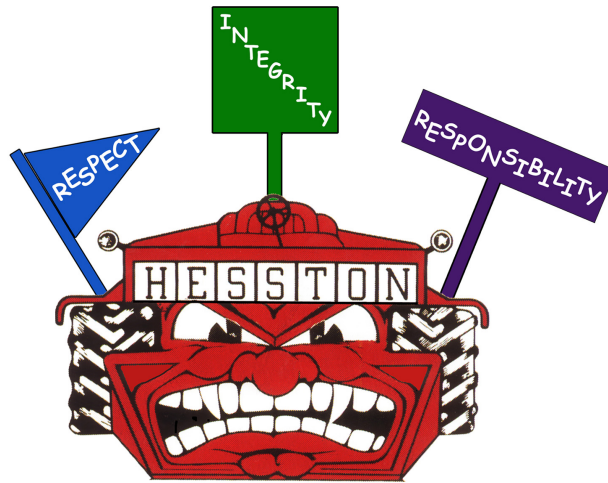


HESSTON ELEMENTARY SCHOOL

Student/Parent Handbook

2024-2025



RESPECT

Show respect with words, actions, body and attitude.

INTEGRITY

Do what is right even when no one is watching.

RESPONSIBILITY

Show responsibility. Be ready to learn and be a problem-solver.

300 E. Amos, P.O. Box 2000

Hesston, Kansas 67062

es.hesstonschools.org

Alisa Krehbiel, Principal

(620) 327-7102 phone, (620) 327-7153 fax

HESSTON ELEMENTARY SCHOOL VALUE STATEMENT

HES licensed staff created the following value statements summarized by HES Building Leadership Team.

- We make a commitment to accept responsibility for our own attitudes and actions.
- We make a commitment to teach and assess in alignment with district standards.
- We make a commitment to work collaboratively in a professional learning community.
- We make a commitment to maintain a safe and positive learning environment and reinforce social skills.
- We make a commitment to communicate with parents and the community.
- We make a commitment to maintain a healthy balance between personal and professional life.

While the Mission statement asks the school to consider why it exists, a Vision asks what might become. Values are both promoted and protected among staff. Values ask people to clarify how they intend to make their shared Vision a reality.

WELCOME TO HESSTON ELEMENTARY

Welcome Back! I hope your summer was enjoyable and you are ready for a successful school year.

Children come first at Hesston Elementary. The success we achieve is due to the highly qualified staff trained in best practices, great parental involvement, and a focus on student learning and academic achievement. We are proud of our students and community and have high expectations for every student who walks through our doors.

Our focus is to foster a culture that encourages kindness and compassion that reflects personal responsibility. Hesston Elementary students are taught three foundations of character: respect, integrity, and responsibility to help foster positive relationships.

The blend of academic focus, helping others in need, thinking beyond ourselves, pride in our school and community, and the implementation of innovative research based curriculum helps Hesston Elementary stay at the forefront in serving our students and their educational needs.

Please visit our school website, es.hesstonschools.org to find answers to frequently asked questions and get a general overview of our school. If at any time you have questions or concerns about your child's education, do not hesitate to contact the school at 620-327-7102. The teachers, staff and administration at HES look forward to working with you this year. We appreciate your support!

Sincerely,

Alisa Krehbiel, Principal

HES Calendar

AUGUST

6.....USD 460 Enrollment at HHS, 11 am-6 pm
12H.E.I.P. Meeting, 5:15pm
15.....K-4th grades, Class lists in windows @ 4 pm
19.....K-4th grades: Meet the Teacher, 4-5pm
20.....1-4th grades: 1st day of school, 12:00 DISMISSAL
21-Sept 4.....Kdg attend assigned AM/PM section
28.....Parent Night, 6-6:25 & 6:30-6:55pm

SEPTEMBER

2.....Labor Day – NO SCHOOL
5.....All Day Kdg begins
9.....H.E.I.P. Meeting, 5:15 pm
10.....Fall Individual Pictures
27.....Family Fun Run 7:00-9:00 pm

OCTOBER

4-18H.E.I.P. Fall Fundraiser
11.....In Service, NO SCHOOL
14.....H.E.I.P. Meeting, 5:15 pm
15.....Picture Retakes
17.....Parent/Teacher Conferences 4-8 pm
17-24.....Fall Book Fair
18.....End of 1st Nine Weeks
21.....Parent/Teacher Conferences 4-8 pm
24.....Fall Parties
25.....NO SCHOOL
28.....In Service, NO SCHOOL

NOVEMBER

7.....H.E.I.P. Fundraiser pick up
11.....H.E.I.P. Meeting, 5:15 pm
21.....ES Music Concert at HHS, 7:00 pm
27, 28, & 29.....NO SCHOOL, Thanksgiving Break

DECEMBER

9.....H.E.I.P. Meeting, 5:15 pm
13.....Kindergarten Music Program, 2:15 pm
20.....End of 2nd Nine Weeks
20.....Winter Parties
23-Jan 3.....Winter Break

JANUARY

6Classes resume
13.....H.E.I.P. Meeting, 5:15 pm
20InService, NO SCHOOL
31- Feb14.....H.E.I.P. trash bag Fundraiser

FEBRUARY

3.....H.E.I.P. Meeting, 5:15 pm
10In Service, No School
13Parent/Teacher Conferences, 4-8pm
13-20.....Spring Book Fair
14Valentine Parties
17.....Parent/Teacher Conferences, 4-8pm
25.....Spring Pictures
28Teacher Comp day, No School

MARCH

10.....H.E.I.P. Meeting, 5:15 pm
13.....Trash bag pick up
14.....End of 3rd 9 Weeks
17-21.....SPRING BREAK – NO SCHOOL

APRIL

7.....Kindergarten Enrollment
14H.E.I.P. Meeting, 5:15 pm
18.....Holiday, Good Friday
21In Service, No School
25SWAG Fun Run 1:00 pm
17Spring Parties

MAY

1SWAG Awards
12.....H.E.I.P. Meeting 5:15 pm
16.....HES Field Day, All Day
23Last Day of School, 12:00 DISMISSAL

Revised 5-9-24

PLEASE NOTE: THE ABOVE DATES ARE SUBJECT TO CHANGE.
VISIT ES.HESSTONSCHOOLS.ORG FOR THE LATEST UPDATES

HESSTON ELEMENTARY STAFF

		<u>E-Mail Address</u>
PRINCIPAL	Alisa Krehbiel	alisa.krehbiel@usd460.org
KINDERGARTEN	Melissa Bauerle	melissa.bauerle@usd460.org
.....	Danielle Flaming	danielle.flaming@usd460.org
.....	Danae Kaufman	danae.kaufman@usd460.org
.....	Kyle Soeken	kyle.soeken@usd460.org
TEAM ONE	Tammy Gunden	tammy.gunden@usd460.org
.....	Molly Kohl	molly.kohl@usd460.org
.....	Hannah Reber	hannah.reber@usd460.org
TEAM TWO	Danni Frick	danni.frick@usd460.org
.....	Jennea Heinrichs	jennea.heinrichs@usd460.org
.....	Brenda Jaso	brenda.jaso@usd460.org
TEAM THREE	Katelyn Boese	katelyn.boese@usd460.org
.....	Kate Jelle	kate.jelle@usd460.org
.....	Kara Swartzendruber	kara.swartzendruber@usd460.org
TEAM FOUR	Sonia Hofstetter	sonia.hofstetter@usd460.org
.....	Kristen Stucky	kristen.stucky @usd460.org
.....	Courtney Unruh	courtney.unruh@usd460.org
COUNSELOR.....	Dawn Lafferty	dawn.lafferty@usd460.org
LIBRARY/MEDIA SPECIALIST.....	Rhonda Unruh	rhonda.unruh@usd460.org
ART	Shea Neufeld	shea.neufeld@usd460.org
MUSIC	Dianna Funk	dianna.funk@usd460.org
PHYSICAL EDUCATION	Brandy Coker	brandy.coker@usd460.org
KEYBOARDING	Andrea Unruh	es.andrea.unruh@usd460.org
INTERRELATED	Amber Koehn	amber.koehn@usd460.org
INTERRELATED	Johannah Hein	johannah.hein@usd460.org
GIFTED EDUCATION.....	Patrice LeFevre	patrice.lefevre@usd460.org
LITERACY SPECIALIST/INSTRUCTIONAL COACH	Rozalynn Frey	rozalynn.frey@usd460.org
NURSE	Tammi Krehbiel	tammi.krehbiel@usd460.org
PSYCHOLOGIST	Allison Nava	allison.nava@usd460.org
SPEECH PATHOLOGIST	Katelyn Hageman	katelyn.hageman@usd460.org
AIDES: <i>Library/Teacher Aide</i>	Jenny Thompson	jenny.thompson@usd460.org
<i>Classroom Aide</i>	Helen Wild	helen.wild@usd460.org
<i>Classroom Aide</i>	Cheryl Peachey-Stoner	cheryl.peachey-stoner@usd460.org
<i>Classroom Aide</i>	Blair Hamilton	blair.hamilton@usd460.org
<i>Classroom Aide</i>	Amanda Bruning	amanda.bruning@usd460.org
<i>Classroom Aide</i>	Gail Baumgartner	gail.baumgartner@usd460.org
<i>Paraprofessional (Interrelated)</i>	Fran Siemens	fran.siemens@usd460.org
<i>Paraprofessional (Interrelated)</i>	Amy Vogt	amy.vogt@usd460.org
<i>Paraprofessional (Interrelated)</i>	Marilyn Noll	marilyn.noll@usd460.org
<i>Paraprofessional (Interrelated)</i>	Jeni Ewy	jeni.ewy@usd460.org
COOKS	Julie Nelson	julie.nelson@usd460.org
.....	Ruth Church	ruth.church@usd460.org
CUSTODIAL STAFF: <i>DAY</i>	Jennifer Lansaw	jennifer.lansaw@usd460.org
<i>AFTERNOON</i>	Dave Huebert	dave.huebert@usd460.org
<i>EVENING</i>	Holly Ericksen	holly.ericksen@usd460.org
PRINCIPAL'S SECRETARY	Diana Regier	diana.regier@usd460.org
SECRETARY	Sara McAllister	sara.mcallister@usd460.org

NON-DISCRIMINATION (Excerpts of policy GAAB; 02/22/21 and JCE; 12/14/15)

Discrimination against any individual on the basis of race, color, national origin, religion, sex, age, genetic information, or disability in the admission to, or access to, or treatment, or employment in the district's programs and activities is prohibited. The superintendent, 150 N. Ridge Road, PO Box 2000, Hesston, KS 67062, phone 620-327-4931, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended; and has been designated as Title IX Coordinator to coordinate compliance with federal and state laws regarding discrimination on the basis of sex.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (i.e.; those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by the school. The rights afforded by FERPA may be obtained by contacting the district office.

Directory Information

For purposes of FERPA, Hesston USD 460 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: the student's name, address, telephone number, parent or guardian, date and place of birth, participation in and eligibility for officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, class designation, honors and awards received, the most recent previous school attended by the student, major field of study, and photographs.

The primary purpose of directory information is to allow Hesston USD 460 to include this type of student information in various school publications such as the annual yearbook, playbills, sports activity sheets, etc. In addition, federal law requires public schools to provide military recruiters and colleges/universities, upon request, with names, addresses, and telephone listings unless the parents or eligible student have notified the school, in writing, that they do not want the student's information disclosed without their prior written consent.

Parents and eligible students (age 18 and older) have a right to refuse to permit the designation of any or all of the above information as directory information. Official notification to this effect must be given to Hesston USD 460 by submitting written notice to the student's principal. Hesston USD 460 assumes that there is no objection to the release of the directory information designated unless a written refusal is filed. The refusal is valid only for the school year in which it is written.

STUDENT HANDBOOK POLICIES

Outlined in the following pages are rules, regulations, and policies governing academic and student activities at Hesston Elementary School. The HES school administration and USD 460 Board of Education have reviewed and approved the policies contained in this handbook. Not all situations are specified. As such, if there are questions or uncertainties regarding a specific situation, please consult with an administrator prior to making a decision.

ACCEPTABLE USE POLICY

Hesston USD 460 strongly believes in the educational value of electronic information services. USD 460 will make every effort to protect staff and students from misuses and abuses as a result of their experiences with an information service. To that end, the district has established an Electronic Information Services Acceptable Use Policy. The policy is distributed to all students and staff at the beginning of each year and is available in each school office.

District computer systems are for educational and professional use only. Users shall have no expectation of privacy when using district e-mail or other official communication systems. Use of any school supplied facility or

equipment is subject to unannounced monitoring and review by the district at its discretion. The district retains the right to discipline any student (up to and including expulsion) and any employee (up to and including termination) for violation of the acceptable use policy.

ALCOHOL, DRUGS, AND TOBACCO

ALCOHOL, DRUGS, TOBACCO POLICY (Excerpt of policy JDDA – Drug-Free Schools; 02/03/20)

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, tobacco, or alcoholic beverages on/in school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. **First Offense.** A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension.
 - b. Suspension from attendance at all student activities within the period of one month (i.e., 20 student attendance days).
 - c. Suspension from participating in all student activities (including both practices and contests) within a period of two weeks (i.e., 10 student attendance days).

A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete an acceptable drug and alcohol rehabilitation program.

2. **Second Offense.** A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year;
 - b. Suspension from all student activities (i.e., attendance at or participation in) within a period of not less than four months (i.e., 80 student attendance days) and possibly for as long as the remainder of the school year.

A student expelled under this policy may be readmitted on a probationary status if the student agrees to complete an acceptable drug and alcohol rehabilitation program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114 et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of acceptable programs, including contact information, shall be on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

ATTENDANCE/ABSENCES/TARDINESS

Regular attendance in school is important to ensure scholastic success in classroom work and the establishment of personal habits, which are related to success in life. All students, therefore, will be expected to establish and maintain regular attendance in school (BOE Policy JBD-R). If your child is going to be absent, please follow these guidelines.

- Parents should **call the school or email Mrs. Regier, (diana.regier@usd460.org) by 9:00 a.m.** each day the child will be absent and **state the reason they will be absent.** There is voice mail in the school office for your convenience if you call before or after school hours.
- If a parent does not contact the school, the school will attempt to contact the parent in order to make sure the child is accounted for and is not missing.
- If parents wish for homework to be sent home, please request this at the time of reporting the student's absence.
- Parents/Guardians without a home telephone are encouraged to call from another phone. If you are unable to get to a phone, you are requested to send a note with your child the ***FIRST*** day they return to school from an absence. **An unexcused absence will be given, if no communication occurs.**

State law defines truancy as "any 3 consecutive unexcused absences, any 5 unexcused absences in a semester or 7 unexcused absences in a school year, whichever comes first." Accumulated unexcused absences of school age children younger than 13 are to be reported to Department for Children and Families (DCF).

USD 460 complies with the state truancy statute described above. Students and/or parents in violation of this statute will be reported to DCF. Parents will receive written notification if their son/daughter is in violation of this law.

ABSENCES:

Absences (excused or unexcused) in excess of **seven** days per **semester** are considered excessive. USD 460 recognizes 1 hour or longer as a significant part of the day and any unexcused tardy that is 1 hour or longer will be recorded as an unexcused absence. If a student has in excess of **ten** absences per **semester**, an Attendance Review Committee consisting of administration, counselor, teacher(s), parent(s), and/or student, may convene to review the attendance of that student. Criteria for convening this committee will include academic standing, participation in class, and social adjustment/relationships. If a review hearing is convened, an attendance contract may be written. A physician's statement may be required for extended or chronic absences.

ABSENCES are UNEXCUSED when students have no written or phoned excuse from a parent/guardian, have reasons which are unacceptable or have not received prior approval for a planned absence. Examples of unacceptable absences and/or tardies include but are not limited to: missing the bus, oversleeping, dawdling while walking or riding a bike to school, and morning schedules that run late.

The definition of "excused absence" includes the following:

1. personal illness;
2. health-related treatment, examination, or recuperation;
3. serious illness or death of member of the family;
4. emergencies calling for the student's services or presence at home;
5. obligatory religious observances;
6. participation in a district-approved or school sponsored activity;
7. absences prearranged by parents and approved in advance by the principal; and
8. visitations and other absences relative to leave or deployment of a student's active-duty-military parent, at the discretion of the principal.

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

TARDIES:

Tardiness interferes with the student's progress in school, disturbs others, and can develop into an undesirable characteristic. Classes at HES begin promptly at 8:00 a.m. **Any student arriving in class after 8:00 a.m. will be reported as tardy.** Any tardy that is 1 hour or longer will be recorded as an absence. Sixty minutes is determined by the school district as a "significant part of the day" and constitutes an absence.

Three tardies (excused or unexcused) in a semester is considered excessive and will result in a letter from the Principal. **Six tardies** (excused or unexcused) in a semester will result in a letter from the Principal requiring a meeting with the Attendance Review Committee.

Please see that your child arrives with ample time to get prepared for the day's activities. Parents will be notified if a child is excessively tardy. The consequences of excessive tardiness may include a required conference with the principal, student and parent; a detention if it is determined the student has been responsible for the tardies; and/or a report to DCF if it is determined that the parent is negligent.

Thanks for helping your child get off to a great start each day.

BUILDING SECURITY

To monitor traffic through our schools and ensure safety for everyone, all exterior doors (excluding office front doors) will remain locked during the school day.

BULLYING

BULLYING (Excerpt from policy JDDC)

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

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

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

BUS RULES

The school bus is an extension of school activity; therefore, students will conduct themselves on the bus in a manner consistent with the established standards for safety and proper classroom behavior. Conduct that, in any way, distracts the driver will not be tolerated. The rules listed below will be enforced. See also "Transportation" in this handbook

1. The bus driver, and activity sponsor when present, shall be in charge of all passengers while they are loading, riding and unloading from the bus.
2. The bus driver shall have the authority to assign a seat to any or all passengers.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus and must wait for the bus driver's "go" signal prior to crossing a road to enter the bus.
4. Students shall not extend any part of their bodies or any other objects out bus windows.
5. Students must remain seated for the duration of the bus ride.
6. The aisle must to be kept clear.
7. Students may adjust windows only when permitted to do so by the bus driver.
8. Students needing to ride any bus other than their regular assigned bus and non-riders traveling home with a bus rider must have prior parental permission. This can be given by a note or a phone call to the school.
9. Eating and drinking are not permitted on the bus unless approved in advance.
10. Tobacco products, alcohol, and illegal drugs are prohibited on a bus.
11. No weapons of any type, or facsimile thereof, shall be transported on a bus.
12. Animals shall not be transported on a bus.
13. Upon conclusion of an activity trip, students and sponsors will clean up all trash from the bus.
14. Any problems arising on buses will be referred to the transportation supervisor and the appropriate administrator for resolution.

CANCELLATION OF SCHOOL

When a decision is made to close school or dismiss early, the announcement will be made via all available means from the list below. Note that the interruption of Internet and/or electric service may prevent some means of communication.

1. District Web Site: www.hesstonschools.org
2. T.V. stations: KAKE (Channel 10), KSNW (Channel 3), KWCH (Channel 12)
3. Radio Stations: KFDI (101.3FM), KFTI (1070 AM), KHCC (90.1FM), KHMV (93.1PM), KHUT (102.9FM), KSKU (97.1FM), KXKU (106.1FM), KSAL (1150AM)
4. Infinite Campus Messenger (email or text)
5. School Twitter and Facebook accounts

CELL PHONES AND ELECTRONIC DEVICES

Students are not allowed to use cell phones, smart watches, or other electronic devices for any purpose during the school day (e.g. calling, text messaging, surfing the Internet) without permission from a teacher. If students need to use a cell phone, they should report to the office and request permission to do so. Cell phones found to be in use during the school day without proper permission will be taken to the Office. On the first offense, students will be warned and allowed to reclaim their phone in the office at the end of the school day. On all subsequent offenses, students will face disciplinary action. Additionally, phones will only be returned to students' parents. Parents will be notified, if electronic devices are in the Office.

CLASS ASSIGNMENTS

Class assignments for all children will be posted a few days after enrollment in August and prior to the opening of school. Class lists are developed through a collaborative effort of the principal, teachers, counselor, Interrelated instructor, Title 1 Reading instructor, and others. We do our very best to place each child in the best possible learning environment. Specific teacher requests are not accepted from parents. However, if you have concerns or need to share characteristics/needs of your child, please put these in writing or schedule an appointment with the principal **ON OR**

BEFORE JUNE 1. The principal is interested in the educational welfare of each child and will address only issues affecting students in this regard.

CLASSROOM/BIRTHDAY PARTIES

The following classroom parties are observed during the school year:

- Fall (students **DO NOT** wear costumes to school for Halloween)
- Christmas (students **DO NOT** have a gift exchange)
- Valentine's Day (Valentine card exchange for **EVERY** student in their class)
- Spring

Parents who would like to help with classroom parties are invited to sign up with their child's teacher during HES Parent Night or to contact their child's teacher directly.

Students wishing to bring treats for their birthday should notify the teacher at least one day in advance. Healthy snacks are appreciated. **Parents should check with teacher for food allergies in the classroom.** Please do not send party invitations to school unless everyone in the classroom receives one. Children whose birthday falls during the summer months may celebrate an "un-birthday" during the school year, if they so desire. Please notify your child's teacher of the date selected.

CONFLICT MANAGEMENT PROGRAM

We believe protecting the dignity of a child is first and foremost as we support children with behavior. This is accomplished through a district-wide approach, or Responsibility Centered Discipline, where all staff are trained showing empathy while still holding students accountable. We provide a statement of support for the child, communicate where behavior has broken down, and identify what changes need to occur. Finally, we check for understanding. Apologies are an important part of resolving conflicts with others.

KANSAS STATE ASSESSMENT

Students in grades 3 and 4 take Kansas State Assessments in spring of each year. These include the following:

Grade 3: Reading, Math

Grade 4: Reading, Math

In addition, all children in grades K-4 participate in locally developed assessments intended to monitor student progress. Data from these various assessments enable staff to monitor student progress toward achieving local and state curricular outcomes and to determine program effectiveness.

COUNSELOR

The school counselor is a licensed, professional educator who assists students, teachers, parents, and administrators. Three helping processes used by the counselor are counseling, consultation, and coordination.

1. Counseling is a complex helping process in which the counselor establishes a trusting and confidential working relationship with the student. The focus is on problem-solving, decision-making, and discovering personal meaning related to learning and development.
2. Consultation is a cooperative process in which the counselor assists others to think through problems and to develop skills that make them more effective in working with students.
3. Coordination is a leadership process in which the counselor helps organize and manage a school's counseling program and related services.

COUNSELING PROGRAM

The HES Counseling Program is developmental in nature. The program relies on all students supporting one another in achieving each individual's potential. Students are encouraged to solve common problems through basic life skills taught in the classroom. The elementary counselor teaches lessons in the classrooms, assisting students in personal and social development. Students also meet individually and in small groups. The counseling program presents a feeling of genuine care. If you have any questions or concerns, call Dawn Lafferty at 327-7102.

CRISIS TEAM

A crisis is an event or series of events that impacts the operation of the school and/or community so that an orchestrated set of responses is necessary to minimize the potentially negative effect of the event and to preserve life,

ensure safety, and minimize property damage. Certain events have a major influence on a school and the school community.

The Crisis Plan is intended to be implemented at each of the attendance centers in the school district. A crisis may occur on school property and involve the physical plant; or it may center around human needs. A crisis can affect the school even though it occurred off school property and outside of school hours.

The goal of school administration is to make a rapid assessment of a crisis and to mobilize an appropriate response(s), utilizing appropriate personnel in responding to the event.

CURRICULUM

Hesston USD 460 has a curriculum enabling students to become life-long learners. A network of partnerships exists among parents, school staff, and community. This collaborative, mutually supportive effort will provide students the environment and opportunity to achieve the following exit outcomes.

All students will demonstrate effective communication skills.

All students will demonstrate adaptable problem solving and complex thinking skills.

All students will demonstrate personal-social responsibility.

All students will demonstrate personal well-being.

DISHONESTY

Academic dishonesty is not acceptable. *Plagiarism*, defined as the use of another person's original ideas or writing without giving credit to the true author, and *cheating*, including but not limited to the act of copying another student's work and submitting it as your own, 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 as other disciplinary measures.

DISCIPLINE/STUDENT CONDUCT

Every child is entitled to learn with as few disruptions as possible. It is important to remember that we are in the business of educating our youth, and occasionally they make choices or decisions that they regret. Youngsters need to have an opportunity to learn from their mistakes. The discipline philosophy at HES supports opportunities to develop self-discipline. Self-discipline is acquired through specific expectations at school and home. Students and teachers are trained in conflict resolution skills. It is our belief that children need to be given opportunities to change behavior prior to adult intervention, whenever possible. Students may be given the opportunity to reduce their consequence by correcting their behavior and working through the process with administration.

Each student is responsible for respecting the authority of all staff members, following school rules and individual classroom guidelines, and exhibiting behavior that does not interfere with the rights of others. Students and adults are expected to pass through the halls without visiting. It is critical that we maintain a learning community minimizing distractions from students and adults passing through the halls. This also includes restrooms.

Students that engage in fighting behavior that causes physical harm to another child will receive immediate consequences including "In-School Suspension" (ISS). **FIGHTING WILL NOT BE JUSTIFIED REGARDLESS OF THE SITUATION.** Students are expected to utilize conflict management skills to avoid violence. Repeated offenses will result in out-of-school suspension. Students must complete all schoolwork, and create a plan addressing violent behaviors, prior to being admitted back into class.

It should be noted that there might be other situations warranting the use of ISS. Examples of unacceptable behaviors include but are not limited to: repeated behaviors that continually disrupt the learning environment, openly defiant behavior towards an adult, use of foul language or obscene bodily gestures.

Students placed in ISS will remain in the "time-out room" or an appropriate alternative setting for the designated time. ISS will be supervised by HES staff, and the child's teacher will provide class work during the day. All work must be completed prior to being admitted back to class.

K.S.A. 72-89b03 requires the school to report all behavior incidents that could possibly be interpreted as a misdemeanor or felony to the local law enforcement agency. Students need to be aware that fights, acts of violence, and stealing could be interpreted as felonies or misdemeanors. The school will make reports to the police department listing such incidents. The contents of these reports can be secured by contacting city police.

Notification to parents will occur either by phone or in writing by a school official.

DRESS CODE/STUDENT APPEARANCE

Students are expected to come to school in dress that is conducive to learning. A climate for learning is encouraged by appropriate attire. Thanks for your help!

- Clothing with obscene, suggestive, disruptive, or inappropriate printing or pictures is not permitted.
- Clothing that advertises, displays, or represents tobacco, alcoholic products, drugs, sex, illegal acts or disloyalty to our country is not appropriate.
- Warm weather clothes may be worn during warmer days; however, this does **not** include halter tops, half shirts, tank tops with low cut necks or large arm holes, spaghetti straps, clothing displaying bare midriffs or backless tops.
- Hats are not permitted in the classroom unless for special building activities.

DROP OFF/PICK UP PROTOCOL

Safety is a top priority at Hesston Elementary. Please follow the Drop Off/Pick Up Protocol for the two drop off zones at the elementary in order to keep these areas safe for everyone.

- Students should enter and exit their vehicle only in the drop off area at the front of the building or at the handicapped ramp near the bike racks in the east parking lot.
- Students should not exit or enter vehicles in the handicapped parking area in the front parking lot.
- Students should not walk between cars in the drop off line.
- If you need to exit your vehicle for any reason, including assisting your child, please park in the lot. Then assist your child across the street.
- The mailbox area along Amos is not a drop off area.
- The alley west of the school is not a drop off area. This is a school bus loading zone.
- If your child needs to cross Amos Street, they will need an adult to assist them across the street.
- All students and parents will need to enter the building through the front doors.

Please bring your patience to the drop off zones and allow ample time for your students to get to their classrooms. Students should be **in their classroom** by 8:00 or they will be counted tardy.

ELECTRONIC IMAGES, PHOTOGRAPHS

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing obscene, pornographic, depictions of nudity – themselves or others, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

EMERGENCY & SAFETY DRILLS

Students shall be informed of emergency drill procedures at the beginning of each school year. Specifics regarding the procedures may be obtained by contacting the building principal.

EMERGENCY SAFETY INTERVENTIONS (POLICY GAAF)

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other

behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

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

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

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

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

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

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

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

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means:

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

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

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

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

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

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

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

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

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

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

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:

- o 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;
- o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- o Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

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

ESI Restrictions

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

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

Use of Seclusion

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

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

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

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

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

Notification and Documentation

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

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

- A. The events leading up to the incident;
- B. student behaviors that necessitated the ESI;
- C. steps taken to transition the student back into the educational setting;
- D. the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- E. space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- F. a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and

G. email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

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

Law Enforcement, School Resource, and Campus Security Officers

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

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

Documentation of ESI Incidents

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

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

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

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

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

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

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

Local Dispute Resolution Process

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

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

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

ENROLLMENT PROCEDURES

New Students: All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families (DCF), or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records or data, or other documentary evidence the board deems satisfactory. Students enrolling in grades 1-4 shall complete a "Student Record Transfer Request" allowing Hesston Elementary to obtain the students' records from their former school. If the student's birth certificate is not included in the records obtained from the previous school, the parent will receive a letter from the Office requesting a copy be brought in within 30 days. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act.

Returning Students: On an annual basis, Hesston USD 460 mails enrollment packets to the parent/guardian of each student. For high school students, this occurs in the spring. For elementary and middle school students, this occurs in July. A variety of notices and forms are included in this packet; many are required for enrollment. Parents/guardians are encouraged to be diligent in reading and completing all necessary documents for enrollment.

Enrollment Day: Hesston USD 460 generally holds its "Enrollment Day" in early August. At this time, textbook and other fees are to be paid and all applicable forms submitted for each enrolled student. Families who qualify for free or reduced meals, and submit a consent for disclosure, will be exempt from textbook fees or pay a reduced rate.

FAMILY & CHURCH NIGHT

Wednesdays have traditionally been reserved for family and church activities in the Hesston community. Every effort will be made to avoid scheduling evening school activities and assigning homework on this day of the week.

FIELD TRIPS

Teachers may plan various field trips as part of the educational process for their students. These will generally be within a 10-mile radius of Hesston, but are not limited to 10 miles. Parents are asked to sign a permission form at enrollment time, which will be kept on file for use during the year. Parents will be notified of a field trip, prior to when it occurs. Parents may excuse their child from any field trip by informing the teacher in writing. We ask that young siblings not attend field trips with parents, as parents are asked to support teachers and students.

FOOD SERVICES

Hesston USD 460 participates in the USDA National School Lunch and Breakfast Programs, which provide free and reduced-priced meals to those households that qualify through the application process. Well-balanced breakfast and lunch meals are available to students with prices announced each school year.

Students will be informed of daily menu options and selection requirements. Menu options may include a protein food, whole grain, fruit/juice, vegetable, and milk. Students are encouraged to eat all options available.

Meal Charges

A pre-paid charge account, for students paying full or reduced price for meals, may be established with the district. Students may not over-charge this account to a negative balance of more than \$25.00.

Any student failing to keep his/her meal account solvent as required by the district shall not be allowed to charge further meals until the negative account 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 to this account and cannot pay out of pocket for a meal will be asked to bring a lunch from home.

A written notice shall be provided to a student and his/her parent or guardian when the student's account reaches negative \$25 and prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received, or arrangements for a payment plan are not established by the parent/guardian, within 10 working days of notice, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. Unpaid meal charges that remain after all avenues identified under policy DP are exhausted shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.

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, (including gender identity and sexual orientation), 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), 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: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FUNDRAISERS

Sales or other fund raising events which occur at school activities or within the school and involve only students must be approved in advance by the building principal. The superintendent of schools shall be notified prior to the activity or event. All fund raising activities that are directed to individuals other than students must be approved by the board of education.

GIFTS

Please do not send gifts for your child to school. If a gift is sent to the school for any reason, it will be kept in the office until the end of the day when the child may pick it up, avoiding disruption in the classroom.

GRADE LEVEL TEAMS AND SPECIAL SERVICES

Grade levels first through fourth grade are specified as Team 1, Team 2, etc.

Each staff member brings unique talents to our school. Each teacher contributes in their uniqueness to making HES a better place for children. We are also very proud of the support services offered at HES.

- | | |
|-------------------|----------------------------------|
| •Gifted Education | •School Psychologist |
| •Title 1 Reading | •Occupational & Physical Therapy |
| •School Counselor | •Interrelated Special Education |
| •Speech Therapy | •English Language Learners |

Referrals for support services may be initiated by contacting your child's teacher or the principal. If your child has special needs, please contact the teacher or principal at the earliest possible date. It is the school's responsibility to deliver instruction that meets the needs of every student.

The Harvey County Special Education Cooperative (HCSEC) provides services to children with disabilities and exceptionalities, from birth through age 21. For more information, call 316-284-6580. It is the policy of the HCSEC to forward education records, upon request, to a school in which a student seeks or intends to enroll.

Students with disabilities have an equal opportunity to participate in all extracurricular and non-academic services and activities.

GRADES

Teachers maintain a progress report for each student. The academic and social progress of each child is evaluated in accordance with information the teacher has obtained through observations, daily work, and through written and oral performance. Progress reports (Grade cards) are available for viewing on the Infinite Campus Parent Portal. Paper copies are available per request from the school office. HES uses the District-wide grading scale: 100-90%=A, 89-80%=B, 79-70%=C, 69% & below=F.

Conferences are scheduled in the fall and spring. **Students are welcome to participate in the Spring conferences upon teacher request.** Conference time is a valuable opportunity for the student, parent, and teacher to communicate academic, social, and behavioral progress.

HEALTH SERVICES

Hesston USD 460 employs a full-time school nurse who serves the three school buildings. Students requiring the services of the school nurse or wishing to discuss health problems may go to the office to request to see the nurse. Vision and hearing tests will be given every other year or as needed. Blood pressure tests will be given when requested by the student and approved by the nurse or her designee.

Any student diagnosed by a physician as having a communicable disease shall be required to withdraw from school for the duration of the illness or until he/she is completely non-contagious, in order to give maximum health protection to other students. Students will be readmitted to regular classes upon termination of the illness as determined by the school nurse. The board of education reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. **To help reduce the spread of viruses, please do not send your student to school until he/she is fever free without medication and vomit free for 24 hours.**

Children learn best when they feel good. If a child comes to the health room, we assess his/her condition and will contact a parent or guardian if:

- ***The child's temperature is 100 degrees or higher***

- *The child is vomiting*
- *The teacher indicates the child can't function in the classroom*

To help reduce the spread of viruses, please do not bring your student to school until they are fever free WITHOUT MEDICATION and vomit free for 24 hours.

H.E.I.P.

H.E.I.P. is an acronym for Hesston Elementary Parents. The purpose of the H.E.I.P. organization is to promote a partnership between students, teachers, parents, and community. The H.E.I.P. organization strives to create effective communication, thereby enhancing education for children. H.E.I.P. is a valuable link as it provides another avenue for active participation. Although fundraising is not H.E.I.P.'s primary goal, it allows the organization to make contributions impacting students at HES.

Membership in H.E.I.P. automatically includes all parents and guardians who have children enrolled at HES. H.E.I.P. meetings will be held on Mondays during the school year.

Please email hes460parents@gmail.com with any questions or concerns.

HIGHLY QUALIFIED

The federal No Child Left Behind Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their children. As a recipient of these funds, USD 460 will provide you with this information in a timely manner, if you request it. Specifically, you have the right to request the information noted below about your child's classroom teachers.

-Whether the teacher meets the state's qualifications and licensing criteria for the grades and subjects he/she teaches.

-Whether the teacher is teaching under emergency or provisional status because of special circumstances.

-The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.

-Whether or not a substitute teacher who is in the classroom for more than four continuous weeks is highly qualified.

HIPAA POLICY

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

HOMELESS STUDENT RIGHTS

Students and parents who do not have a regular, fixed, and adequate residence need to be aware of federal and state guidelines and services available that will ensure their students receive appropriate services. For more information, contact the District Homeless Liaison, Kevin Logan, at 620-327-4931 or email kevin.logan@usd460.org. A fact sheet is available here: <https://www.ksde.org/Portals/0/ECSETS/FactSheets/FactSheet-Homeless.pdf>.

HOMEWORK REQUEST:

When parents wish for homework to be sent home, a request should be made at the time of reporting the student's absence, prior to 9:00 a.m. However, if that does not occur, staff will honor requests for homework made any time prior to 12:00 p.m. Additionally, every effort will be made to honor requests made after noon.

HUMAN SEXUALITY AND AIDS EDUCATION

In accordance with the Kansas State Board of Education regulations, students in Hesston USD 460 are presented information about Human Sexuality and AIDS in their health classes. The content is age appropriate and relates to the current topic in the health curriculum. Notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives will be made to the public by means of distribution at enrollment.

Parents or guardians (or students eighteen years of age or older) may complete an opt-out request to excuse the student from all or a portion of the human sexuality/AIDS instruction. Forms are available at enrollment or from the office. The signed form will be kept on file in the office. OPT-out requests shall be required annually and are valid only for the school year in which they are submitted.

IMMUNIZATIONS

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations.

At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include: 1) A list of sources for additional information; and 2) related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

INFINITE CAMPUS (STUDENT INFORMATION SYSTEM)

Infinite Campus (IC) is the software program used by the district to store all student data. The IC Parent Portal is designed for parents/guardians to stay up-to-date with their child's academic progress, assignments calendar, attendance, behavior, health records, meal account, and schedule. Each legal parent/guardian will have his/her own separate account. Accounts may be assigned to step-parents when approval is given by the superintendent. Forms to apply for such approval are available at the district office. Parents new to the district will be contacted by building secretaries regarding activation information. Questions regarding IC should be directed to a building secretary, at [\(620\) 327-7102](tel:6203277102).

INFINITE CAMPUS MESSENGER

Hesston USD 460 utilizes a communication tool called Infinite Campus Messenger (IC Messenger). This tool allows school personnel to send email notices and text messages to Infinite Campus users concerning:

- School cancellations
- Grade cards, newsletters, and monthly school menus
- Upcoming academic event reminders
- Low or negative meal account balances
- Important district-wide and building-level announcements
- Emergency and urgent situations

All IC Parent and Student Portal users are automatically registered for IC Messenger emails. Parents/guardians and students must opt-in for the text messaging feature. Text messages are utilized for emergency and priority notifications only.

INSURANCE

Parents are responsible for adequate health and accident insurance for students. The school district recommends that all students be covered with some type of health insurance. **The school district does not carry an accident insurance policy on students.** Any medical expense not covered by the student's health/accident insurance is the responsibility of the parent or guardian. Families that qualify may apply for insurance through KanCare, the State's medicaid provider, at <http://www.kancare.ks.gov>.

KANSAS REPORT CARD

The Kansas Report Card is a collection of data compiled annually by the Kansas State Department of Education to provide information not only on a statewide basis but also by school district and by building. Parents can access USD 460's Report Card and review district and building level information on the Kansas Report Card web site: <http://ksreportcard.ksde.org>.

KANSAS SCHOOL SAFETY HOTLINE

The Kansas School Safety Hotline Number is 1-877-626-8203

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established a school safety hotline. This hotline is a toll-free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to anonymously report any impending school violence.

KINDERGARTEN SCREENING/ROUND-UP

Children who will be 5 years of age on or before August 31 are eligible to attend kindergarten. Each spring, parents are requested to attend Kindergarten Round-up at Hesston Elementary. This informational session gives parents the opportunity to pre-enroll their child, receive immunization and physical forms, and meet the teachers. A screening process will also be offered each spring to help determine school readiness, allowing HES to better meet the needs of each child.

KINDERGARTEN IMPORTANT DATES

Aug 21-Sept 4 September 5	Students attend assigned AM/PM section: 1 st day of All Day Kindergarten	AM is 8:00-11:00	PM is 12:15-3:10
------------------------------	----------------------------------------------------------------------------------------	------------------	------------------

LEGAL CUSTODY

Parents need to provide the school principal with court orders and legal separation agreements pertaining to the custody of children. It is the responsibility of parents to notify the school of mailing addresses of non-custodial parents allowing correspondence to occur. (i.e. Progress Reports, K-4 Connection, etc.)

LIBRARY/LOST BOOK POLICY

The HES library contains resources that students and teachers use continually. Students check out materials as they need them, thus the library is always available to students.

Because materials are used by everyone, the HES library has a return policy. Materials are checked out for a two-week period. Items not returned by the due date are considered overdue. We have found that if a student keeps materials longer, the likelihood of an item(s) being lost increases. Lost materials are expensive to replace. Therefore, the following "lost book policy" is enforced:

A fee will be assessed to replace a lost book. The school librarian will notify the parents as to the cost. Any book that is damaged or destroyed beyond normal use will be replaced immediately.

MEAL RULES

Lunch and breakfast are times to relax and enjoy a meal. Children may visit quietly as they eat. Adults supervising meals will turn the lights down when they need to make an announcement. Students will be asked to move to a quiet table if there is inappropriate behavior. We expect polite, respectful behavior, which allows each child an opportunity to enjoy his or her meal. Children are expected to use a partner voice when visiting, maintaining an enjoyable atmosphere. Occasionally, children will eat outside. Often, lights are turned down during the last few minutes to finish eating without conversation.

All parents and guests are encouraged and welcome to eat lunch at HES with their child/children. In order for the kitchen to get an accurate lunch count as early in the day as possible, we ask that you inform the school when you plan to

eat with a child. Please call 327-7102 by 9:00 a.m. or send a note with your child to their classroom teacher on the day you wish to eat. In the event parents wish to eat with their child and have not notified the school in advance, Food Services may not be able to accommodate your meal request. Guest lunches need to be paid in the cafeteria after stopping in the office for a "Visitor's Pass".

Our goal at USD 460 is to promote healthy eating, and so it is asked that students do not bring soda pop in their school lunches. Also please do not send microwaveable meals as we do not have the facilities or personnel to accommodate.

MEDICATION AT SCHOOL

Administered by School Personnel

Designated school personnel may administer medication (including "over the counter" items) to students during school hours when the following steps are taken:

- A written request from the parent/guardian must accompany all medication to be administered by school personnel, including over the counter drugs.
- All medication must be sent with its name, dosage, time of day to be given, and the prescribing physician's name, if applicable.

For your child's well being, it is recommended that the medication:

- be administered at home prior to being given at school to avoid unexpected reaction; and
- be sent in its original container.

Administered by Student

The self-administration of medication for asthma or anaphylactic reactions is allowed for students in grades K-12. The student shall provide written authorization from the student's health care provider and parent/guardian stating the student has been instructed on self-administration of the medication and is authorized to do so. A form to authorize such self-administration of medication is available in the school office.

Under no circumstances are students to give any medication to fellow students.

MOVIES

Movies may be used for instructional purposes or special activities. All movies and videos shown at HES will have a G rating. Movies/videos with a PG rating will not be shown without prior approval by principal and parents.

NON-RESIDENT STUDENTS

All students residing outside the district who desire to attend Hesston USD 460 schools must submit an *Application for Nonresident Student Enrollment*. Applications are available in the school office and on the district web site, www.hesstonschools.org. Based on Kansas statute and Board Policy JBCC, recommendations for admission of non-resident students will be forwarded to the superintendent of schools for final review. USD 460 will honor all expulsions and long term suspensions from other schools unless waived by the superintendent.

Enrollment status is reviewed annually. Non-resident students who have been admitted may have their permission withdrawn for failure to attend school on a regular basis, failure to make adequate progress toward remaining at grade level and/or progress toward graduating, or failure to maintain a positive discipline record. Parents/guardians of non-resident students are expected to demonstrate support for the educational process by cooperating fully and completely with all district personnel.

PARENT SUGGESTIONS

- Your child needs to have plenty of sleep each night and a breakfast each morning.
- Review all safety precautions regarding travel to and from school.
- Encourage your child to do his/her best at all times in school.
- Please do not phone your child during school hours unless there is an emergency. We will be happy to take those messages.
- If there is a misunderstanding, or if you need information, PLEASE do not hesitate to contact your child's teacher. If, after speaking with your child's teacher, questions or concerns still remain, please contact the principal or counselor.
- Please keep your school informed about any change in your child's routine. Information is kept confidential.

- Please keep your school informed of any change of address, phone number, work location, or work phone. **We need to be able to contact you – especially in a medical situation. Make sure you have provided an emergency contact number.**

PARENT INFORMATION NIGHT

Parents of children in grades K-4 have an opportunity to attend an informative presentation with their child's classroom teacher during HES Parent Information Night in the Fall.

Each classroom teacher will share instructional activities, school improvement initiatives, and provide information concerning curriculum. Parents will have an opportunity to discuss and ask questions. This is a special evening for parents only. **CHILDREN ARE NOT TO ATTEND.**

PARENT-TEACHER CONFERENCES

Conferences are scheduled in October and February. **Students are welcome to the Spring conferences in February upon teacher request.** Conference time is a valuable opportunity for the student, parent, and teacher to communicate academic, social, and behavioral progress.

PATRIOTIC EXERCISES (POLICY IKB)

Students in grades 1-12 shall recite the Pledge of Allegiance to the United States on a daily basis. Students who choose not to recite the Pledge of Allegiance for personal religious reasons shall be allowed to opt out of this requirement. This option will be published in student/parent handbooks and explained to students on an annual basis or as needed.

PLAYGROUND AFTER HOURS

The playground is reserved for the Kids Connect Program after school until 6:00pm. Children in the community may visit after that time.

RACIAL AND DISABILITY HARASSMENT (FROM POLICY JGECA)

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

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

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

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

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

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with a principal, another administrator, the school counselor, or a teacher. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal/compliance coordinator 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 in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained through-out the investigation of a complaint.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or has been involved in any investigation, proceeding, or hearing involving a racial or disability 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 or disability harassment may result in corrective or disciplinary action against the complainant.

RECESS

Recess is an important time of day for children. It provides an outlet for each child to release energy. There is a definite correlation between physical and mental health. **All students are expected to go outside** and play in a respectful manner. If it is wet, raining, or unusually cold, recess will be shortened or held inside, students will be going outside if the wind chill is 20 degrees or above and there is no snow on the ground. Please make sure your child has appropriate attire for recess, especially during the winter months with a winter coat, pants, hat, and gloves/mittens. The students at HES have developed the following recess expectations:

1. To have respect for myself, others and property.
 - Be kind to others in language and actions
2. To resolve conflicts and arrive at acceptable solutions.
 - Use Conflict Management Steps
3. To demonstrate sportsmanship in all activities.
 - Play fair in all games and follow rules
 - Be a good winner and a good loser

Students that choose to jeopardize the safety of others or show disrespect for another student or adult will be held accountable for their actions. If you join us for lunch recess and bring small siblings, parents must monitor the pre-k child at all times. It is not recess supervisors' responsibility.

RELIGIOUS OBJECTIONS TO ACTIVITIES

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. An individual seeking to opt-out a student from activities contrary to the child's religious beliefs must designate this on the Parent/Student Authorization form, completed during enrollment. This designation may be changed at any time during the school year when submitted within a reasonable amount of time prior to the scheduled activity, in order to allow time for the principal to consider the request. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

REPORT CARDS

Progress reports and quarterly report cards will be available to parents via electronic means. Access by parents is available on the district's website (i.e., through the Infinite Campus Parent Portal). If parents do not have access to a

computer and/or the Internet, a hard copy will be mailed at the parent's request. Request for paper grade cards must be renewed annually. A copy of the final report card will be sent home at the end of the year.

SAFETY, PARKING, AND BICYCLES

Children are encouraged to complete the bicycle safety clinic offered each fall. All bicyclists are encouraged to wear bicycle helmets and must walk their bikes on the sidewalk between Ridge Road and Weaver Street. This ensures safety for each bicycle rider. All bicycles should be parked in the racks. Children choosing to not walk their bicycles between Ridge Road and Weaver could lose riding privileges. Students are asked to follow Crossing Guard instructions.

Hesston City police are authorized to enforce rules of the road on district property. USD 460 parking lots will be monitored. Failure to observe traffic and parking regulations may result in disciplinary action and/or traffic citations.

SCHOOL DAY

GRADES K - 4: Regular school hours are 8:00 a.m.-3:10 p.m. Bus students are dismissed at 3:05 p.m. with remaining students dismissed at 3:10 p.m. Please note the school calendar at the beginning of this *Handbook* for special dismissal times throughout the year.

All children should arrive after 7:40 a.m. Upon arrival they should report to the classroom. **If your child needs to arrive at school before 7:30 a.m. or needs to stay after 3:30 p.m., special arrangements must be made.** There will be adult supervision for children beginning at 7:30 a.m. Children are not permitted to play on the playground before school begins. We are concerned about the safety of children. The principal and counselor will be outside during dismissal on most days.

Please keep the bus-loading zone (West alley) free of cars. Bus students are dismissed first, followed by walkers and bicyclists. All bicycle riders must walk their bikes on the sidewalk between Ridge Road and Weaver Street. **PLEASE MAKE ARRANGEMENTS FOR YOUR CHILD(REN) TO BE OFF SCHOOL GROUNDS FOLLOWING DISMISSAL; LOITERING CREATES ADDITIONAL SAFETY AND SUPERVISION CONCERNS FOR SCHOOL PERSONNEL AND YOUR CHILD.**

SCHOOL IMPROVEMENT GOALS

HES is a fully accredited school and is one of the first pilot schools to implement Quality Performance Accreditation (QPA). School improvement initiatives address student performance across grades K-4 (with connections to middle and high school students, grades 5-12). The staff at HES has identified specific instructional strategies that target reading and mathematics.

SEXUAL HARASSMENT (Summary of policy JGEC; 04/22/22)

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

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited.

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

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; 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 concerning 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. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The superintendent, 150 N. Ridge Road, PO Box 2000, Hesston, KS 67062, 620-327-4931 has been designated to coordinate compliance with State and federal nondiscrimination requirements and serves as the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800) 421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. In the event that the alleged sexual harassment occurred outside the United States, the district's response shall follow all applicable state and federal laws.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged harassment to a building principal, another administrator, a school counselor, teacher, or the Title IX Coordinator. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive all training required by regulation to serve in their respective capacities.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials, and district officials who fail to investigate or take appropriate action in response to said complaints, may face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence. The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed. A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are detailed in the full policy JGEC available from any school office, the district office, or on the district website.

A thorough investigation shall follow the filing of the complaint, in accordance with Board policy. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties. If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties, as specified in policy.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied by an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all collected evidence related to the formal complaint, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response. Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence, including all details specified in policy. The written determination may, but is not required to, recommend disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant. A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under conditions specified in policy.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal. 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.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

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

SIGNING IN/OUT

During the school day, it is the responsibility of school personnel, to know where students are and where they are going at all times. For safety reasons, no child will be released from school during school hours without the consent from a PARENT or GUARDIAN.

- **Home and work schedules need to be developed according to school hours.**
- **If you need to take your child out of school during school hours, please stop in the school office and sign the student out of the building. The intercom will be used to call your child.**
- **Students arriving late for class need to be signed in by a parent/guardian and a reason for lateness must be indicated.**
- **Students leaving the building for medical appointments, and/or other reasons need to sign out and be signed in upon return with a parent or guardian.**

SITE COUNCIL

The HES Site Council is made up of parents, business and community representatives, and members of the faculty and staff of Hesston Elementary. The purpose of the Council is to provide advice and counsel to the school in evaluating performance goals and objectives and to serve as a liaison between the school, school organizations, the community, parents, and the Hesston USD 460 board of education. They are a part of the District Parent Advisory Team.

SPECTATOR RESPONSIBILITIES

Hesston USD 460 welcomes spectators to extra-curricular events. We are proud to share the talents and expertise of our students! Out of respect for performers, athletes, and other spectators, those who attend activities are expected to watch the events and respond in an acceptable manner. Loitering and disruptive behavior are not allowed. All children should be supervised. Parents of children who do not comply with these expectations will be contacted. Parents may be asked to remove their child from the event. As a consequence of a child's or adult's actions, he/she may not be allowed to attend subsequent school events for the remainder of the school year (or athletic season).

TECHNOLOGY/WIDE AREA NETWORK CODE OF CONDUCT

Each student utilizing the services of the Wide Area Network (computers, internet) is apprised and automatically agrees to abide by these expectations and accept consequences for any violation of these expectations:

1. I will stay in my own directories on the server.
2. I will LOGOUT when I am done using the network.
3. I will not allow others to use my account.
4. I will not load or run unauthorized programs on the network.
5. I will not use obscene or suggestive file names.
6. I will treat the computer hardware with respect and will not misuse or damage it.
7. I agree to follow the instructions of teachers, lab supervisors, and administration.
8. I will use the internet only with teacher permission and supervision.
9. I will not use any outside disk unless it has been scanned and approved by the building systems operator.
10. I will abide by copyright laws for which the school is responsible.

TRANSPORTATION

Bus (or van) transportation is provided as a service to students attending USD 460 for safe transportation to and from school and school activities. Riding the bus is a privilege, and improper conduct on the bus may result in suspension of riding privileges. Guidelines for bus/van riders are found under "Bus Rules" in this handbook. Sponsors and bus drivers are in charge of buses and passengers. Any problems arising on buses will be referred to the transportation supervisor and the appropriate building principal for resolution.

It is important that parents/guardians maintain open communication with the Transportation Office and the school office in regards to their student's transportation needs. NOTIFY THE TRANSPORTATION OFFICE at (620) 327-7159 and the school at (620) 327-7102, or send a note with your child.

Kindergarten Transportation

Parents of kindergarten students living in the district and two and one-half (2 ½) miles or more from the elementary school will be reimbursed for transporting their students to or from school at the state mileage reimbursement rate during the time their student is attending half-day sessions only. During the time that all-day kindergarten is offered to all students, parents who elect to keep their student in kindergarten for only half-days will not be reimbursed mileage. Only one round trip per day of student attendance will be reimbursed.

VISITORS/PARENTS

We welcome all parents and visitors to HES. When you come to visit, check in at the office. We also ask that you pick up a Visitor/Volunteer Badge to wear while you are visiting our school. Proper identification is a step towards making our school safe.

VOLUNTEER/TUTORING

The Volunteer/Tutoring program is an active volunteer program that allows parents and community people an opportunity to assist teachers and become involved with students and the learning process. Research shows that students benefit from individual support and that learning is positively affected by it. The Volunteer/Tutoring program is one way HES seeks to provide individual learning support. Individuals wishing to serve as a volunteer or tutor should contact Roz Frey, Literacy Specialist, or the building Principal and may be subject to a background check.

Volunteers and Tutors are asked to wear appropriate identification while at the school.

WEAPONS (Excerpt of policy JCDBB; 03/13/17)

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

Weapons and Destructive Devices

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

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 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 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens 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 listed under the "Weapons and Destructive Devices" heading above 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.

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

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

AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

Unified School District 460 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Boards' compliance with the Title VI, Title IX, Section 504, or the Americans with Disabilities Act may be directed to the district compliance officer, who can be reached at 620-327-4931 or the Office for Civil Rights of the Department of Education, telephone 816-891-8026. The compliance officer can also be contacted for the existence and location of accessible services, activities, and facilities.