated bus stops will abide by the rules given to these pupils by the bus stop monitor in addition to the general rule for all bus stops – no rowdy behavior or "horseplay."
4. When pupils are on the bus:
    a. Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
    b. No animals, snakes, spiders, bugs or any other type of animal will be allowed on a bus.
    c. Keep books, pencils, pens and all other objects in backpacks and out of the aisles.
    d. Papers or other rubbish should not be thrown on the bus floor.
    e. No one should damage or deface the bus in any way.
    f. Students should avoid any unnecessary conversation with the driver of the bus.
    g. Do not throw anything out of the bus windows.
    h. Safety requires that students do not lean their heads out of windows or extend their hands out of windows.
    i. When the bus is in motion, students must not change seats or try to get on or off the bus.
    j. Students may not leave the bus without the driver's consent except at their assigned bus stop.
    k. Courtesy and respect must be shown to fellow passengers, persons along the route, and the bus driver. Profanity on the bus will not be tolerated.
    l. No drugs, alcohol or cereal malt beverage will be permitted on the bus.
    m. Tobacco in any form is not permitted on the bus or at any loading or unloading area or bus stop.
    n. Riders will remain quiet when approaching a railroad stop.
    o. In case of a road emergency, riders are to remain on the bus.
    p. A note is required from parents and/or guardians if their child needs to ride another bus, other than their own, or if the child does not ride a bus.
    q. No eating or drinking on the bus.
    r. No medicine of any type may be brought on the bus.
    s. No flowers, balloons, or anything that would cause a distraction to the driver is allowed on the bus.

After Leaving the Bus

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, then cross the road. Never walk behind a parked bus!
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular stop, except by proper authorization from the parent or school official.

Extracurricular Trips

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperon appointed by the school officials.

Bus Stop Rules

1. Students must wait at their bus stop at the scheduled time, not across the street. Do not arrive more than 10 minutes before your scheduled time. The bus driver will not wait on you; be on time.
2. If the bus has started moving to pull away from the stop, it will not stop for you.
3. Students must stay away from any building at the bus stops.
4. No throwing rocks, snowballs, paper, etc.
5. Talk quietly – no loud talking or screaming. No profanity will be allowed.
6. Keep hands and feet to yourself. No hitting, kicking, pushing, etc.
7. No radios, cassette players, etc., except those that have earphones attached for only the individual to hear.
8. Students can have food or drink at the bus stop. Trash will be given to the bus stop monitor, not thrown on the ground. No food or drinks will be allowed on the bus.
9. Wait until the bus comes to a complete stop and the door opens, before leaving the assigned waiting area to load.
10. After unloading, stay in the assigned waiting area until the bus pulls away and turns the corner. Cross at marked cross walks only, do not cross in the middle of the street. Do not return to the bus stop until the last bus has unloaded and those students have left the area.
11. Only one warning will be given. After that a discipline slip will be written.

VISITORS

For child safety and orderly operation of the buildings, all visitors must check in at the building office and receive a visitor's badge. You are encouraged to visit school regularly. The teachers are glad to discuss your child and any concerns at a convenient time and place. In order to respect instructional time and ensure availability of staff, please schedule appointments with school personnel prior to coming into the school.

VOLUNTEERS

Please check with your building administrator or your child's teacher about becoming a volunteer within your school. Volunteer guidelines and forms are available on the district website www.usd470.com.

WEAPONS

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. Having weapons or replica weapons of any kind is viewed as a very serious problem and will result in disciplinary action and may result in one calendar year suspension. (See Board Policy JCDBB)

Kansas Concealed Carry Law prohibits carrying a concealed weapon into any elementary or secondary school building or structure used for student instruction or attendance.