

ERIE
ELEMENTARY
SCHOOL

STUDENT
HANDBOOK

2023-2024

UNIFIED SCHOOL DISTRICT #101

**ELEMENTARY HANDBOOK
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WELCOME

The entire staff of U.S.D. #101 school district welcomes each student back to what will be another great year. We recognize the potential in every individual and together we will strive hard to develop your capabilities.

This handbook has been prepared to assist you in having a productive school year. The information presented cannot possibly anticipate every situation that arises. It should serve as a guideline and reference for questions that might arise.

Each of us is responsible for our own successes. We have unique capabilities that hinge upon perseverance and self-discipline. Please know we stand ready to assist you whenever possible.

Good luck to all in the school year.

PHILOSOPHY

U.S.D. #101 serves all students who reside in the school district. It is the goal of the Board, administrators, and teachers at U.S.D. #101 to create an environment for the maximum development of each student. The total program shall be student-centered, with the welfare of the student as the criteria on which all programs and proposals are evaluated. The schools are dedicated to providing not only academic and vocational education, but also to help young people to understand themselves and the world around them. It is the final goal of this institution to provide sound leadership for students through qualified and interested administrators and teachers, and to influence students to become morally and socially responsible citizens.

NON-DISCRIMINATION STATEMENT

U.S.D. #101, Erie, Kansas does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact:

Superintendent of Schools
U.S.D. #101
P.O. Box 137
Erie, Kansas 66733

**UNIFIED SCHOOL DISTRICT #101
ERIE ~ GALESBURG**

Administration and Staff:

Superintendent.....Mr. Scott Palser
Board Clerk.....Mrs. Connie Buskirk
Board Treasurer.....Mrs. Tracy Tromsness

Principals:

High School.....Mr. Jamie Carlisle
Middle School.....Mr. Jared Han
Elementary School.....Mrs. Heather Newton

Unified School District No. 101

205 S. Main P.O. Box 137

Erie, Kansas 66733

(620)244-3264 fax: (620)244-3664

SCOTT PALSER, *Superintendent*

CONNIE BUSKIRK, *Board Clerk*

TRACY TROMSNESS, *Treasurer*

August 1, 2023

TO: Parents, Staff, Students
REF: Notification of Asbestos Reinspections
FROM: Scott Palser, Superintendent of Schools

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos hazard Emergency Response Act (AHERA); in the fall of 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform reinspections of the asbestos materials every three years. During the months of January and February, 1995, accredited asbestos inspectors performed these reinspections. An accredited management planner reviewed the results of the reinspections and recommended actions we should take to safely manage asbestos material.

Asbestos containing material is still present in some of our buildings. However, it is in a non-friable state and therefore does not pose a hazard unless it is disturbed.

All of the asbestos is in good condition and should pose no problem. Any and all evidence of damage is to be reported to our Chief of Maintenance, Bill Carpenter, immediately.

We will take every precaution to see that the material is not damaged. We will be having inspections from time to time to determine whether or not there is a problem.

The results of the reinspection are on file in the management plan in each school's administrative office. Everyone is welcome to view these anytime during normal school hours (M-F, 8:00 a.m. – 4:00 p.m.). The asbestos Program Manager, Bill Carpenter, is available to answer any questions you may have about asbestos in our buildings.

2023-2024 SCHOOL CALENDAR
Erie-Galesburg USD 101

OFFICIAL

AUGUST Enrollment Aug. 2-3

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

9	New Staff Orientation
10	Orientation Staff Development
11-14	Staff Development
14	First Day FB, VB, X-Country Practice
15	Work Day
16	First Day of School

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			20

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						12

SEPTEMBER

4	LABOR DAY - NO SCHOOL
18	Staff Development - NO SCHOOL
20	Snow Make-Up Day

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						20

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19

OCTOBER

13	End of 1st Quarter (41 days)
24-26	Parent Teacher Conference (4:00-8:00)
27	No School (In-lieu of P-T Conferences)
30	Staff Development- NO SCHOOL

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						14

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				20

NOVEMBER

20-24	THANKSGIVING VACATION - NO SCHOOL
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April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				22

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		17

DECEMBER

20	End of 2nd Quarter (41 days)/1st sem (82 days)
21-29	WINTER VACATION - NO SCHOOL
25	CHRISTMAS HOLIDAY-OBSERVED

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						11

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						14

JANUARY

1	NEW YEAR'S HOLIDAY-OBSERVED
2	WINTER VACATION - NO SCHOOL
15	Staff Development - NO SCHOOL

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FEBRUARY

19	Staff Development - NO SCHOOL
19	Staff Development- NO SCHOOL
21	Parent Teacher Conference (4:00-8:00)
22	Parent Teacher Conference (4:00-8:00)

MARCH

1	End of 3rd Quarter (41 Days)
11-15	SPRING BREAK - NO SCHOOL
28	Staff Development - NO SCHOOL
29	No School

APRIL

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MAY

15	Last Day of School
15	End 4th Quarter (46 days)/2nd sem (87 days)
16	Work Day
16	Snow Make-Up Day
17	Snow Make-Up Day
27	Memorial Day

Students	Teachers
	2 PD/Collaboration
169.0	169.0 Students in Class
	2 Parent/Teacher Conferences
	8 Staff Development Days
	2 Add/Orientation-Work Day
169.0	183.0 TOTALS

2023-2024 SCHOOL FEES

Book Rental Grade K-12.....	\$25.00
Student Lunch (K-5 grades).....	\$2.90
Student Lunch (6-12 grades).....	\$3.00
Extra Milk.....	\$.40
Student Breakfast (K-12).....	\$1.70
Adult Breakfast (School employee).....	\$2.60
Adult Breakfast (Patron).....	\$3.50
Adult Lunch (School employee).....	\$4.10
Adult Lunch (Patron).....	\$5.00
Summer Driver's Education.....	\$135.00
(Students currently enrolled in U.S.D. #101)	
Summer Driver's Education (Non USD 101 Students)	\$235.00
Summer Driver's Education (Adults).....	\$335.00
Chromebook Fees.....	\$35.00
Art Class Fees (HS Only).....	\$15.00
Middle School Family Activity Pass.....	\$50.00
High School Family Activity Pass.....	\$100.00

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. These events will be announced over radio stations KKOY Chanute, KLKC Parsons, KKOW Pittsburg, and KOAM-TV Pittsburg and KODE-TV Joplin. Reports in the morning will be between 6:30 and 7:30 a.m. Please do not call the school or principal's house. Telephone lines must be kept open for emergencies.

EARLY SUPERVISION

Parents are advised that doors will not open until 7:30 each day. This means that children who arrive on school grounds before this time will not be supervised by school personnel.

AFTER SCHOOL SUPERVISION

Students who are not involved in school sanctioned extracurricular activities that begin right after school are not permitted to be in the building after school dismisses for the day.

COMMUNICATION

Erie Elementary will make every effort to communicate school events with parents and guardians. For the most current and up to date information, please consider "liking" our page on Facebook. It can be found at www.facebook.com/eesrocks.

Parents/Guardians should feel free to call the school concerning any matter dealing with their children and

the school. The office telephone is for conducting school business. Teachers will not be called out of their rooms during school hours (except in cases of emergency) to take phone calls.

Please notify the school of any changes in your telephone number or street address.

WITHDRAWAL OF STUDENTS

The parents of a student planning to withdraw from school should report their intentions to the office. It is important that the student's record be marked to this effect, textbooks checked in, equipment and properties checked in, detentions served, and settlement of outstanding bills made. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school.

NEW STUDENTS

Any student enrolling in U.S.D. #101 for the first time must have required immunization, proof of identity, i.e. and birth certificate, and a health assessment for any student 8 and younger, including preschool. For students transferring from other school districts, school records will meet this requirement.

Immunization records are required for all students. Alternative to this certification of immunization is an annual written statement of medical exemption signed by a licensed physician, or a written statement signed by one parent or guardian that the child is of a religious denomination whose religious teachings are opposed to such tests or immunizations.

All student health records including immunizations will be reviewed and updated by USD 101 school nurse. Students who require additional immunizations, will receive notice from the school nurse, and will have 60 days to complete immunizations.

Any non-resident student must make annual application prior to attending classes. This application is subject to approval by the building principal and USD #101 Board of Education.

CUSTODY OF STUDENTS

In situations where parents of a student are divorced or separated, each parent, custodial and or non-custodial has equal rights to their student records unless a court order specifies otherwise. Copies of court orders concerning custody must be on file in the school office. **Visitation exchanges are not the responsibility of the school.** All visitation exchanges will take place off school property. Copies of school information such as newsletters, parent teacher conferences, report cards, etc. will be mailed to the non-custodial parent upon request.

GRADE REPORTS

There will be two nine-week periods in each semester. Students will receive a progress report at the end of each nine weeks indicating the student's individual level of mastery of grade-level standards.

Progress reports will be distributed to all students to take home to their parents at the midpoint of each nine-week period.

Grade cards will be sent home with the student, with the exception of the final grade card of the year, which will be mailed.

PROMOTION/RETENTION

Students may be promoted when they have demonstrated mastery of the grade specific learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

CHECKING OUT OF SCHOOL

1. After a student has reported to school he/she is not to leave the building at any time except after reporting to the office and receiving permission.
2. If a student finds it necessary to leave during the day, he must report to the office for permission, which requires approval from parents/guardians.
3. Failure to follow the proper procedure when leaving the building will result in disciplinary action taken at the discretion of the administration.

ATTENDANCE

Absences and excuses: JB

The purpose of this policy is to aid in meeting the district educational goals and comply with state law and district attendance requirements.

Requirements

All students enrolled in U.S.D. #101 schools are required to attend all classes promptly and regularly beginning with the official first day of school.

Absences from class for school sponsored activities are not considered as being absent from school, but all work missed must be made up.

The attendance standards will also apply to special education students unless otherwise stipulated in an I.E.P. or as modified at the discretion of the Multi-Disciplinary Team.

Absences and Excuses: JB-R (Grades K-12)

Responsibilities

Parent or guardian should contact the office by 10:00 A.M. on the day of the absence.

Parents who cannot reach the school by phone should send a note with the student when he/she returns to school. The note should state the full name of the student, days absent, reason and parent's signature.

When possible, parents/guardians should notify the school before the absence.

Students returning to school without a call or note will be placed on an unexcused list. If a note or call has not been received within three days, the absence will be termed unexcused.

After a student has missed five days during a semester, the parent will receive a letter of notification. A student missing ten days will not be admitted to class unless he/she has a doctor's statement and/or a parent-principal conference.

Administration will make the final determination whether any situation is excused or unexcused.

Students who are absent due to illness should not attend school sponsored events on the day of the absence.

Toll Free phone numbers are available for parents to call the attendance center their child attends. The numbers are:

District Office..... 1-800-498-1013 or 244-3264
High School..... 1-800-498-1014 or 244-3288
Middle School..... 1-800-573-2470 or 763-2470
Elem. School..... 1-800-498-1015 or 244-5161

Students returning to school after an absence must report directly to the office. **Students must coordinate make-up work for all excused absences with their teachers.**

PARENTAL/GUARDIAN ABSENCES

Students will be allowed up to four (4) days of PARENT/GUARDIAN EXCUSED ABSENCE per semester, for each class, and make-up work will be allowed to be completed for credit. Parents/Guardians must phone or visit the school by 9:30 a.m. in order for the student absence to be excused. If a phone call or visit has not occurred by 9:30 a.m. the day of the absence, the school will attempt to contact the Parent/Guardian.

Absences other than the FOUR PARENT EXCUSED ABSENCES will be determined, EXCUSED or UNEXCUSED, by the building administrator.

Class work assigned during an UNEXCUSED absence can be made up without credit given.

EXAMPLES OF EXCUSED ABSENCES

1. Student illness verified by a Doctor's Statement
2. Death or serious illness in the family
3. School sponsored activities
4. Emergencies
5. In-School Suspension
6. Medical and Dental Appointments by Doctor's Statement
7. Court Attendance documented by court Statement

EXCUSED ABSENCES which do not require notification of the building administrator by the parents include:

1. School sponsored activities
2. In School Suspension

All necessary medical and dental appointments should be verified with a Doctor's Statement on their official stationary.

UNEXCUSED ABSENCES

Absences which have NOT been cleared by parent notification, a verified Doctor's statement or reasons acceptable to the Building Administrator, according to school policy, will be considered UNEXCUSED.

Student time missed to unexcused absences is valuable learning time lost. When an absence is termed unexcused, the student has one day for each day of absence plus one to get their make-up work handed in to receive credit for it. The student will also need to make up the time lost. If the student fails to make up the time for the unexcused absences, they will lose the privilege of leaving during the school day for school sponsored events or to use discretionary days until the time is made up.

EXAMPLES OF UNEXCUSED ABSENCES

1. Vacations
2. Fairs-unless a participant
3. Shopping
4. Senior Pictures
5. Ski Trips
6. Hunting
7. Hair appointments
8. Missing Bus
9. Oversleeping
10. Working
11. Car trouble (without verification by parent immediately)
12. Paying court fines (when not required to see a judge)
13. Babysitting (contingent upon circumstance/emergency)
14. Home Chores (contingent upon circumstance/emergency)
15. Skip Days

EXCESSIVE ABSENTEEISM

The school principal has discretionary authority to consider each case individually. Extended illness, serious accident, or serious family problems, for example may be excluded from this policy. Absences due to illness which

are documented by a statement from a Doctor are also excluded from the policy. Visits to a Dentist, Ophthalmologist, etc., which are documented by a statement from the Doctor are also excluded from the policy. Attendance at a court procedure, which is documented by a statement from the court, is also excluded from the policy.

HEALTH AND WELLNESS EDUCATION

The USD 101 school nurse will work in conjunction with the classroom teacher to implement education for all ages, starting with Pre-K on healthy habits to keep our students well. This will general education to help keep our students healthy, to decrease the spread of illness, and keep our students in school. This will cover topics such as hand hygiene, cover your cough, how to stop the spread of germs, not sharing personal items, good personal hygiene, symptoms to report if not feeling well, and when to stay home if ill. Education will also be provided on nutrition, exercise, and sleep hygiene.

4th, 5th, 6th, 7th and 8th grade classes will also receive education on health topics, such as physical, social, emotional, and cognitive changes to expect during puberty/adolescence, and good personal hygiene. Additional topics covered will be intrapersonal relationships, respectful communication skills, and ways to communicate and honor personal boundaries.

ILLNESS

If a student becomes ill during the day, he or she may not leave without checking out through the office. Students not ill enough to leave school will remain in their classrooms. Those students waiting for parents or rides may wait in the office area or nursing office.

The health of all USD 101 students is important to the entire school community. In order to keep the number of cases of communicable diseases to a minimum, parents and/or guardians are asked to observe the following:

Please keep students home if they exhibit any of the following symptoms:

1. Vomiting (two or more times in 24 hours)
2. Has a rash/skin infections (body rash, especially with a fever or itching, or drainage)
3. Has diarrhea (3 or more watery stools in 24 hours)
4. Has an eye infection (thick mucus or pus draining from the eye)
5. Has a sore throat (with a fever or swollen glands)
6. Just not feeling very well (unusually tired, pale, lack of an appetite, confused or cranky)
7. Has a fever (temperature of 100 degrees (F) or more without fever reducing medication)
8. Influenza, COVID-19, or other respiratory viruses.

Students may return to school when: they have been on antibiotic treatment for 24 hours (if applicable), if symptoms are improved for 24 hours, when student has been fever free for 24 hours, without the use of

fever-reducing medication, or when released by their primary care provider. See COVID protocol for further information.

MEDICATION

PRESCRIPTION MEDICATION:

Students who must take prescription medication while at school, must check prescription medication in with the office, in the original container, with directions clearly printed on bottle.

ALL prescription medication should also be accompanied by documentation from the student's primary care provider.

Please notify the school office if there are any changes to prescription, with new orders by provider and new medication label.

OVER THE COUNTER MEDICATION:

Over the counter medicine that needs to be administered at school must have a medication administration form completed by the parent/guardian.

Medication administration form will identify the name, date of birth of the student, medication name, dosage, reason for medication, time of day the medication is to be administered, and anticipated number of days medication is to be provided. This form **MUST** have **PARENT/GUARDIAN SIGNATURE**. Medication administration forms can be filled out upon enrollment, or can be obtained from the office.

If written parental/guardian consent for over-the-counter medication administration is not available, verbal consent may be obtained by delegated school personnel, from parent/guardian. Medication administration form must then be sent home for parent/guardian signature and returned to school.

ALL medication will be documented in the Power School student record by school personnel at the time the medication is administered.

All out of date medication will need to be picked up by parent/guardian or will be destroyed.

SHARING OF MEDICATION IS STRICTLY PROHIBITED

HEAD LICE

The Centers for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses advocate that student diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease.

If a student is found to have lice or nits, the parent(s) and/or guardian(s) will be contacted and alerted of that situation. It will be their option as to whether or not they want their child to go home at that time. Students will not be sent back to class who are found to have live head lice.

TRUANCY

Regular attendance is required by law for students under the age of 18. Any student under 16 years of age who is absent more than three (3) consecutive days or five (5) days in any semester or (7) days in a year, without valid excuse acceptable to the principal is considered truant in the legal sense of the term.

Applies to students under 16 years of age:

When a student is truant, the principal will notify the District Superintendent by letter stating:

1. Student's age and birthday
2. Parent's name, address and telephone number
3. Number of days and dates truant
4. Efforts taken by the school (home visits, telephone calls, etc.) to remedy the situation.

The principal will notify, by letter, the student, parents or guardian, county attorney, or DCF and pass on the above information.

ADVANCE NOTICE OF ABSENCE

It will be the student's or parents' responsibility to plan ahead, forewarn each instructor in a timely manner of a planned absence or activity and obtain assignments.

Teachers are responsible to provide advanced assignments to students who need to be absent when requested 48 hours in advance of planned absence.

MAKE-UP WORK

In many cases, classes are taught in a progressive manner and in a logical sequence. One lesson may be the groundwork for all succeeding lessons. It is to the discretion of each teacher to determine specific requirements for make-up work in each class. An expected requirement would be conferring with the student outside of regular class time (before, during, or after school), to help bring him up to date.

A reasonable amount of time for make-up would be interpreted as the number of days absent plus one-day. Students will be given number of days absent plus one day to complete the make-up work. If the work is not made up during the time allowed, the student will be given an "incomplete or 0" for all work not completed.

TARDINESS

Students will be counted tardy if they are not in class according to classroom procedure when the bell rings.

SAFETY DRILLS

Fire, crisis, and tornado drills are held regularly to develop safety practices that will help students react quickly and safely in a real emergency. Rules of safety and evacuation routes are posted in each classroom. All persons are asked to take seriously these drills because personal safety in a real emergency depends on our readiness to react to any situation.

DISCIPLINE

PHILOSOPHY

It is recognized that effective discipline, administered by parents, teachers, and administrators is vital to the primary goal of our school, which is to educate all students. All discipline at EES will be used to support this primary goal. As educators, we strive to model and teach replacement behaviors for inappropriate or disruptive actions. The discipline process at EES contains many elements including positive supports and recognition of desired behaviors. Should behaviors become disruptive to the process of teaching and learning the following disciplinary actions may be implemented based on the severity of the behavior.

Discipline Policy and Beliefs

A. Definition of Discipline:

Discipline is a process that uses teaching, modeling, communication, clear expectations, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by CHANGING UNACCEPTABLE BEHAVIOR TO ACCEPTABLE BEHAVIOR.

B. Belief Statements

Discipline must be consistently applied to be effective. The consistency of a discipline process is found not in the administration of the same consequences for the same behaviors for all students but, rather, in the beliefs that staff share in the handling of all discipline situations. Erie Elementary believes that the teaching and learning of the intended curriculum for all students, including the misbehaving student, is the highest priority and will be protected. Parents, guardians, and students have a responsibility to support the

expectations of the school community that ensure a safe, productive learning environment for others.

Misbehavior:

- will not be allowed to interfere with the learning opportunities of another student.
- will not be allowed to interfere with the teacher's responsibility to teach all students.
- will not excuse the misbehaving student from successfully completing the learning objectives.

Teachers and staff understand that:

- Changes in behavior take time.
- Discipline is a part of the daily routine – not a disruption of the daily routine.
- Self-discipline is the expected outcome.
- Every discipline situation is an opportunity to teach expected behavior.
- Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
- Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
- Punishment by itself cannot change behaviors.
- In the handling of unacceptable behaviors, the focus should be on judging the behavior of a student, not on judging the student.
- Staff members should not respond to misbehavior as if it were a personal attack on them.
- Staff should respect students and parents at all times, regardless of the students' and parents' behavior.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe and positive learning environment for others.
- Staff should handle all discipline situations in a professional manner.

C. EXPECTATIONS

The belief statements and the definition of discipline will provide us with the structure and consistency necessary to maintain a safe, orderly, and academically productive environment. The third part of the Discipline Foundation is the behavior expectations for all. Staff, students, and parents will be expected at all times to:

- Demonstrate self-respect, respect for others, and respect for all things in the environment.
- Help maintain for all individuals at school and at school-related activities

a safe and orderly environment through the use of self-discipline.

- Handle all conflicts without the use of violence or threats of violence and with respect for the rights of all.
- Be on task at all times while in the classroom or at other learning activities.
- Provide learning opportunities for misbehaving students with support from parents and guardians.
- Assist misbehaving students to change their unacceptable behavior to acceptable behavior.

This foundation is expected to direct all decisions in the area of discipline.

Identified Levels of Unacceptable Behavior

To provide consistency in the handling of behaviors, there are four levels of misbehavior defined that will direct the staff in the handling of all misbehavior. The identified levels address the three branches necessary to provide a positive and productive teaching and learning environment (safe, orderly, academically engaged).

Level 4: Safe Environment – Students cannot learn and teachers cannot teach if they do not feel safe. The first key to a productive teaching and learning process is to assure a safe environment for all to eliminate misbehavior that is intended to cause another individual physical or mental harm or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and are non-negotiable. They will be dealt with immediately. The following are some, but not all, misbehavior that can cause a school environment to be unsafe. These will not be tolerated:

- Fighting – assault or battery of any kind
- Intimidation/threats/extortion/harassment/ bullying
- Sexual harassment of any kind (verbal/nonverbal)
- Disrespect toward staff (cursing, name calling)
- Open defiance
- Intentional destruction or defacement of property
- Alcohol/Tobacco/Controlled Substances (possession, sale, under the influence)
- Arson
- Theft
- Weapons (possession or use)

Level 3: Orderly Environment – The second key to a productive teaching and learning process is to assure an orderly environment – eliminating misbehavior that normally occur outside, but possibly inside, the classroom that are not intended to cause physical or

mental harm to another individual but do negatively affect an orderly educational environment. Students are expected to handle themselves in a positive manner at all times in all areas (such as the classroom, cafeteria, hallways, school grounds and at school activities). The following are examples of behaviors that will not be tolerated:

- Disruptive behavior in the hallway (loud voices, pushing, running, inappropriate language, inappropriate comments, inappropriate physical contact)
- Disruptive behavior in the cafeteria
- Disruptive behavior at a school activity
- Disruptive behavior before or after school
- Truancy/Tardiness
- Cursing/Inappropriate language
- Offensive comments
- Solicitation (selling unauthorized items at school)
- Inappropriate literature
- Inappropriate display of affection
- Dress code violations
- Horseplay

Level 2: Productive Classroom Environment – Any behavior that interferes with another student's ability to learn cannot and will not be tolerated. Level 2 misbehavior is the highest classroom priority. The following are examples of Level 2 misbehavior:

- Failing to follow a reasonable request of staff
- Talking out/Interrupting
- Engaging in horseplay
- Disturbing another student
- Being out of seat without permission in a disruptive way
- Showing disrespect
- Being defiant
- Using equipment improperly
- Negativity (comments or actions)

****Level 2 behaviors may be dealt with by classroom teacher or administration. Any submission to administration must be accompanied by a written or electronic referral and evidence of attempted classroom interventions.***

Level 1: Productive Environment – Misbehavior that occurs in the classroom that affect only the disruptive student are considered Level 1. This type of behavior is considered at the lowest level because it does not negatively affect a safe and orderly environment and it does not interfere with other students' opportunity to learn. The teacher should not stop the learning activity to deal with such behaviors. Examples are:

- Not having appropriate equipment and materials
- Sleeping/Putting head down

- Chewing gum
- Not following classroom expectations
- Being off task, but not disrupting others
- Being out of one's assigned area, but not disrupting others
- Failing to complete assignments or turn them in
- Failing to participate in class

***Level 1 misbehavior is the responsibility of the classroom teacher. Student conferences and parental contact are often the best way to problem solve these situations.**

- Behavior contract
- Teacher/Student/Parent conference
- Loss of assignment credit for cheating/plagiarism
- Referral to a principal
- In-school suspension
- Temporary or permanent change of schedule
- Suspension from school related activities
- Out-of-school suspension
- Referral to outside agencies
- Long term suspension
- Expulsion from school for up to 186 days

Determining the Level of Misbehavior

The four levels will give staff the structure to know the urgency of handling inappropriate behavior and some indication of what to expect. The above lists are not all-inclusive. If there is confusion as to the level of misbehavior, ask the following questions(s) in this order:

1. Is the behavior intended to cause another individual physical or mental harm and/or is it illegal? If the answer to this question is yes, then no matter where the behavior occurred this is a Level 4 behavior and must be handled immediately. If the answer to question 1 is no and the behavior occurred in the classroom, the next question would be ...
2. Does the behavior actually interfere with the learning of other students? If the answer is yes, then it is a Level 2 behavior and must be handled immediately and quickly so the learning activity can continue without further interruption. If the answer is no, then this is a Level 1 behavior and should be handled without interrupting the learning activity. If the behavior occurred outside the classroom and the answer to question 1 was no, then this would most likely be a Level 3 behavior and the designated supervisor in the area is expected to correct/document the behavior.

Possible Consequences

The following consequences are commonly used, have been used in the past and will continue to be used at Erie Elementary with this discipline process.

- Ignoring the behavior
- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal redirection
- Informal, private discussion
- Time out
- Detention/Academic Opportunity

Levels of Unacceptable Behaviors and Ranges of Expected Consequences

Having hard, fast, automatic consequences for misbehavior is not an effective way to change inappropriate behavior to acceptable behavior and does not provide staff the flexibility to handle each situation independently. To bring about some type of consistency in the handling of the different levels of misbehavior, a range of consequences has been established and will be the rule of thumb.

Level 4: Safe Environment – For behaviors that are intended to cause another individual physical or mental harm and/or are illegal, the possible consequences are:

- Detention
- In-school suspension
- Suspension from school related activities
- Out-of-school suspension
- Behavior contract
- Referral to outside agencies
- Long term suspension
- Expulsion for up to 186 days

Level 3: Orderly Environment – For behaviors that are not intended to cause physical or mental harm to another individual and are not illegal, but do negatively affect an orderly educational environment, the possible consequences are:

- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal redirection
- Informal, private discussion
- Time Out
- Detention
- Teacher/Parent/Student conference
- Referral to the principal
- In-school suspension
- Suspension from school related activities
- Out-of-school suspension

Level 2: Productive Classroom Environment – For behavior that occurs in the classroom and interferes with the learning of others, the possible consequences are:

- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal redirection (the exact behavior must be identified and the offender told respectfully to stop)
- Informal, private discussion
- Time Out
- Loss of classroom reward or incentive
- Detention/Academic Opportunity
- Teacher/Parent/Student conference
- Loss of assignment credit for cheating/plagiarism
- Behavior contract
- Referral to the principal
- In-school suspension
- Temporary or permanent change of schedule
- Suspension from school related activities

Level 1: Productive Personal Environment – For behaviors that occur in the classroom and affect only the disruptive student, the possible consequences are:

- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal redirection (the exact behavior must be identified and the offender told respectfully to stop)
- Informal, private discussion
- Time Out
- Referral to the principal
- Behavior Contract
- Teacher/Parent/Student conference
- Loss of classroom reward or incentives

* A written notice of any short term suspensions and the reason therefore shall be given to the student involved, to his parents or guardian, and to the Board of Education within twenty-four (24) hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place the student and representatives should meet. All suspensions will be in compliance with K.S.A. 72-8901 and in accordance with due process as outlined by Kansas's statute.

BULLYING POLICY

Erie Elementary School is committed to making the school a safe and caring place for all students. Each person will be treated with respect, and bullying will not be tolerated in any form at the school.

The school defines bullying as follows: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. This definition is taken from www.stopbullying.gov

The Board of Education prohibits bullying in any form during the school day while on school property, in a school vehicle, or during an elementary school sponsored activity or event.

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

Training to encourage prevention of bullying will be provided to students and staff on an annual basis. The training and support will be utilized from The Anti-Bullying Guidebook, www.stopbullying.gov, KSDE/KASB recommendations, and other available resources that promote positive education for prevention. Staff will incorporate anti-bullying into appropriate lessons provided both to students and other staff members as well as a parent involvement factor.

STUDENT AND PARENT SOCIAL MEDIA POLICY

While we at EES feel strongly about a student or parent's right to express their personal feelings about all issues on social media, we would like to ask that any school or teacher related issues be solved face to face or over the phone rather than in a public forum like Facebook or Twitter. We ask that any school related issues be brought to the attention of the student's teacher first. If the issue cannot be resolved at this level, it is appropriate to involve building administration. It is our goal to have open lines of communication and to embrace the relationships between parents and staff that lead to student success. Together we are EES Strong!

STUDENT-TEACHER CONFERENCES

Teachers should detain after regular school dismissal any student who could benefit from a student-teacher conference.

Some signs of the necessity of a student-teacher conference include:

1. Back work (daily lesson assignments, book reports, special projects, tests, etc.) that has not been completed within a reasonable amount of time.
2. Failing work for the previous week
3. Poor citizenship

The student-teacher conference is scheduled to begin after school and may not be more than one (1) hour. One day's notice will be given to all students scheduled for conference period in order that transportation home can be arranged.

SIT

USD #101 has initiated Student Improvement Teams (SIT) in each school, district-wide. The purpose of SIT is to provide a collaborative problem – solving process for teachers, parents, and students to develop intervention plans that attempt to assist students with academic or behavior concerns in the classroom and ensure success for every student. The SIT process allows schools to focus and connect resources for students experiencing such difficulties. The SIT process seeks to connect students with appropriate available resources and, at the same time, promote building evaluations which encompass every student.

EMERGENCY SAFETY INTERVENTION

ESI (Emergency Safety Intervention) shall be used only when student conduct necessitates an emergency safety intervention defined in K.A.R. 91-42-1 et seq. Within two days after the use of emergency safety intervention on a student, parents of the student will receive written notification thereof.

SECTION 504 of THE REHABILITATION ACT and AMERICANS WITH DISABILITIES ACT

Notice of Non-discrimination

Applications for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with USD 101 are hereby notified that this school district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

USD 101 Section 504 Coordinator:
Scott Palser, Superintendent
USD 101 Central Office
Erie, Kansas 66733
(620) 244-3264

You may also contact the Section 504 Coordinator at the Kansas State Department of Education.

SPORTSMANSHIP

A school never produces a truly championship team unless students, fans and spectators have exhibited good sportsmanship. Good sportsmanship is contagious and will be the top priority of every school.

The acceptable best way to support one's team is to do just that - **Cheer For Your Team, Not Against the Opponent!!!**

Good sportsmanship is resisting any negative behavior that tends to influence the outcome of a contest. Yelling during free throws, obscenities, and booing of players and/or officials, chanting You! You! are evidence of poor sportsmanship. Suspensions may result for unacceptable sportsmanship/conduct.

We never get a second chance to make a good first impression. Let us strive to ensure that sportsmanship is noticeable in all #101 schools.

DRESS CODE – STUDENTS

Each student attending #101 schools shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards, which will result in a neat, clean personal appearance.

Extreme, offensive, sloppy styles, which are disruptive, will not be allowed. Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, illegal substances or sexual connotations will be prohibited.

The building principal is responsible for requiring students to make improvements in grooming when such appearance does not give indication of effort to dress appropriately, to be neat and clean, or whose appearance is disruptive.

Students who participate in or attend interscholastic activities will be expected to adhere to the personal appearance standards developed by the directors or coaches of those activities and as approved by the building principal.

The following items listed are some (not an all-inclusive list) that are considered inappropriate for school wear:

1. Hats – to be left in lockers during regular school hours; may not be carried around
2. Sunglasses
3. Shirts with spaghetti or string straps, tube tops, midriffs, tank tops, or any revealing blouses or tops are not allowed
4. Obscene, offensive, suggestive, double-meaning, alcoholic, or drug clothing or hats
5. Dresses, shorts, and skirts must be fingertip length or longer.

TEXTBOOKS

The student is responsible for maintaining his book in good condition and for returning it to the issuing teacher at the conclusion of the course or upon withdrawal from the class. A student who damages a book must pay an amount sufficient for restoring the book to its original condition. If a book is stolen, the student to whom the book was issued is responsible. All books for which a student is responsible must be returned to the teacher or paid for before grade cards, transcripts or diplomas will be released. This applies to library books also. Student planners that are lost or misplaced will be replaced at the student's expense.

PAYMENT FOR FEES, CHARGES, RENT AND FINES

All students are expected to resolve promptly all financial obligations that are school related.

BREAKFAST & LUNCH

Students must remain at school during the lunch period. Lunches must be paid in advance. Applications for free and reduced price lunches are available in the office.

Students who are in arrears with school meal payment will be contacted by a building administrator.

PERSONAL ITEMS

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student would be wise to leave them with a teacher or in the office for safekeeping. All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items.

No personal electronic devices are to be turned on during school time – unless they are used at the teachers' discretion. Otherwise these items will be confiscated and turned into the office.

TEACHER AUTHORITY

Teachers are expected to maintain a proper school atmosphere. This authority extends beyond their own classrooms and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. A student is expected to give his own name if asked for by a teacher who is dealing with a problem situation.

CARE OF PROPERTY

We have a good school building and campus due to the care given it by our custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing, or destroying school property the student will be suspended in accordance with Board of Education policy. The student will also be required to pay a dollar amount, including labor, cost, for repairing the damages. Damage resulting from accidents or horseplay may result in full payment by the student(s) responsible. Parents and taxpayers are legally required to pay taxes that build and maintain our school.

Damage done to facilities or equipment, athletic uniforms or equipment, buses, or books must be paid for with your own family's money. Help protect your school and report vandalism by others. Remember, most trouble starts as fun.

LOCKERS

3RD, 4TH & 5TH Grade

Students are assigned lockers at the beginning of school.

Lockers will not contain nude pictures, advertisements or paraphernalia pertaining to alcohol or drug use or any other material the administration deems unacceptable or unsuitable for display in the school.

Lockers are school property and are subject to being opened and/or searched at any time by the school administrator or his/her designee.

STUDENT RELATIONSHIPS

Physical displays of affection are not acceptable at any time. Physical contact will result in disciplinary action. Repeat offenders may be suspended.

TRANSPORTATION POLICY

All students in our #101 schools who ride a bus are subject to regulations. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone. Students must abide by the following:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. The driver may assign a seat to each student. Each student must be provided a seat. (Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion).
3. Students must be on time. The bus cannot wait for those who are tardy.
4. Students must never stand in the road while waiting for the bus. All students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember, safety is in the driver's hands.
6. Outside of ordinary conversation, classroom conduct is to be observed. Profanity will not be allowed.
7. Students may not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times.
8. Students must not at any time extend arms or head out of bus windows.
9. Students must not try to get on or off the bus or move within the bus while it is in motion.

10. When leaving the bus, students must observe directions of the driver. If one crosses the road, do so in front of the bus after making sure the highway is clear.
11. Any damage to the bus is to be reported at once to the driver.
12. Students riding a bus during a stormy season are advised to listen to their home radio for storm warnings and to unsafe conditions, such as heavy snows or floods, and not attempt to reach school when so forewarned.
13. Use of tobacco inside a bus is prohibited. Lighting of matches is prohibited.
14. Intoxicating liquor, alcohol, or illegal drugs are not allowed in a bus.
15. Do not bring objects on the bus that are not necessary school items.
16. Radio or audio players may be allowed on activity trips at the discretion of the sponsor or driver of the bus.
17. Eating or drinking may be allowed on the bus at the discretion of the sponsor or driver of the bus. Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused bus transportation but required to attend school.

Students in activities are required to ride school transportation to the activity to be eligible to participate.

In the event the parent/legal guardians of a student desire to transport their youngsters home from an activity, the parents/guardians must sign a form furnished by the sponsor at the activity, wherein they acknowledge and accept the release of the student from the supervision, care, custody, control, and responsibility of the district to the parents/legal guardian. **A student may not be signed out by someone else's parent or guardian.**

END OF DAY BUS PROCEDURES

Consistent end of day plans are an important part of ensuring that students get home safely after school. Frequent changes lead to confusion for students and for the school. We ask that you make changes in the end-of-day routine as infrequently as possible and call the school before 1:30 each day to detail those changes. In the absence of phone call, we will follow the usual end-of-day routine.

ATTENDANCE-PARTICIPATION IN ACTIVITIES

In most cases students absent a significant part of the day after 11AM the day of the activity are not eligible to participate, practice or be in attendance in that day's activity. The principal will be responsible in reviewing the

circumstances and they alone will render a decision of eligibility. All cases are contingent upon circumstances. As a rule, if a student is too sick to attend class all day then participation will be denied. Arrangement for exceptions to this must be made in advance whenever possible.

Those students who have been suspended either in-school or out-of-school may not participate in any activities or be on school property (except to serve the in-school suspension time) until reinstated by the building principal.

Individual coaches/sponsors may set group/team training rules, codes of conduct, etc. Students are obliged to adhere to such policies if they plan to participate in activities.

VISITORS

No student visitors will be allowed during the school day without prior approval. Parents are invited to visit but must check in the office prior to attending any class. **No photographs of children other than your own are allowed to be taken during the school day or at school events. We have some students who cannot be photographed, so we ask that out of respect to their privacy, please be mindful of any pictures you might take**

STUDENT INSURANCE

The U.S.D. #101 Board of Education will not purchase an "All School Plan" insurance policy.

BOARD POLICY: JGA – Student Insurance Program – The school does not provide individual insurance for students while attending school or participating in, practicing for, or traveling to and from student activities. Parents should expect to file claims through their own policies if their child is injured at school or at a school event.

Parents of 6-12 students who will be participating in interscholastic athletic competition will be required to certify that they maintain insurance for their child.

CLASS PARTIES

Time for classroom instruction is very limited during the school day. If treats are to be brought to school, the parent should first contact the classroom teacher to arrange for an appropriate time. We recommend that sugared and/or caffeinated beverages are not used as a snack or reward.

Some examples of a healthy snack are: fresh fruit, fruit cup, raisins, fresh vegetable pouch, yogurt, go-gurt, frozen yogurt, beef jerky, string cheese, trail mix, graham crackers, teddy grahams, animal crackers, chex mix, cereal bars, popcorn, rice cakes, baked chips, cheese snack crackers, 100% juice, 8-ounce container of milk and bottled water.

Birthday party invitations are not to be handed out in school unless the entire class is invited. If the whole class is not invited, then invitations should be mailed.

Any child or family that does not follow the above guidelines for the distribution of birthday invitations will no longer be able to hand them out at Erie Elementary School at the discretion of the building administrator.

SUMMARY OF SELECTED BOARD POLICIES

ANIMAL & PLANTS IN THE SCHOOL: ING/ING-R

Plants and animals are not to be brought in the building without first checking with the principal.

DRESS CODE: JCDB

Students will conform to dress and personal appearance in their school attendance center, which will not disrupt the learning process and the educational setting.

DRESS CODE: JCDB-R

Students will not represent their attendance center or district in activities if their dress or personal appearance does not meet specific conditions acceptable to the principal and instructor.

WEAPONS: JCDBB

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

Weapons and Destructive Devices:

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

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- the frame or receiver of any weapon described in the preceding example;
- any 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 as a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

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

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

STUDENT HEALTH SERVICES: JGC

The district will endeavor to maintain a healthful environment for each student in school attendance and in school-sponsored activities.

All students participating in cheerleading and interscholastic athletics are required to provide the building principal with evidence of having passed a physical examination in accordance with KSHSAA regulations. Students are not able to participate or practice without a physical.

DRUG FREE WORKPLACE

The board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

EMERGENCY DRILLS: JGFA

Each building principal on a periodic basis will conduct the minimum emergency drills required by law to instruct students in the proper procedures to follow in contingencies, such as tornado alert, civil defense disaster, fire or any other such emergencies. Since many parents may not be at home during an actual emergency period when there is less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergency periods. Parents may come to the designated premises to pick up their children if they so desire under procedures as outlined in the rules and regulations which pertain to this

policy or to a specific publication designed to implement civil defense procedures pertaining to emergency situations.

Each teacher will be responsible for assisting any disabled students in his/her charge to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any disabled visitors to the nearest accessible exit or safe refuge area. Disabled occupants will be assisted to a meeting place outside the school designated by the building administrator.

DISMISSAL PRECAUTIONS: JGFC-R

School will not be dismissed because of storms that arise during the school day, as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or when road conditions are such as to create a definite hazard.

If adverse weather conditions exist before school begins, the building principals will consult with the Superintendent concerning dismissal of school.

If the Superintendent decides the weather to be of such a nature that the safety of students is threatened, he will notify the radio/TV stations, KOAM-TV Pittsburg, KKOW-Radio Pittsburg, KODE-TV Joplin, KKOY-Radio Chanute, KLKC-Radio Parsons, and have a school closing announcement broadcast.

CONTESTS FOR STUDENTS: JM

No student shall enter any contest as a representative of a school in the district, unless such contest is acceptable to the KSHSAA and approved by the Board of Education. Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA. Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students aware of those activities, which put them in violation of this policy and KSHSAA regulations.

AWARDS AND SCHOLARSHIPS: JN

Student awards for having represented a school in the district shall be limited to those approved by the administration and the Board of Education. Awards for interscholastic activities shall be limited to those approved by the KSHSAA.

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA.

Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students awarded of those activities, which put him/her in violation of this policy and KSHSAA regulations.

TOBACCO POLICY: Effective July 1, 2010

Tobacco use of any kind is not permitted by any person (staff, student, or visitor) at any time in or on USD #101 property, whether owned, leased, or rented. Staff, students, and parents who violate this policy will be subject to disciplinary measures in accordance with applicable school and district policies. Visitors who violate this policy will be asked to refrain from tobacco use or leave such district property and may be referred to school security personnel or local law enforcement if continued refusal occurs.

This policy further prohibits tobacco industry advertising, marketing, and sponsorship on district property, at school functions, and in school publications. In addition, the exhibition of tobacco-oriented gear or paraphernalia by staff and students is prohibited.

USD #101 will use signage and, when possible, written and verbal notices in district communications to advertise this policy. This district will make available current information regarding smoking cessation programs.

SCHOOL LUNCH PROGRAM

District 101 participates in the National School Lunch and Breakfast Program. Breakfast is available to morning Pre School and K-12. Lunch is available to K-12.

Free and Reduced price meal applications are available to all families and may be obtained at enrollment or anytime throughout the school year at your student's attendance center. All information concerning free and reduced meal qualification submitted by your household will remain confidential according to state and federal guidelines. Kindergarten snacks do not qualify under the free and reduced price meal program.

Each student will receive a meal card at the beginning of the school year and is responsible for having this card at the scanning stations for meals each day. Teachers will hand out K-5 cards just before lunch and a book of scan codes will be used for K-5 breakfast.

All schools have a closed lunch period.

Students will receive one milk and one juice for breakfast as well as one milk for lunch. Water is available to all. Any additional milk or juice will be an extra charger whether you have free, reduced or paid meals.

There are no caffeinated beverages allowed in the Elementary or Jr. High cafeteria and should not be included in sack lunches from home. No fast food containers or advertising restaurant containers allowed in any of the cafeterias.

If a student has a food allergy that rises to the level of a disability, they should submit a food allergy form. These required forms will be available at enrollment or at the student's attendance center throughout the school year. Substitutions cannot be provided until these forms are on file.

A student's account is expected to have a positive balance at all times. You may make payments to either your students school office or online via credit card. If you are having

trouble keeping the account in a positive way, you can contact the school for payment plans.

Students with a low or negative balance will receive a phone reminder weekly.

Any student that has a negative lunch balance of \$50 or more will be provided an alternative lunch until the balance has been resolved with the building principal.

DP COLLECTION PROCEDURES

Unpaid Fees and Negative Account Balances

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or superintendent's designee via letter sent by U.S. First Class Mail or through electronic mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, within ten days after the second notice was mailed/e-mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by mail/e-mail.

If full payment is not received by the school within ten days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes or the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.