

# **HUGOTON** **ELEMENTARY** **SCHOOL**

**Student/Parent Handbook**  
**2023 - 2024**  
(Updated 5/24/23)



***Shoot For The Stars!***

304 E. SIXTH STREET  
HUGOTON, KS 67951  
620-544-4376  
[www.usd210.org](http://www.usd210.org)

**TIFFANY BOXUM**  
PRIMARY PRINCIPAL

**SONJA WATKINS**  
INTERMEDIATE PRINCIPAL

# Table of Contents

Mission Statement.....	3	Lunch & Breakfast Program.....	12
Notice of non-discrimination.....	4	Purchase of tickets	
Enrollment information.....	4	Schedules	
Required for school entry		Lunchroom guidelines	
Immunizations required		Off campus eating	
Hugoton Community Preschool		Bus Regulations .....	13
Kindergarten		Nurse & Health Services Information.....	14
Developmental screenings		Health services	
Parent request for student placement		Medication policy	
Fees		Head lice control	
Arrival and Dismissal .....	5	Students staying from recess	
Arrival time for school		When to stay home from school	
Grab & Go Breakfast		Fevers	
Entrance to building		Diarrhea/Vomiting	
Dismissal Procedure		Contagious diseases	
Picking up students		Other conditions	
Entering the building		Employee Immunity	
Stormy Weather		Waiver of liability	
Leaving the building or grounds		Immunization Requirements	
Attendance .....	6	Recess.....	18
Importance of attendance		Consequences for infractions	
Tardies and Consequences		Reinforcement procedures	
Parents to phone school for absence		Students Rights Amendment .....	19
Returning after an absence		Guidelines and Discipline Policies.....	19
Full day attendance		Student Items not needed	
Half day attendance		Smoking/Vaping	
Truancy		School Dress	
Academic Expectations .....	7	Emergency Safety Intervention	
Credentialing		Primary School Discipline Policy.....	20
Grade scale and GPA		Responsibility of discipline	
Individual education plan		Objectives of discipline	
Emergency safety intervention		Written plan	
Technology / iPad Policy		School rules	
School Visitation & Communication.....	10	Office referral	
Visitation of classrooms		Consequences	
Procedure for visiting the building		Intermediate School Discipline Policy..	22
Lunch time visitors		Rules for student behavior	
Young people as visitors		School dress	
Non-school hours visitors		Disruption of school	
Communication to parents		Use of video cameras	
Report cards		Eagle Pride Behavior Plan	
Parent / Teacher conferences		Other Disciplinary procedures	
General School Information.....	11	Kansas Student Susp. & Expulsion Law.....	27
Pets		Gang Activity Policy.....	29
Gifts at school		General information	
Bicycles, skates and skateboards		Dress guidelines	
Lost and Found		Bullying Policy.....	29
Cell phones/Smartwatches		Cyber bullying	
Water Bottles		Intermediate School Discipline Matrix.....	32
Solicitations		Technology / iPad Policy.....	33

# Hugoton Elementary School

## Mission Statement

**Hugoton Elementary parents, teachers and community will  
inspire the whole child**

***to think,***

***to learn,***

***to achieve,***

***to care***

**by providing a balanced educational foundation in a progressive  
learning environment.**

Welcome to Hugoton Elementary School! We are confident that your years with us will be educationally profitable and filled with new opportunities.

This school values and strives for academic excellence. To that end, the workload and expectations may be greater here than at other elementary schools. In order to achieve highly, you will be expected to attend school regularly, complete assignments, and behave appropriately.

In this handbook you will find important information regarding the operations of HES. Specific questions about school procedures or policies may be answered by the school office personnel. If you have questions about your child's daily educational program, please communicate with your child's teacher. The importance of establishing good communication between home and school cannot be over-emphasized as a means where families and schools work together for the support and instruction that best meets the individual child's needs.

**Sincerely,  
Tiffany Boxum  
Primary Principal**

**Sonja Watkins  
Intermediate Principal**

#### Notice of nondiscrimination

The Hugoton Public Schools does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, section 504, Americans with Disabilities Act, and Age Discrimination Act may contact the superintendent, the school district's Section 504 coordinator, 205 E. 6<sup>th</sup>, Hugoton, KS 67951, 620-544-4397.

### **ENROLLMENT INFORMATION**

**Required for School Entry:** Parents wishing to enroll students in Hugoton Elementary School are to provide the following: Legal Birth Certificate; appropriate Physical examination information for students 8 years and under; Immunization records; all prior school records transferred. Students transferring from another district will be enrolled and admitted on a provisional basis until all appropriate records have been accrued, reviewed and approved for permanent enrollment status.

**Immunizations Required:** State law requires that all students are to have evidence on file at school of having received vaccinations. A parent or guardian must submit a record that documents the vaccination at enrollment. Students will be excluded from school unless the immunization requirements are met. Each child or adolescent is required to provide proof of vaccinations being current, as per most recent Kansas Dept. of Health and Environment requirements. See page 17 in this handbook for a complete list of immunizations or in the USD 210 enrollment packet. In addition, the proof shall be verified by one of the following: (a.) The signed statement of a physician indicating the child's or adolescent's date of this illness, (b.) The signed statement of a parent indicating the child's or adolescent's date of this illness, or (c.) Laboratory evidence of Varicella immunity. The immunization record of each pupil shall document that the pupil has received the vaccinations specified above from a licensed physician or local health department.

**Hugoton Community Preschool:** Any child who is four (4) years of age on or before August 31<sup>st</sup> of the current school year, is eligible to attend the Hugoton Community Preschool. When filling out an enrollment qualifier sheet, children may qualify for free preschool or attend by tuition. Upon entering, children must present a birth certificate, a health certificate, and proof of immunization.

**Kindergarten:** A child who will be five years old on or before August 31<sup>st</sup> of that school year shall be eligible to enter Kindergarten. State Department of Education requirements state that children entering Kindergarten must present a birth certificate, a health certificate, and proof of immunization.

**Developmental Screenings:** Screenings are available to children who are eligible for Preschool, KinderPrep, or Kindergarten. Parents will be asked to complete the ASQ and ASQ SE-2 during the time of enrollment. Additional screenings will be given to all children who are eligible for Preschool, KinderPrep, and Kindergarten. The screenings will provide information to parents concerning whether a child is developmentally ready to enter Preschool, KinderPrep, or Kindergarten. These are not intelligence tests. Parents will have the opportunity to discuss the information with school personnel for the best decision concerning their child's educational needs.

**Parent Request for Student Placement:** Parents should inform the principal of any placement concerns they have for their child. The school will consider those concerns on an individual basis. Placement will be determined by the needs of all students in a grade level. The goal of the school is to have each classroom group to be equitable in

the range of student academic ability, girl/boy ratio, personal relationships, and cultural diversity.

**Fees:** A classroom resource fee of \$30.00 and a technology fee of \$15 will be due at time of enrollment. All 5th and 6th grade band students renting a school instrument or playing in the percussion section will be assessed a \$50.00 rental fee.

**Summer Camp:** Summer Camp enrollment is open to all KinderPrep-6th grade students who are currently enrolled in the USD 210 school system.

### **ARRIVAL AND DISMISSAL TIMES**

**Arrival Time for School:** Classes begin at 8:00am for Preschool through 6<sup>th</sup> grades. Morning Preschool begins at 8:00 and dismisses at 11:15. Afternoon Preschool begins at 12:15pm and dismisses at 3:30. Students may arrive at 7:30 for the Breakfast program, and are to go to the Commons/Gym area after finishing breakfast. The main entrances will be unlocked at 7:30am.

**Entrance to Building:** All main entrances are on Madison Street and 6<sup>th</sup> Street. ECDC Students enter into their building on Madison Street. All grades, Preschool through 2<sup>nd</sup> grade, are to enter at the main entrance and wait in the commons area. Grades 3<sup>rd</sup> through 6<sup>th</sup> are to enter at the main building entrance and wait in the Gym. Students eating breakfast should enter through the same entrances and go directly to the cafeteria. Students should not be in any hallways or classrooms between 7:30am and 8:00am unless prior arrangements have been made with a teacher.

**Dismissal Procedure:** School is dismissed at 3:30pm. Younger students needing to meet older students should wait in the Primary Commons Area. All other students should leave the building through the nearest exit. Students should leave the building and the grounds by 3:35pm unless they have permission from a staff member or are attending an approved scheduled activity (Eagles Nest After School Program). Students are expected to stay off of playground equipment after school. Preschool children will be dismissed at 11:15am and 3:30pm. ECDC students will be brought out the front doors of the ECDC to meet parents each day. If students are not picked up within fifteen (15) minutes of the dismissal time and the office has not been contacted by the parent, appropriate outside authorities will be contacted.

**Picking Up Students From the Street at Dismissal Time:** 6th Street from Adams to Monroe is one-way traffic from east to west and 5th Street is one-way traffic from west to east from 7:30-8:30am and 3:00-4:00pm, during the school year. Madison Street is one-way traffic between 5th and 6th street from 7:30am-4:00pm. Do not double-park while waiting for students to come out of the building as you may receive a parking ticket or an obstructing traffic ticket from the city police. Parking areas are available on all sides of the building to meet your students. When picking up or dropping off children in the front of the school, parents should pull in parallel with the school in the designated area. **Do not drop off or attempt to pick up children in the street.**

**Entering the Building at Dismissal Time:** If parents want to pick up their children in the building, they must enter through the front doors and meet them in the front foyer.

**Stormy Weather:** School will not be dismissed because of storms that arise during the school day as long as safety can be maintained. In case of an emergency school closing, the following media will be used to communicate with families: USD 210

Facebook page, Twitter, Seesaw, and the school website [www.usd210.org](http://www.usd210.org). Text notification messages will also be sent out, when time allows.

**Leaving the Building or Grounds During School Hours:** Students will not be allowed to leave the campus unless a permission note is signed, dated, and the destination stated by their parents or the parents have contacted the office. This note is to be brought to the office when the student arrives at school. When it is time to leave, the student will report to the office to sign out and meet the parent. It is imperative that students are checked out from the office rather than through a message via Seesaw/text to the classroom teacher. If the student returns back to school that day, the same note may be used to re-admit. In order to reduce missed instructional time, the student will not be called from class until the parent has arrived at the school. Local dental and eye appointments will not be counted as an absence or tardy if the student leaves and returns immediately after the appointment.

### **ATTENDANCE**

**Importance of Attendance:** As of August, 2020, USD 210 does not define absences as “excused” or “unexcused”. An absence from school equals lost instructional time. It is the responsibility of the parent/guardian to communicate with the school when a child will be absent/tardy as well as the reason for the absence/tardy in order to be in compliance with Kansas compulsory attendance laws. For students to be successful and feel good about school they need to be in school on time. One of the benchmarks for a student to successfully transition from grade to grade is to not miss more than 10 days of school.

When a student is absent for 3 consecutive days, 5 non-consecutive days in a semester, or 7 days total in a school year, truancy officers will be notified. In addition, truancy also applies when a student accumulates 8 tardies after 8:00am. As absences/tardies accumulate, the teachers and/or principal will call the parents to create a plan to improve the student’s attendance/tardy record.

**Tardies and Consequences:** Tardies are serious and in most cases avoidable. Not only is there a loss of learning but it can cause a major interruption in the learning for other students. When the fourth tardy in a quarter is reached, a phone call will be made by the administration and a letter will be sent to the family and proper authorities (Stevens County Attorney’s Office, Stevens County Sheriff’s Department, and DCF) to try to resolve the problem. Consequences will be followed according to the discipline chart on page 21 of this handbook.

**Parents to Phone School for Absences:** Prior to the student’s absence, parents are to call the school to alert the office staff of the absence. The school has voice mail so there are no hour limits as to when you may call, however, the call should be made before 9:00am. If a parent does not call the office, the office staff will make one attempt to contact a parent.

**When special instructions are needed for your child after school:** Parents should call the school office no later than 3:15pm for student notification of changes to after school plans. Written notes ahead of time from parents are preferred, when possible.

**Returning After an Absence:** When a student has been absent, the student must report to the office with documentation regarding the reason for the absence before being admitted to class. Documentation includes notes from parents, doctor’s notes, etc.

**Full Day Attendance:** Arrival prior to 10:00am or departure after 2:00pm

**½ Day Absence:** Students who come to school after 10:00am will be counted as absent for one half day. Students who check out before 2:00pm will be counted as absent for one half day. Full day attendance is arrival prior to 10:00am or departure after 2:00pm.

**Truancy:** Children will be considered truant if they have three (3) consecutive absences, five (5) absences in one semester, seven (7) total absences or eight (8) accumulated tardies after 8:15am in a school year. If this situation occurs, the parent or guardian will receive information from the school office explaining the truancy. This information will also be given to the appropriate authorities (Stevens County Attorney's Office, Stevens County Sheriff's Department, and DCF).

The following chart is helpful when keeping track of your child's school attendance and tardies. Please understand that Hugoton Elementary Administration and Staff keep close track of tardies and absences. If there is an extenuating circumstance that causes your child to be chronically absent, please contact the building administrator and/or your child's teacher.

Name: \_\_\_\_\_ tardies:        

Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Absence 10+
Absence 1 Reason:	Absence 2 Reason:	Absence 3 Reason:	Absence 4 Reason:	Absence 5 Reason:	Absence 6 Reason:	Absence 7 Reason:	Absence 8 Reason:	Absence 9 Reason:	Note: Your child is at increased risk for academic difficulties and school failure with each absence beyond this point.

## **ACADEMIC EXPECTATIONS**

**Credentialing:** Students are expected to meet certain benchmarks before being promoted to the next grade level.

### **Standards Based Grade Reporting:**

A standards-based grading system measures a student's mastery of grade-level standards by determining a consistent level of performance. Growth of a student over a set of standards is measured throughout the school year. Standards-based report cards separate academic performance from work habits/behavior in order to provide parents with an accurate view of a student's progress in both areas. The standards-based report card will contain two sections. The first section measures the student's academic ability. The second section measures the student's non-academic behaviors called "Target Behaviors". These behaviors include items such as participation, cooperation, and attendance. The Standards Based Report cards will be printed and sent home with each student at the end of each 9-week period.

A student's performance on a series of assessments will be used to determine overall mastery. The assessments include daily quizzes, daily work, exit tickets, formal assessments, and oral assessments. Performance indicators will be reported rather

than percentages and letter grades. You will see the following performance indicators on your child's report card:

- M**- Meeting Standard
- P**- Progressing Toward the Standard
- N**- Not Meeting the Standard at this Time

**Eagles Nest After School Program:** The after school program is open to all students. The director of the program should be contacted, if a parent or teacher would like to refer a student.

**Summer Camp Explore:** Parents who would like to sign their children up for summer classes/activities may contact the Director of Camp Explore. Classes/activities are available during the months of June and July. Teachers are encouraged to invite or recommend students to attend Summer Camp Explore.

**Student Assistance Team:** Students who are struggling or not being challenged academically, not meeting behavior expectations, are in need of SEL interventions after normal classroom interventions, or are chronically absent/tardy need to be referred to the Student Assistance Team (SAT). The SAT will consist of the student's parents, the student's teacher, the principal, counselor, school psychologist, interrelated teacher, instructional aide, and any other professionals that will benefit the team. The team will review interventions tried and suggest new Tier II interventions that have not been attempted. The new Tier II interventions will be implemented and the team will reconvene at the discretion of the team. The team will make a decision at that time for further investigation by the school psychologist or to monitor the child in their present placement. The SAT form will be shared with team members by the building administrator.

**Individual Education Plan:** The High Plains Educational Cooperative supports USD 210 in screening and identifying students with exceptionalities and providing appropriate educational services in a least restrictive environment. More information about services for students with exceptionalities is available from your local building administrator or from High Plains Educational Cooperative, 621. E. Oklahoma, Ulysses, KS 67880, 620-356-5577 and on their website at [www.highplainsed.com](http://www.highplainsed.com).

**Emergency Safety Intervention:** Kansas regulations require that USD 210 provide all parents with notice of our written policies regarding Emergency Safety Interventions ("ESI"). Our district policy is available on our website at [www.usd210.org](http://www.usd210.org) under the parent link and in Board policy. USD 210 will provide a copy of the policy upon request.

**Technology/iPad Policy:**



Intentional and accidental damage to technology and lost power supplies are the responsibility of the student/parent. Intentional damage and accidental damage to devices will result in the student being charged.

**Technology Insurance:**

Students who have damage or need to begin an insurance claim, first need to visit with the technology director. The student will then be instructed on what needs to happen next.

**Device insurance coverage includes:**

- Accidental damage, includes drops/cracked screens/liquid spills
- Liquid Submersion
- Theft
- Fire/Flood Damage
- Vandalism
- Natural Disasters
- Power Surge Due to Lightning

**Technology Theft/Fire:**

Theft and fire loss requires that the student file a formal report at the appropriate office (police or fire department) and bring a copy of that report to the IT office located at the Elementary and High School. The student will be charged a total of \$100 deductible fee for all theft or fire loss claims.

**Technology Loss:**

Intentional damage, lost laptops/iPads, and lost power supplies are not covered by insurance and are the responsibility of the student/parent. LOSS is not covered by insurance.

Lost or intentionally destroyed devices will result in the student being charged for the full cost of a replacement device and case/keyboard, which is \$400.

**Technology Accidental Damages:**

A claim deductible payment is the responsibility of the student/parent for any incident involving an insurance claim. The claim amount will be either \$50 or \$100 and will be determined by the IT department. Simple glass cracks are \$50. Damage that requires an LCD or digitizer replacement will be \$100.

If a keyboard is lost, stolen, or damaged, the charge will be \$50. If a case is lost, stolen or damaged, the charge will be \$50. For claims in which all items: the iPad, case, and/or keyboard are stolen or damaged (i.e. run over by a car destroys all devices), the charge will be \$100.

Payment arrangements are to be made in the school office. A replacement unit will not be issued to a student until payment arrangements are made and proof of such payment, in the form of a receipt issued by the school office, is presented to the IT office.

**Fees:**

***Replacement costs if lost or damaged:***

***Power adaptor: Brick = \$10, cable = \$5.***

***iPad keyboard = \$50. iPad case = \$50.***

***Technology fees due, per student, at enrollment:***

***Elementary Insurance Fee = \$15***

## **SCHOOL VISITATION AND COMMUNICATION**

**Visitation of Classrooms:** Parents are welcome to visit their student's classroom, but are to contact the teacher for the best time, **at least one day prior to the visit.**

Generally, the first and last months of the school year, the day before or after a holiday and the first period of the day are **not** the best times to visit.

**Procedure for Visiting the Building:** Due to the safety of our students, each person is to enter the building at the central entrance near the office. Visitors are to check in with the office and state their business with the school. They will be given a visitor's pass if they are continuing on into the building. Exceptions are parent-teacher conferences and programs where invitations have been extended.

**Lunch Time Visitors:** Parents, grandparents or young visitors may visit the lunchroom and noon recess following the above procedures provided an adult accompanies them to the lunch line and playground. They are not to visit the classroom because of potential disruption from the learning process.

**Young People as Visitors:** Young relatives or friends may visit the lunchroom and noon recess following the above procedures provided they are accompanied by an adult to the lunch line. They are not to visit the classroom because of potential disruption from the learning process.

**Non School-Hours Visitors:** No one (students, staff member's family nor any person) is to be in any room except the specified staff member's room in which business is taking place, without prior authorization by the administration.

**Communication to Parents:** Teachers and parents are encouraged to freely communicate positive comments and concerns with each other using Seesaw, newsletters, websites, personal note, email, or telephone at any time. General information or requests sent to parents are to be filed with the principal.

**Report Cards and Contact with Parents:** To keep both students and parents informed of progress, or lack thereof, it is the responsibility of the teacher to make contact with parents at least once prior to the end of the second and fourth nine-week periods. Parents are encouraged to keep track of student progress and may contact the teacher

at any time to inquire about their child's academics/behavior. Report Cards will be issued after the end of each nine-week period and sent home with each student. Parents are asked to review the report card and comments and contact the teacher for explanations or clarification. Parents may also access student information at:

<https://kshugoton.myeducationdata.com>. The information available includes attendance, academic and behavior reports.

**Parent/Teacher Conferences:** A student-led conference in the Intermediate School and a parent conference in the Primary School will be scheduled during the first nine weeks and again during the third nine weeks for all parents. Information regarding P/T Conferences will be sent home in a note with students. Parents are to call the school secretaries to schedule a conference with each teacher or may return the form attached to the note sent home, if a call is not possible.

### **GENERAL SCHOOL INFORMATION AND EXPECTATIONS**

**Pets:** Pets may be brought for sharing when accompanied by the student's parent or guardian. Arrangements with the classroom teacher and principal must be made in advance and pet vaccinations must be current. Other animals brought to school for educational purposes must be kept in cages.

**Gifts at School:** Deliveries of gifts for students to school are discouraged. No classes shall be interrupted for the purpose of delivering a gift. Gift exchanges are a personal exchange between the giver and the receiver and are not a school function.

**Bicycles, Skates and Skateboards:** Bicycles are to be parked AND LOCKED in the racks provided. Students are to walk their bicycle on the sidewalk to and from the bike racks, with no riding on school grounds or sidewalks. To walk a bike means to be on one side, not sitting on the seat, straddling the frame or standing on the pedals.

Kindergarten students and younger are asked not to ride bikes to school. Skates, roller blades and skateboards are not to be ridden or brought to school by anyone. This will make it safer for all students due to the high pedestrian traffic before and after school.

**Lost and Found:** The school has a lost and found box in the front entryway of the school for lost clothing and other items. Jewelry, glasses etc. are kept in the office and may be claimed upon identification. **Outer garments such as jackets, coats, boots, etc., as well as personal books, purses and other items should be marked with the owner's name. The remaining lost and found items will be donated at the end of each nine-week period.**

**Cell Phones/Smartwatches/Tablets:** Cell phones, smartwatches, tablets, and any other non-school issued communication devices are prohibited during the regular and extended school day (7:30am-5:00pm). Students are not allowed to utilize these devices any time during the day. All devices must be stored in the student's locker or on the inside of the student's backpack which is kept in the storage area of each classroom. Any student caught with a communication device (out of the locker or backpack) will have it confiscated, logged and securely held, at which point the following consequences will occur:

- 1st offense - 30 minute detention and/or community service, returned to the student once the time/service is served.

- 2nd offense - one hour detention and/or community service and parent/guardian must pick up and sign for the device.
- 3rd offense and subsequent offenses - Full day of ISS and/or community service to be determined by the administration and parent/guardian must pick up and sign for the device.

USD 210 will not be responsible or liable for damaged, lost or stolen devices.

**Water Bottles: Only clear water bottles may be used at school.** Students are encouraged to bring water bottles to drink throughout the day. Bottles may only contain water. The best solution to fewer spills in the school is to bring an empty bottle to school and fill it at one of the water bottle fill stations.

**Solicitations:** Elementary students are not to solicit or be solicited on the campus between the hours of 7:45am and 3:45pm. This expectation also includes the use of any electronic communication.

### **LUNCH AND BREAKFAST INFORMATION**

**Purchase of Breakfast and Lunches:** The per meal cost for **breakfast** is: student \$2.20, employees \$3.50, and guests \$3.50. The per meal cost of **lunch** is: students and preschool guests \$3.05, employees \$4.25, and guests \$4.50. An extra milk costs \$.45. Students are to purchase breakfast and lunch tickets in the morning from 7:30 till 8:00 with permission from the morning supervisor. Lunch fees should be purchased at least one week at a time, however, it is recommended that students purchase them one month or more at a time. Reminders will be sent home when your child has only two lunches left. We discourage charging any lunches. If this occurs, the office staff will call parents to make arrangements. If paying on time is a problem, students always have the option of bringing a sack lunch; however, fast food lunches are not allowed to be brought into the cafeteria. Parents are invited to have lunch with their child anytime, but are to purchase their meal ticket in the school office before going directly to the lunch-line area to meet their child. Parents are also encouraged to sign up for the EZ School Pay online lunch payment program to be able to keep track of their child's balance. Parents must call one day prior to eating lunch with their child so that enough food is prepared for all students and guests.

**Breakfast Schedule:** Students are allowed to enter the building at 7:30am. Breakfast will be served from 7:30am–8:00am.

#### **Lunch Schedules including noon recess:**

<u>Grade Level</u>	<u>Arrival Time</u>	<u>Return to Class</u>
KinderPrep	Lunch 11:25-11:55	Recess 11:55-12:10
Kindergarten	Lunch 11:30-11:55	Recess 11:55-12:10
First Grade	Lunch 11:00-11:25	Recess 11:30-11:45
Second Grade	Lunch 11:25-11:50	Recess 12:45-1:00
Third Grade	Lunch 11:15-11:35	Recess 11:40-11:55
Fourth Grade	Lunch 12:05-12:25	Recess 12:25-12:40

Fifth Grade  
Sixth Grade

Recess 11:35-11:50  
Recess 11:20-11:35

Lunch 11:55-12:15  
Lunch 11:40-12:00

**Guidelines for Lunchroom:**

1. Speak in soft and quiet voices.
2. Individual classrooms will stay together.
3. Hands, feet and all objects are to be kept to oneself.
4. Food is not to be exchanged for sanitation purposes.
5. Water is available for those who cannot drink milk. Soda is not allowed in the cafeteria.
6. Appropriate attire (including shoes) is to be worn.

A well balanced, low cost lunch is a privilege for students. Students who abuse this privilege by throwing food, using profane language, bad manners or who are disrespectful to staff will be asked to make their own arrangements for lunch.

**Off-Campus Eating:** Students may eat lunch off campus provided appropriate office notification has been given stating the date, place of eating, with whom they are eating and their parent's signature. A one time note giving the above information is adequate for students who regularly eat at home. Each teacher will be informed of those students eating off campus. All students are to sign out daily at the office before leaving and sign back in upon returning.

**BUS REGULATIONS**

Students riding the bus are subject to all safety rules as stated by Kansas Laws. In order to maintain bus safety, various rules are made and posted on the bus regarding student behavior while riding to and from school and also on activity trips. The penalty for violating bus rules (483.18 in policy guide) carries a minimum of a written warning to students and parents and a maximum penalty of being denied the privilege of riding the bus by the school principal. The parents are informed of infractions and a conference with the parties involved is required.

**Bus regulations include but are not limited to:**

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. The driver may assign a seat to each student. Students must stay in their seats and face forward with their feet on the floor. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and the bus is not in motion.
3. Pupils must be on time. The bus cannot wait for those who are tardy. The bus driver will honk and wait 2 minutes for the child to enter the bus. After 2 minutes, it is the responsibility of the parent to transport the child to school. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember your safety is in his/her hands.

6. Outside of ordinary conversation, classroom conduct is to be observed. The use of profane language and immoral language, tobacco, alcohol or drugs is prohibited.
7. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times
8. Pupils must not at any time extend arms or head out of bus windows.
9. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, pupils must observe the directions of the driver. If students must cross the road, do so in front of the bus after making sure the highway is clear.
11. No pets or animals are allowed.
12. Students riding a bus during a stormy season are advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned of unsafe conditions such as heavy snows or floods.
13. Students will not be allowed to ride any other bus but their own from the middle school to the elementary school.
14. Students will not be allowed to leave the bus at the elementary school unless they are to ride home with parents.
15. No glass containers, knives nor any object that is liable to cause injury is allowed. Food or drinks will be allowed.
16. Any Hugoton bus student may ride to a home on the regular route but will not be taken to a "nearby" farm, or to a baby-sitter that is not on the regular route.
17. All students must present a note to the bus driver and to their teacher when there will be a change in the regular bus riding procedure or parents may call the elementary school or the bus barn to communicate a change in getting students to school or home. ECDC children especially become very confused with verbal instructions.
18. Young children will never be left at a home alone. If a parent or baby-sitter is not at home when the bus arrives, the child will be brought back to town and parents must make arrangements to have them picked up as soon as possible.
19. Elementary students will be dismissed from the bus at 7:30am to enter the elementary building unless it arrives later. The bus will leave the elementary building at 3:40pm unless detained.
20. Students are not to walk between buses as they will be parked bumper to bumper.

### **NURSE AND HEALTH INFORMATION**

**Health Services:** The school is to be informed of any student health problems, the name of the family physician, where a parent can be reached in case of an emergency and who is to be contacted or what is to be done if the parent cannot be reached. It is the responsibility of the parent to let the school know if telephone numbers or directions for emergency contact changes. No child will be sent home unless a contact with a designated person has been achieved. However, in extreme situations, emergency services will be called, the student taken to the hospital, or a physician will be called. Students taking prescription medication must bring the medicine to school in its original container with dosage and the name of the prescribing doctor.

The nurse is available for our students as described above and for incidents that occur at school. The nurse is not to be consulted for medical needs that occur outside of school

or at home. It is recommended that the parent or guardian consult their personal nurse or doctor.

**Medication Policy:**

Policy: In certain circumstances the school nurse or designated school personnel will administer prescribed medication or over-the-counter medications during school hours in order that the student remains in school.

1. Medication will be administered during the school day only when the interval between doses requires administration in school or the medication is a “when necessary” order. Only oral, prescribed subcutaneous, topical or intranasal medications, eye or ear drops should be routinely administered at school.
2. Prescription medications must have written consent from the health care provider and parent/guardian prior to administration in school.
3. Over-the-counter medications must have written or verbal consent from the parent/guardian prior to administration in school.
4. Prescription medications will be maintained on school premises with physician and parental consent. Over-the-counter medications with parental consent may be maintained on school premises for a specific, time-limited minor illness (e.g. ibuprofen for muscle strain, cough drops for colds) or for intermittent conditions (e.g. Acetaminophen for menstrual cramps, ointment for insect bites, etc). The school reserves the right to limit the duration of parent prescribed medications and to require primary care provider authorization for continued use.
5. Prescription and over-the-counter medications must be brought to the school in the original container with the following information clearly stated: child’s name, medication, dosage, route of administration and time(s) to be administered.
6. Any changes in medication dosage and/or time of administration must be accompanied by a new provider and parent/guardian signed Medication Administration Permission Form. A newly labeled pharmacy container is also required.

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of asthma, anaphylaxis including but not limited to, any medicine defined in current federal regulations as an inhaled bronchodilator, auto-injectable epinephrine which is prescribed by a healthcare provider.

**Head Lice Control:** Head lice are easy to treat so the re-infestation can be avoided.

Here are some facts concerning head lice:

1. They cannot fly, hop, or jump.
2. Direct head to head contact is responsible for the majority of cases.
3. Lice live 24-72 hours on combs, brushes, hats, scarves, clothing, etc. Sharing these items is a common path to infestation.
4. Head lice are not necessarily a sign of poor health habits or lack of cleanliness. It can happen to anyone. Persistent itching of the head and back of the neck, infected scratch marks or a rash on the scalp are indicators. Unlike dandruff flakes or hair spray droplets, nits are difficult to remove. Living on human host, an adult louse may live one to three weeks, and a female can lay eggs several times during this period.

Over-the-counter remedies are available at the drug stores or other stores carrying pharmaceutical supplies and do not require a doctor’s prescription. An important part of eradication is hot water washing of clothes, towels, bed linens, and other items the child has used in the three days previous to discovery of the condition. Pillows, couch

cushions, stuffed toys, etc. should be put in a hot clothes dryer for 30 minutes. Follow the directions closely on shampoo remedy to insure final results.

**Students staying in from Recess:** If there are serious reasons for not going out to recess, a note signed by a parent should be sent to the student's teacher. Parents may also communicate with the teacher via the Seesaw app. A doctor's office note may be requested if the restriction is habitual.

**When to Stay Home from School:** Whether or not to keep a child home from school isn't always an easy decision. It is obvious that a very ill child does not belong at school, but there are other days when careful consideration must be given. The following list should assist in that decision, **remembering that students must be SYMPTOM-FREE FOR 24 HOURS before returning to school, as per School Board policy.**

**Fevers:** Children with fevers should not be in school. Remember that all ill children sometimes have normal temperatures in the morning but become feverish by afternoon. A child who has a fever the afternoon before a school day should STAY HOME the following day. Return to school is appropriate after 24 hours fever free. Definitions of fever vary, but for school purposes the school health office uses a temperature of 100 degrees F or above. On the other hand, some children feel very ill with smaller temperature elevations.

**Diarrhea/Vomiting:** Children with diarrhea and/or vomiting should stay home 24 hours after the last episode. If your child vomits or has a loose stool in the night or early morning DO NOT send them to school!

**Contagious Diseases:** Children with contagious diseases spread by contact, coughing or sneezing should stay home. Examples: influenza, chicken pox, strep throat. A child with strep throat may return to school after 24 hours on antibiotics, IF FEELING BETTER. Sometimes a child seems well enough to return to school in the morning, but by afternoon is not feeling well enough for classroom activities. They may need more time to recover.

**Other Conditions:** Conditions making children too uncomfortable to participate in class are also reasonable grounds for staying home. Examples: urinary tract infection, painful injuries, nagging coughs, and continuous nasal drainage.

Of course every child with a snuffle cannot miss school, but consideration for other students and staff is expected and appreciated. Children should be reminded to use tissues to cover coughs and sneezes and **especially** to wash hands frequently. Frequent & proper hand-washing helps prevent illness at school and at home. As for whether a child should attend school or stay at home, the basic question to ask is whether or not the child can participate comfortably without interfering with the well being of other students and staff. Any questions may be directed to the School Nurses, Holly Grubbs or Christina Williams at 544-4376.

### **Employee Immunity**

A school district, and its employees and agents, which authorizes the self-administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The school district shall provide written notification to the parent or guardian of a student that the school and its employees and agents are not liable for any injury resulting from the self-administration of medication.

### **Waiver of Liability**

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication



and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

### **Immunization Requirements for 2023-2024 School Year**

K.A.R. 28-1-20 defines immunizations required for any individual who attends school. Please carefully review the requirements below. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department. **Proof of health assessment and immunizations must be provided to the school by November 10, 2023, or students will not be allowed to return to school after this date.**

<b>Early Childhood Program operated by a School Ages 4 years and under</b>	
Vaccine	Requirement
DtaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Prevnam (pneumococcal conjugate)	4 doses**
<b>Kindergarten – Grade 6</b>	
Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses

Hepatitis B	3 doses
-------------	---------

<b>Additional ACIP Recommended Vaccines</b>
◦ Influenza (flu) vaccine annually for everyone 6 mos & older
◦ Meningococcal (meningitis) vaccine at age 11-12 years of age with a booster at 16 years of age
◦ HPV (Human Papillomavirus) vaccine for all at 11-12 years of age
<b>School Entry Physicals</b>
◦ Any new early childhood program or kindergarten student will need a school entry physical completed by a Kansas physician within 12 months prior to the first day of school.
◦ New students under the age of 9 years who are attending a Kansas school for the first time, also require a physical as described above. <b>Documentation of the physical must be provided to the school prior to attending within 60 days of enrollment.</b>

\* Varicella (chickenpox) vaccine is not required if a child has had chickenpox disease **and** disease is documented by a physician or health dept signature. Without signature, a vaccine is required even if you believe your child has had the chickenpox disease.

\*\* Total doses needed is dependent upon the age of the child when doses were received.

\*\*\* All students in grades K-8, all new students and students currently completing the polio series must have 6 months between the last two doses of polio vaccine, and one dose must be after the 4th birthday.

~ All 7<sup>th</sup>-12<sup>th</sup> graders are required to have one dose of Tdap regardless of interval since the last dose of DTap (diphtheria/tetanus/pertussis) or Td (tetanus/diphtheria).

## **RECESS**

Recess will be held outside unless it is unusually wet or cold (**a temperature including wind chill of 15 degrees or below**). As parents, please be aware of climatic expectations when dressing your student for the day.

1. Students will not stand on swings, jungle gym, etc.
2. Students will play soccer on the north field for 1<sup>st</sup> and the south for 2<sup>nd</sup>-3<sup>rd</sup>.
3. Students will not tackle, wrestle, kick or fight.
4. Students will line up immediately when the bell rings.
5. Students are to have permission from a playground supervisor to enter the building or leave the playground.
6. Only one student per swing; jumping from moving swings is not acceptable.
7. Only two students will be allowed on the Teeter-totter.
8. Students should stay out of trees and building entrances.
9. Students should remain seated on the slide, going one at a time.
10. Students should use jump ropes for jumping only.
11. Throwing or kicking balls against the building is prohibited.
12. Students should have permission from a playground supervisor on duty to recover a ball from the street.
13. Students should use the blue monkey bars only for swinging from bar to bar.
14. Students will not throw snow, rocks, or any other inappropriate objects.
15. Students are not permitted to bring skates to school (this includes roller blades and skateboards).
16. Students are not permitted to bring electronic toys to school.

**Consequences for Infractions:**

- Verbal reprimand
- Redirection – have the child do it the right way
- Have the child stand in place for 30-60 seconds
- Time-out against the wall/isolation
- Have the child stay with the supervisor
- Office referral as needed Please contact the office, if a student is being sent to the principal's office.

**Reinforcement Procedures:**

1. Friendly interactions from playground supervisors.
2. Visits to particular classrooms from the playground supervisor and the principal to compliment a class in front of the teacher (certificates and awards).

**STUDENT SURVEYS**  
**PROTECTION OF STUDENT RIGHTS AMENDMENT / 8 AREAS**  
**20 U.S.C. 1232h      34 CFR Part 98**

**Inspection of Materials**

Subsection A – Schools and contractors must make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate.

**Survey Limitations**

ED-funded surveys – Schools and contractors must obtain prior written parental consent before minor students are required to participate in a survey that reveals information concerning one or more of eight protected areas of information.

Other-funded surveys – Schools are required to notify parents of students who are scheduled to participate in a survey that concerns one or more of eight protected areas of information and must provide the parent with an opportunity to inspect and review the survey and an opportunity to opt their child out of participating in the survey.

**Eight Protected Areas**

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

**GUIDELINES AND DISCIPLINE POLICIES**

**Student Items not needed in School:** Students are not to bring cell phones/smart watches/tablets, trading cards, toys, radios, tape players, headsets, or electronics of any kind to school for use anywhere in the building. Skates, skateboards, or rollerblades shall not be worn or brought to school. Gum is not permitted on the campus. Glass containers, knives, nor any object that is liable to cause injury or property damage shall not be brought to school. Noise makers, bells and similar items are not to be at school.

**Smoking/Vaping:** Smoking/Vaping by students and or possession of any tobacco product is prohibited by any attendance center, at school sponsored events, or on the school grounds.

**School Dress:** All headwear is to be immediately removed upon entering the building. Shorts, skirts, and dresses are to be approximately fingertip length which means that

some material is showing when arms and fingers are at their maximum length. Shirts will cover the student's stomach and will have shoulder straps at least an inch wide. Clothes that advertise alcohol, tobacco or show vulgar words or scenes are not allowed. To correct the situation the clothing could be worn inside out, or other clothes found in the building could be used. Parents may be notified to bring clothing for a student to change. Wearing washable colored hair-gel is discouraged as it creates a distraction in the learning environment. Dress code violations will be referred to the principal. The Building Principal will make the call regarding parents being notified of school dress code violations. Please dress for success!

**Emergency Safety Intervention:** Kansas regulations require that USD #210 provide all parents with notice of our written policies regarding Emergency Safety Interventions ("ESI"). Our district policy is available on our website at [www.usd210.org](http://www.usd210.org) under the parent link and in Board policy. USD #210 will provide a copy of the policy upon request.

### **PRIMARY SCHOOL DISCIPLINE POLICY**

**Responsibility of Discipline:** The school and home have a shared responsibility for developing self-discipline in young people. Each student should respect the authority of all staff members, exhibit behavior that does not interfere with the rights of others, and follow school-wide and classroom rules and limits.

**Objectives of Discipline:**

1. Enhance the environment to promote maximum learning.
2. Develop guidelines for positive and negative behavior.
3. Establish the responsibility of each person for his/her own behavior.
4. Outline the procedures and consequences for not following the guidelines.
5. Communicate with concerned parties.
6. Focus on the behavior, not the person.
7. Work for changed behavior and encourage the development of lifetime positive behavior patterns.

**Written Plan:** All teachers should have a written plan of classroom expectations and consequences posted in their room.

**School Rules:**

1. Speak and write in a positive, courteous manner.
2. Act in a responsible way that is helpful to others.
3. Respect the school and other people's property.
4. Walk in the hallways.
5. Chewing gum is not permitted.
6. Respond to directions given by staff members immediately in a positive way.
7. Keep hands, feet, and all other objects to yourself.

If a student chooses to not follow the above rules these will be the consequences:

*First Offense:* The supervisor will redirect the student.

*Second Offense:* The student will be detained or placed in time out for a time determined by the supervisor.

*Third Offense:* The parent will be contacted by the teacher and the student will serve time out. The incident will be reported by the teacher to administration.

*Fourth Offense:* The parent will be contacted by the administration and a conference or S.A.T. (Student Assistance Team) meeting will be scheduled with the parent, the child, the child's teacher and the principal. A plan will be devised. Consequences will be determined by the team. The incident will be reported by the teacher to administration.

**Office Referral:** An office referral form should accompany the student stating the problem and other measures used prior to the referral. The referring person will notify the student's classroom teacher of the child's location. Please use the terms, "Go to the office" not "Go to the principal."

**Serious Offenses and Consequences:** The following severe offenses will receive the following consequences, if referred to the office and may be altered depending on the unique situation of the student. All other offenses sent to the office will be dealt with according to the problem and its severity. In-school suspension will only be used in severe clauses stated above. Each student who receives ISS detention will receive a minimum of three (3) mandatory counseling sessions with the assigned School Counselor within a three-week period following the suspension. A letter will be sent to the parents, as well as telephone contact made in cases of severe discipline. Please remember that administrators can be used to consult in areas of discipline problems to prevent students being sent to the office on referral. Teachers will be notified of the disciplinary action taken by the administrator the same day the student is referred. When one or the other of the administrators is gone the administrator present will handle the discipline referrals.

- |  |  |
|--|--|
| 1. Insubordination or Defiance of Authority  | 1-2 days I.S.S.                                      |
| 2. Fighting- physical harm to a person or property - offenses may result in out of school suspension.  | 1-3 days I.S.S further                               |
| 3. Skipping School   | Make up time and work missed outside the school day. |
| 4. Profanity, stealing, lying, cheating by a student   | 1-2 days I.S.S.                                      |
| 5. Forgery of parents, teacher, etc. names   | 1-2 days I.S.S.                                      |
| 6. Physical, verbal and electronic harassment - (bullying, teasing, threats, creation of a hostile environment, unnecessary touching, inappropriate use of iPad- examples not limited to: searching internet links, taking pictures/video) | 1-2 days I.S.S.                                      |
| 7. Vandalism   | 1-2 days I.S.S.                                      |
| 8. Possession of Tobacco, alcohol or drugs of any form days by or weapons (or 1-3 days ISS)  | Out of School 1-3 Board policy.                      |
| 9. Tampering or pulling a fire alarm pull station in a Law non-emergency situation or other similar public nuisance. contacted Arson or the creation of any other similar act.   | 5 days of O.S.S. plus enforcement                    |

10. Abusive Language	1-2 days I.S.S.
11. Disorderly Conduct	Community Service
12. Excessive Talking	Community Service
13. Excessive Tardiness (>4)	Community Service
14. Extortion (Money)	1-2 days I.S.S.
15. Hazing (Forcing Others)	1-2 days I.S.S.
16. Lack of Class Materials	Community Service
17. Lack of Cooperation	1-2 days I.S.S.
18. Restless or Inattentive	Community Service
19. Rude or Discourteous	Community Service
20. Mischief	Community Service

**Consequences include:** Detention, Community Service, I.S.S., and O.S.S.

### **HUGOTON INTERMEDIATE SCHOOL DISCIPLINE POLICY**

Students are subject to these discipline guidelines and policies during the school day, at any school activity, on school district property, or when engaged in online school opportunities.

#### **RULES FOR STUDENT BEHAVIOR AS DEFINED BY SCHOOL BOARD POLICY**

The Board of Education (BOE) will, to the extent of its legal power, ensure that every student has the opportunity to attend school for an education without fear of harm or injury. The Board will not allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, to interfere with the educational process, or to attempt to close the schools. The BOE recognizes the right of peaceful dissent providing it doesn't infringe upon the right of others.

Disorder or disruption of the school operation will not be tolerated. Persons attempting such action will be held accountable and necessary law enforcement shall be called as the situation warrants.

**Conduct:** Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school.

**School Dress:** All headwear is to be immediately removed upon entering the building. Shorts, skirts, and dresses are to be approximately fingertip length which means that some material is showing when arms and fingers are at their maximum length. Shirts should cover the student's stomach and should have shoulder straps at least an inch wide. No spaghetti straps are allowed unless covered by another shirt or sweater. Holes in pants where skin can be seen above the fingertips when arms are at the side will not be allowed. Clothes that advertise alcohol, tobacco or show vulgar words or scenes are

not allowed. To correct the situation the clothing could be worn inside out or other clothes found in the building could be used. Parents may be notified to bring clothing for a student to change. Wearing washable colored hair-gel is discouraged as it creates a distraction in the learning environment. Dress code violations will be referred to the principal. The Building Principal will make the call regarding parents being notified of school dress code violations. Please dress for success!

**Disruption of School:** Noise makers, bells and similar items are not to be at school. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally to cause the substantial and material disruption or obstruction of any lawful mission, process or function of school. Neither shall he/she engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result.

**Use of Video Cameras (JGEC):** Cameras are used to monitor student activity in the elementary school, while riding in district vehicles and while in district facilities. Video footage provides records of student behavior; therefore, they are subject to current law for the release of student record information.

While this list is not intended to be all-inclusive, the following acts—when done for the purpose of causing a disruption or obstruction of any lawful mission, process or function of the school--- illustrate the kinds of offenses encompassed here:

1. Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room.
3. Setting fire to or damaging any school building or property.
4. Firing, displaying or threatening use of firearms, explosives or other weapons on the school premises for any unlawful purpose.
5. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus.
6. Preventing students from attending a class or school activity.
7. Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus.
8. Continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct classes.
9. Appearing in the nude on school grounds, during any school-sponsored activity, or during on-line education opportunities. Policies will be developed to implement the intent of the BOE.

### **6th Grade EAGLE Pride Behavior Plan (Conduct Card)**

Hugoton Intermediate School is utilizing a conduct card system as a behavior plan for Sixth grade. Students in 3rd-5th grades must follow the behavior plan created by the grade level teachers. Both models have been developed by protecting the needs of our students first. The EAGLE Pride Behavior Plan focuses on positive behavior and allows all 3rd-6th grade teachers to utilize their own classroom management.

The EAGLE Pride Behavior Plan gives teachers the opportunity to provide immediate feedback for students not following the behavioral expectations of the school. When a teacher signs a student's card, or the student has received a disciplinary action from a teacher the student has a verbal and visual reminder that the behaviors expressed were inappropriate. The card lets the students know where they stand in relation to consequences, providing a behavior changing phenomenon for students who might typically push the behavior envelope. The card places the responsibility of positive behavior on the shoulders of the student. Consequences are no longer subjective and students know the expectations for behavior up front.

The EAGLE Pride Behavior plan also allows the school to celebrate the positive behavior success of students. With opportunities for extended freedom, prizes, incentives, rewards and/or celebrations, students should find themselves motivated by the positive possibilities rather than the negative consequences. Students with four (4) or fewer marks per nine weeks, will be able to celebrate with the opportunities. Students who may have had a troubled past start with a clean slate by receiving a new card each nine weeks and have the same opportunities as any other student in the building.

### **Positive Behavior Expectations**

#### **E--Everyone Has Choices**

Includes, but not limited to: Use of Appropriate Language, Appropriate Use of Technology

#### **A--Always Do What's Right**

Includes, but not limited to: Be a Good Citizen, Demonstrate Good Manners, Exhibit Behaviors that Lead to Positive Leadership, Demonstrate Responsibility

#### **G--Giving Your Best Effort**

Includes, but not limited to: Coming to Class Prepared, Completing and Turning in Assignments, Never Giving Up, Staying on Task, Being on Time for Class

#### **L--Loyal and Honest**

Includes, but not limited to: Telling the Truth, Doing Your Own Work, Respecting and Leaving Others' Property Alone

#### **E--Everyone Has Value**

Includes, but not limited to: Respecting Every Individual, Standing Up for Others, Follow The Golden Rule, Respect Personal Space

### **Consequences for EAGLE Pride Behavior Plan:**

Each Intermediate School teacher will provide the plan and consequences to the students and parents at the beginning of the year or when new students move into the grade.

**Sixth Grade Staff/Administration will use the following consequences for cumulative offenses.** Note: When students are to serve an after school detention, parents will be contacted prior to the detention being served and permission for the student to stay beyond normal school hours must be given by the parent.

**1st Offense:** 10 min. detention after school (with teacher); Completed Student Reflection Page sent home attached to the Conduct Card; (Optional: Student and teacher may choose to call the parent.) Signed Conduct Card by the parent will be returned to school the following day.



**2nd Offense:** 15 min. detention after school (with teacher); Completed Student Reflection Page sent home attached to the Conduct Card; (Optional: Student and teacher may choose to call the parent.) Signed Conduct Card by the parent will be returned to school the following day.

**3rd Offense:** 20 min. detention after school (with teacher); Completed Student Reflection Page sent home attached to the Conduct Card; (Optional: Student and teacher may choose to call the parent.) Signed Conduct Card by the parent will be returned to school the following day.

**4th Offense:** 30 min. detention after school (with principal); Student and Principal call parent; Completed Student Reflection Page sent home attached to the Conduct Card; (Optional: Student and teacher may choose to call the parent.) Signed Conduct Card by the parent will be returned to school the following day.

**5th Offense:** 30 min. detention after school (with principal); Student and Principal call parent; Completed Student Reflection Page sent home attached to the Conduct Card; Signed Conduct Card by the parent will be returned to school the following day. Students will not participate in the 9-weeks Reward Party. On the day of the reward party, the student is expected to be in school to serve community service hours, work on assignments, and complete other assignments related to improving behavior/decisions such as watching appropriate videos and writing reflections. If the student is not in school on the day of expected attendance, the student will serve an additional hour of detention with the principal after school on the day that the student returns.

**6th Offense:** 30 min. detention after school (with principal); Student and Principal call parent; Completed Student Reflection Page sent home attached to the Conduct Card; Signed Conduct Card by the parent will be returned to school the following day; Student will not participate in the 9-weeks Reward Party. On the day of the reward party, the student is expected to be in school to serve community service hours, work on assignments, and complete other assignments related to improving behavior/decisions such as watching appropriate videos and writing reflections. If the student is not in school on the day of expected attendance, the student will serve an additional hour of detention with the principal after school on the day that the student returns; SAT Meeting with parents and student (mandatory attendance by both) to create a Behavior plan for the remainder of the year. Behavior interventions may include: check in/check out with counselor; community service; counseling meetings with school counselor; ISS; regular meetings with teachers, student & parents; rewarding positive progress; as well as other options to help improve student misbehavior.

**(Grades 3-6) Other Disciplinary Procedures:** Students who are suspected of being in violation of school rules or regulations may at any time be referred to the school principal. Following an investigation, consequences may be assigned according to the following. Other options for disciplinary/corrective action are:

**1. Teacher/Student Conference or Detention**

A teacher may detain a student:

- A. To make up for incomplete work.
- B. To receive personal help.
- C. To serve as a consequence for misconduct in the classroom.
- D. To talk to the student about appropriate behavior.

Detentions will be scheduled and monitored by the classroom teacher. Appropriate time shall be given to the student and parent in making arrangements to attend the detention. Failure to attend a scheduled detention will be considered disobedient behavior.

**2. Principal Referral/Conference:** When a student is referred to the principal for disciplinary action, a principal referral conference will be held. The discipline policy, procedure and infraction will be reviewed with the student at this time, as well as the assignment of any consequence. The student will be given the opportunity to tell his/her side of the incident prior to receiving a parent's signature on the conduct card.

**3. Probation:** A student may be placed on conditional enrollment for a period of time. Students may be allowed to remain in school under special provisions *as determined by the hearing officer*.

**4. Intervention Program:** Students involved in alcohol or drug related offenses will be referred to an Intervention Program where an individual will receive counseling.

**5. ISS (In-School Suspension):** The principal may assign students to ISS for one or more days for specified infractions. *No fast food lunches will be permitted.* Students assigned to ISS will not be permitted to leave campus and will not attend or participate in any co-curricular activities on that day. Assignments from teachers will be obtained and the student will be productively busy while in ISS. Each student who receives ISS detention will receive a minimum of three (3) mandatory counseling sessions with the Intermediate School Counselor within a three-week period following the suspension. Misbehavior in ISS will result in further disciplinary action, which may include suspension.

**6. OSS (Out-of-school Suspension) Short-term:** Following an administrative conference, a student may be suspended out-of-school (OSS) up to five (5) days, depending on the infraction. While on OSS the student is not allowed on campus or allowed to attend or participate in school activities. In the event a student has been assigned out-of-school suspension, a phone call will be attempted to contact the parent/guardian. In addition, the parent will be notified by letter, which details the reasons for the suspension. A parent conference with the principal may be required before re-admittance of the student to school. Upon returning to school, each student who receives OSS detention will receive a minimum of three (3) mandatory counseling sessions with the Intermediate School Counselor within a three-week period following the suspension.

**7. OSS (Out-of-School Suspension) Long-term:** Following an administrative conference, a student may be suspended out-of-school (OSS) up to 184 days, depending on the infraction. While on OSS the student is not allowed on campus or allowed to attend or participate in school activities. In the event a student has been assigned out-of-school suspension, a phone call will be attempted to contact the parent/guardian. In addition, the parent will be notified by letter, which details the reasons for the suspension. A parent conference with the principal may be required before re-admittance of the student to school. Upon returning to school, each student who receives OSS detention will receive a minimum of three (3) mandatory counseling sessions with the Intermediate School Counselor within a three-week period following the suspension.

**8. Legal/Law Enforcement Intervention:** Depending on the need, appropriate Legal Authorities and/or Law Enforcement may be notified for specific infractions that may be in violation of the criminal code. The school principal reserves the option to press charges.

**Due Process:** Any student who is involved in disciplinary action is entitled to due process.

- \* Student behavior in violation of school rules may be referred to the principal.
- \* A record of all referrals will be kept by the principal. The record will specify the violation and will be signed by the person initiating the referral. The student will be informed of the violation(s) and have an opportunity to respond in writing or orally.
- \* The principal will then waive or assign the appropriate consequence as established by the discipline policy.
- \* In the event that a student feels they have not been dealt with fairly or the proper process has not been followed, they may appeal the decision to the Superintendent. If an appeal is to be made, the student must inform the Superintendent within twenty (20) days of the assignment of the consequence (BOE policy JCE-R).

## **KANSAS STUDENT SUSPENSION AND EXPULSION LAW**

### **Article 89.-SUSPENSION AND EXPULSION OF PUPILS**

72-3901. Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil or student guilty of any of the following:

- a. Willful violation of any published regulation for student conduct adopted or approved by the board of education.
- b. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- c. Conduct which substantially impinges upon or invades the rights of others.
- d. Conduct which has resulted in conviction of the pupil or student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
- e. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

### **72-8902. Duration of suspension or expulsion; notice and hearing; reports of hearings:**

a. No suspension shall extend beyond the current school semester and no expulsion shall extend beyond the current school year. A suspension may be for a short term not exceeding five (5) school days, or for an extended term exceeding five (5) school days.

b. Except as authorized in subsection c. below, no suspension for a short term shall be imposed upon a pupil or student without giving such pupil or student notice of the charges against him or her and affording such pupil or student a hearing thereon. Such notice may be oral or written and such hearing may be held immediately thereafter. Such hearing may be conducted informally but shall include the following procedural due process

Requirements: 1. The right of the student or pupil to be present at the hearing, and 2. the rights of the student or pupil to be informed of the charges against him or her, and 3. the right of the student or pupil to be informed of the basis for the accusation, and 4. the right of the student or pupil to make statements in defense or mitigation of the charges or accusations.

c. A short term suspension may be imposed upon a pupil or student forthwith, and without affording such pupil or student or his or her parents or guardians, a hearing thereon if the presence of such pupil or student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. A written notice of any short-term suspension and the reason therefore shall be given to the pupil or student involved and to his or her parents or guardians within twenty-four (24) hours after such suspension has been imposed and in the event the pupil or student has not been afforded a hearing prior to any short term suspension, an informal hearing shall be provided as soon thereafter as practicable but in no event later than seventy-two (72) hours after such short term suspension has been imposed.

d. No suspension for an extended term and no expulsion shall be imposed upon a pupil or student until an opportunity for a formal hearing on such suspension or expulsion shall be afforded to such pupil or student. In all cases wherein a pupil or student might be suspended for an extended term or might be expelled, he or she shall first be suspended for a short-term. A written notice of any proposal to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the pupil or student proposed to be suspended or expelled and to his or her parents or guardians within seventy-two (72) hours after the pupil or student has had imposed a short term suspension. Any such notice of a proposal to suspend for an extended term or to expel shall state the time, date and place that the pupil or student will be afforded an opportunity for a formal hearing, and such date shall be not later than the last day of the

short-term suspension of such pupil or student. Such notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under

K.S.A. 72-8903. Upon the conclusion of any formal hearing which results in a suspension for an extended term or an expulsion, the person or committee which conducts such hearing shall make a written report of the findings and results of the hearing. Such report shall be directed to the board of education of the school district and shall be open to the inspection of the pupil or student who is suspended or expelled and if the pupil or student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the pupil or student has attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the pupil or student.

f. Whenever any such formal hearing results in suspension for an extended term or expulsion, the person or committee conducting such hearing may make a finding that return to classes by such student or pupil, pending any appeal or during the period allowed for notice of appeal, is not reasonably anticipated to cause continuing repeated material disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others, in which case such student or pupil may return to his or her regular classes until the period for filing a notice of appeal has expired with no such notice filed, or until the determination of any such appeal if a notice of appeal is filed. Whenever the person or committee conducting such a hearing fails to make the findings specified in this subsection, the report of the hearing shall provide that the suspension shall continue until appeal therefrom is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

g. Whenever any written notice is required under this act to be given to parents or guardians of any student or pupil, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the school records of such student or pupil. In lieu of mailing such written notice, the same may be personally delivered.

72-8903. Procedural due process requirements; counsel defined. The formal hearing provided for in K.S.A. 72-8902 shall be conducted in accordance with regulations relating thereto adopted by the board of education. Such regulations shall afford procedural due process, including, but not limited to, the following:

- a. The right of the student or pupil to have counsel of his or her own choice present and to receive the advice of such counsel or other person whom he or she may select.
- b. The right of the parents or guardians of the student or pupil to be present at the hearing.
- c. The right of the student or pupil and his or her counsel or advisor to hear or read a full report of testimony of witnesses against him or her.
- d. The right of the student or pupil and his or her counsel to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
- e. The right of the student or pupil to present his or her own witnesses in person or their testimony by affidavit.
- f. The right of the student or pupil to have an orderly hearing.
- g. The right of the student or pupil to a fair and impartial decision based on substantial evidence.

For the purposes of this act and the act of which this section is a mandatory counsel means any person a student or pupil selects to represent and advise him or her at all proceedings conducted pursuant to the provisions of article 89 of chapter 72 of the Kansas Statutes Annotated.

72-8904. Appeal to the board of education; procedure; record.

a. Written notice of the result of any hearing resulting in a long-term suspension or an expulsion shall be given to the pupil or student suspended or expelled and to his parents or guardians within twenty-four (24) hours after determination thereof. Any pupil or student who has been suspended for an extended term or expelled, or one of his parents or guardians, may appeal such suspension or expulsion to the board of education of the school district by filing a written notice of appeal with the clerk of the board of education not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the board of education, or by a hearing officer appointed by such board, not later than twenty (20) calendar days after such notice of appeal is filed. The pupil or student and his parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules which are consistent with K.S.A. 72-8903. In all expulsion or extended term suspension cases, there shall be made a record of the appeal hearing by mechanical or electronic recording or by an official court reporter, and the costs thereof shall be paid by the school district. The board of education shall render its decision on any such appeal not later than five (5) days after conclusion of the appeal hearing.

b. For the purpose of hearing any appeal under this section, the board of education may appoint one or more hearing officers. Any such hearing officer shall be a member of the board of education or a certified employee of the school district. Any such appointment shall apply to a particular hearing or to a set or class of hearing as specified by the board of education in making such appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, he shall, after the same, prepare a written report thereon to the board of education. After receiving any such report the board of education shall determine the appeal with or without additional hearing. Any appeal determined by the board of education in accordance with this subsection b. shall be valid to the same extent as if the matter were fully heard by the board of education without a hearing officer.

72-8905. Non-application of compulsory attendance law. The provisions of K.S.A. 72-111 shall not apply to any pupil while

subject to suspension or expulsion pursuant to the provisions of this act.

72-8906. Powers and duties of persons conducting hearings; principal witness defined. Any person, hearing officer or any member of a committee or the board of education holding a hearing under article 89 of chapter 72 of the Kansas Statutes Annotated may, and upon the request of any student or pupil for whom any such hearing is held or his or her parent or counsel shall, petition the administrative judge of the judicial district in which the school district is located requesting that the clerk of the district court be authorized to issue subpoenas for the attendance and testimony of the

principal witness or witnesses and the production of books, records, reports, papers and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245. For the purposes of this section principal witness means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

## **GANG ACTIVITY POLICY**

### **General Information**

Gang activity of any kind will not be tolerated within Hugoton Elementary School. The purpose of this policy is to provide for the safety of all students and staff and to maintain effective security within the school buildings and at all school events. A “gang” shall be defined for this policy as any group of two or more persons whose purpose include threats of violence or intimidation, acts of violence, and/or the commission of illegal acts. Hugoton Elementary School may prohibit the wearing of apparel, jewelry, accessories, manner of grooming, or behavior which implies membership or affiliation with a gang. If the student’s behavior, dress or other attribute is in violation of these provisions, the principal or any school personnel shall request the student to make the appropriate correction. If a student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary, as defined by Board Policy and Kansas Law.

The type of dress, apparel, accessories, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student shall not:

1. lead school officials to reasonably believe that the behavior, apparel, accessories, activities, acts, speech, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/ or educational objectives;
2. present a physical safety hazard to self, student, staff, and other employees;
3. create an atmosphere in which a student, staff, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gesture, threat of violence, initiation, and hazing; or
4. imply gang membership or affiliation by written communication, marks, drawing, painting design or emblem upon any school building, any personal property or on one’s person.

Gang activities which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupts the school environment are prohibited. The use of hand signals or graffiti which indicates or implies membership or affiliation with such a group is prohibited.

**Dress Guidelines Related to Hugoton Elementary Gang Policy:** The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with gangs, are prohibited.

## **BULLYING POLICY**

Bullying is defined as any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student

or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

Bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 210 will not tolerate these actions by students or staff. Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. The Hugoton School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. Specific acts of bullying may include but are not limited to name calling, teasing, physical abuse (e.g., hitting, pushing, pinching, or kicking), threats, taking of personal possessions, cyber bullying (see reference below), phone messages, forcing others to hand over money, forcing others to do things against one's will, ignoring or leaving others out, attacking others in any way.

**Cyber bullying** occurs when any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites, and on-line learning. School districts also have the legal right to intervene in cyberbullying incidents initiated off-campus, when demonstrated the incident resulted in a substantial disruption of the educational environment. This policy applies to both staff and students. Along with locker searches, students have a limited expectation of privacy of the district's internet system, files and records. This policy will apply, including but not limited to, the following circumstances:

- inappropriate use of iPad- examples not limited to: searching internet links, taking pictures/video, sending offensive information/pictures to others via email, airdrop, etc.)
- while in any school building or on any school premises before, during or after school hours;
- while on any bus or other vehicle as part of any school activity;

- while waiting at any bus stop; during any school function, extracurricular activity or other activity or event;
- when subject to the authority of school personnel; and any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

Active or passive support for bullying is prohibited. All school employees are required to report and act upon alleged acts of bullying promptly. Students are encouraged to walk away from observed acts of bullying, constructively attempt to stop them, or report them to the designated authority.

#### Procedures for Reporting an Act of Bullying:

At the school, the Principal, or designee thereof, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Principal or the principal's designee. Since some acts of bullying may be bias-related acts and potentially hate or bias crimes, school officials must report to law enforcement officials either serious acts or a pattern of acts. The initial report can be oral, but the formal report shall be written and include the written statement of the target individual(s) and the alleged perpetrator(s), and the time, location, and context of the incident including the names and statements of witnesses and/or those involved. Patterns of bullying, if they exist, should be included in the report.

All members of the school community, including students, parents, volunteers, and visitors, are encouraged to officially report, orally, in writing, or anonymously, any act which may be a violation of this policy to the Principal or Principal's designee. All reasonable efforts shall be made to authenticate anonymous reports, but formal disciplinary action requires more than an anonymous report.

#### School Response to Acts of Bullying:

Some acts of bullying may be isolated incidents requiring only the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of bullying and require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of bullying range from positive behavioral interventions up to and including suspension or expulsion and will increase accordingly with each repeat occurrence.

It is the priority of staff at Hugoton Intermediate School to stop students from bullying others and to teach students to not be a bystander but instead, teach students how to be "upstanders". According to [www.stopbullying.gov](http://www.stopbullying.gov), an "upstander" is someone who takes action when they witness bullying. Even one person's support can make a big difference for someone who is being bullied. When youth who are bullied are defended and supported by their peers, they are less anxious and depressed than those who are not. For more information regarding bullying, please visit the website listed above and communicate with the HES staff and administration regarding how to stop bullying.

The following chart of infractions and consequences is to be used as a guideline and may be altered depending on the unique situation of the student or circumstance.

INFRACTIONS			Teacher Intervention	Admin / Parent Conference	Community Service	After-School Detention (ASD)	I-S-S		O-S-S Short-term	O-S-S Long-term	Expulsion	Legal / Law Enforcement Intervention
							1 Day	2 Days				
1. DEFIANCE	A	of responsibility	1	2		1,2	3					
	B	of assigned detention	1	2		1	2					
	C	of authority					1	2	3			
	D	verbal				1	(1)	2(2)				
	E	symbolic					1	2	3			
	F	of authority with physical assault							5 days with recommendation for Long-term Susp or Expulsion			
2. CHEATING		cheating, plagiarism				1	(1)2	(2)				
3. FORGERY	A	notes/excuses					1	2				
	B	school documents							5 days with recommendation for Long-term Susp or Expulsion			
4. LYING		Lying, Concealing Information	1	1		2	3					
5. CONTRABAND		Contraband	1	(1)			2	3				
6. PUBLIC DISPLAY OF AFFECTION				1			2	3				
7. DRESS CODE VIOLATIONS			Change of clothes +			1	2	3				
8. INAPPROPRIATE LANGUAGE	A	Profanity	1	(1)		(1)2	(2)3	(3)				
	B	Arguing	1	(1)		2	(2)	3				
	C	Arguing w/ limited physical contact					1		2			
	D	Provocation w/ physical contact	1: 3 Days ISS; 2: 3 days OSS;									1, 2
9. WEAPONS	A	Possession						1*	2* (2 days)			
	B	Use of	5 days OSS w with recommendation for Long-term Susp or Expulsion PLUS Law enforcement intervention									
10. FIREARMS / EXPLOSIVE DEVICES		Possession or use of	5 days OSS w with recommendation for Long-term Susp or Expulsion PLUS Law enforcement intervention									
11. FIGHTING		Inclusive behaviors					1		(1) 2	(2)	3	2+
12. EXTORTION							1	2				
13. VANDALISM	A	Defacing or damaging					1*		2* (2 days)			1,2
	B	Destruction						1*	2* (5 days)			1,2
	C	Theft						1	2			1, 2
14. EDUCATIONAL DISRUPTION			5 days OSS w with recommendation for Long-term Susp or Expulsion PLUS Law enforcement intervention									
15. TARDY / TRUANCY	A	Tardies		1	2	3, 4			5+			
	B	Excessive Absences		1			2	3				4
	C	Truancy					1	2				2+
16. MISCHIEVOUS BEHAVIOR		Inclusive behaviors	1	2		1(2)	2 (3)					
17. TOBACCO		Possession / Use					1		2+			2+
18. Physical, verbal and electronic harassment -		bullying, teasing, threats, creation of a hostile environment, unnecessary touching					1	2	3+			
19. GUM, CANDY, 'SEEDS' ETC		Inclusive behaviors	1	2+	2+		3+					
20. ALCOHOL, INHALANTS, DRUGS, PARAPHERNALIA		Inclusive behaviors	See DEFINITION OF INFRACTIONS									
21. INAPPROPRIATE COMPUTER USE		Inclusive behaviors	1X= 5 days privilege suspension + 1 day ISS; 2X= 10 days privilege suspension + 1 day ISS; 3X= privilege suspension remainder of year + OSS									
22. CONTRABAND ITEMS			Immediate confiscation with consequence to be determined									

#20: 1X= 5 days OSS +Susp from all school activities + referral to proper legal authorities; 2X= 5 days OSS with recommendation for Long-term Susp + of not less than one semester or four months + referral to proper legal authorities.



## **Technology / iPad Policy**

### **2023-2024 USD 210 Technology Acceptable Use Agreement**

The use of technology helps foster leadership, communication, achievement, collaboration, problem solving skills, responsibility and ethical decision-making skills. Technology also will prepare our students for higher education and the world of work in the 21st century.

All students and parents/guardians must sign the USD 210 Technology Acceptable Use Agreement. Failure to do so will result in that student not receiving an iPad. Principals retain the right to administer the use of all iPads. If a student is not responsible with the technology they are given, the technology will be taken away for a period deemed appropriate by the administration. Alternative usage plans may also be established by administration.

Each student will pay a nonrefundable technology fee each year for the use of an iPad and a protective case with keyboard. iPads are not to be left unattended. Store your technology safely in a locker/backpack when not in use. Follow the iPad care guidelines. The use of private iPads and laptops will not be permissible on the school campus to protect the students and staff regarding cyber security risks, web filtering and to promote Apple classroom device collaboration between teachers and students using school supplied Apple technology.

Students shall have no expectations of privacy when using district e-mail or network systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages.

Any e-mail, iPad application, information in district computers, or network system is subject to monitoring by the staff and/or the administration. The school retains the right to duplicate any information created by students in a network system or on any individual computer/iPad. Students who violate school policy or classroom rules relating to technology use are subject to disciplinary action as directed by the building principal.

Students violating policies pertaining to the standards of conduct regarding internet and technology use will be subject to the following:

1. Restriction or loss of network/internet access for an undisclosed period of time deemed appropriate by the administration; and/or
2. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state and federal laws; and/or
3. Restitution for the cost of damages to hardware/software.
4. Loss of iPad privileges.

Inappropriate use of the internet/network will include, but not be limited to the following:

1. Accessing, uploading, downloading or distributing pornographic, obscene, or sexually explicit material of any kind.
2. Transmitting obscene, abusive, sexually explicit or threatening language.
3. Accessing another individuals' materials, information, or files without previously being given permission.
4. Using or attempting to discover another's password.
5. Violating copyright or using the intellectual property of another individual or organization without their permission.
6. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks. Also including the destruction or attempt to destroy the data of another user by creating, uploading, or intentionally introducing viruses into the network/internet.
7. Intentionally wasting limited resource and storage space for example excessive videos or pictures.
8. Harassing, insulting, or attacking others through the use of technology.
9. Using, disclosing, or disseminating personal information online, such as full name, home address, phone number etc., except with the approval of certified staff or the administration.
10. Using email lists from the district, network or server to gain personal information about other individuals.
11. Gaining unauthorized access to resources or entities.
12. Invading the privacy of others.
13. Improperly altering the set-up of computers as determined by administration.
14. Seeking to gain or gaining unauthorized access to the network, software, Internet

or computer devices.

15. Failure to follow district policy, building policies and guidelines, or any other policies established by the board of education, building administration, or certified staff designed to prevent computer, Internet or network usage.

16. Any issue the administration deems as inappropriate use.

### **iPad Care:**

#### **Don'ts**

1. Do not remove your iPad from the protective case.
2. Do not write or carve on the iPad or case/keyboard, it is school property.
3. Do not put any stickers on the inside/outside case.
4. Do not put excessive weight on the iPad.
5. Do not leave your backpack where it can be stepped on, this can cause screen cracks and damage.
6. Do not store your iPad on the outer sides or outside pockets of your backpack.
7. Do not put/store food or liquids close to the iPad.
8. Do not put/store sharp objects near the iPad screen.

#### **Do's**

##### **1. Report Damage Immediately for Apple Care+ purposes**

Elementary students will report damages immediately to their teachers.

Elementary school teachers will create a support ticket on the student's behalf by emailing **support@usd210.org**. Please include the students name, serial number of the iPad and short description of how the damage occurred in the body of the email.

Middle and High school's students will immediately report damages by sending an email to **support@usd210.org** and cc: their seminar teacher. Please include the iPad serial number and short description of how the damage occurred in the body of the email. If students are unable to use their email they need to report to the HS IT Office.

The Director of IT will contact the student/teacher to facilitate the repair/replacement process.

2. Participate in the iPad care seminar/homeroom lessons.
3. Keep the iPad out of extreme hot or cold temperatures.
4. Carry the iPad with two hands.
5. For iPads with the blue Logitech cases always fold the keyboard into the closed position using the magnetic latch to secure the keyboard over the

screen when you are done using the iPad.

6. Always secure the iPad in a safe location when not in use. Good choices to consider are in the classroom charging cart or in the middle of your backpack between books.

7. Elementary school students ensure your iPad is placed in the classroom charging cart and on charge before leaving the building for the day.

8. Middle and High school students ensure that your iPad is charged to at least 70% and bring your brick and power cord to school every day.

## **SECURITY**

Internet filtering is provided for the Mac laptops and iPads, on and off campus. Internet filtering blocks a large percentage of inappropriate content, but filtering is not perfect and may at times fail to block inappropriate content. **It is the parent's responsibility to supervise student technology usage while not on the school campuses.** Our district has an App called ScreenGuide to assist parents with supervision of school technology at home. Parents will have usage control from 3:30 pm to 7:30 am on school days and all weekends. Please, contact the Director of IT or school principal to get more information about using the ScreenGuide app.

## **ACCIDENTAL DAMAGES Covered by Apple Care+**

Device insurance coverage includes:

- Accidental damage includes drops/cracked screens/liquid spills.
- Liquid Submersion
- Power Surge Due to Lightning

Students or staff who have damage or need to begin an insurance claim, first need to visit with the Director of IT. The student will then be instructed on what needs to happen next.

Each iPad is covered for up to two (2) accidental damage incidents by Apple Care+.

There will be no accidental damage fee assessed to the student or staff for these two incidents covered by AppleCare+.

Beginning with a 3rd damaged incident claim, accidental damage fees will be charged to the student or staff.

STUDENT or STAFF ACCIDENTAL DAMAGE FEES (beginning with 3rd incident claim):

### **iPad:**

- Cracked glass - \$50

- Damaged lcd screen or digitizer or missing glass - \$100
- iPad case/keyboard: \$100

Payment arrangements are to be made in the school office. A replacement unit will not be issued to a student until payment arrangements are made and proof of such payment, in the form of a receipt issued by the school office, is presented to the IT office.

### **THEFT/FIRE**

Theft and fire loss requires the student to file a formal report at the appropriate office (police or fire department) and bring a copy of that report to the IT office. The student will be charged a total of \$100 deductible fee for all theft or fire loss claims.

### **LOSS**

Intentional damage, lost laptops/iPads, and lost power supplies are not covered by Apple Care+ insurance and are the responsibility of the student/parent. LOSS is not covered by insurance.

Lost or intentionally destroyed devices will result in the student being charged for the full cost of a replacement device and case/keyboard, which is \$400.

Yearly School Enrollment Technology Fees:

Technology fees due, per student, at enrollment:

High School and Middle school = \$20.

Elementary = \$10

Accessory Replacement Fees:

Replacement costs if lost or damaged:

Power adaptor: Brick = \$10, Cable = \$5

iPad case/keyboard = \$100

District provided iPad Information

Model: iPad 9 th generation

Replacement Cost: iPad and Case for Grades K - 12 = \$400

### **iPAD CHECKOUT:**

1. Pay the appropriate district school enrollment technology fee.
2. Sign acceptable use agreement during the enrollment process.
3. Report to the IT office with a receipt or voucher given to you by your office.

### **SUMMER USE:**

All student designated devices will be turned in before school dismisses for the summer to allow for yearly cleanup and damage checks according to Apple Care+ guidelines.

Should a student need a device to complete college coursework or summer classes, arrangements will be made to allow summer check outs. Arrangements will be made through the Director of IT and/or IT department.

- I have read the USD 210 Technology Acceptable Use Agreement.
- I agree to follow the USD 210 policies governing the use and care of technology.
- I understand that I am responsible for any theft, loss, or damage that is not covered by Apple Care+.
- I understand that I am responsible for accidental damages beginning with the 3rd claim.
- I understand that I must return the laptop in good condition, or I am responsible for replacement costs.

---

Student Signature (or Parent signature if elementary student) Date