

# **RCGS**

# **Student Handbook**



## **2023 - 2024**

**RILEY COUNTY UNIFIED SCHOOL DISTRICT 378**

**Riley, Kansas**

DISTRICT MOTTO

*“All our Children Learning”*

USD 378 MISSION STATEMENT

The mission of USD 378, Riley County, is to put into action our district’s motto, ‘All our children learning.’ The Riley County schools are a place where students will be empowered to learn and will graduate as responsible citizens with skills in creative thinking, decision making, communication, self-discipline, and cooperation

*At Riley County  
Grade School  
we are...*



**S**AFE  
**O**RGANIZED  
**A**CCOUNTABLE  
**R**ESPECTFUL

*Falcons SOAR!*



*Riley County Falcons*

*USD 378*

*Mid-East League*

*School Colors: Columbia Blue & White*



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

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

JRB

**RECORDS**

JRB

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask USD 378 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

## **ADMINISTRATION**

Cliff Williams, Superintendent  
Jared Larson, Principal  
Ben Gordon, Assistant Principal/ 7-8 Athletic Director

## **BOARD OF EDUCATION**

Samantha Brown ..... President  
Nathan Mead.....Vice-President  
Julie Thiele..... Member  
Jeff Hancock.....Member  
Justin Ricketts.....Member  
Chris White..... Member  
James Greer.....Member

## **FACULTY**

Riley County Childcare Center Willmeth Kindergarten	Michelle Richling	Art	Megan
	Whitney Easterberg	Band 5/6/7/8	Erin Lloyd
	Katie Lingg		
First Grade	Jacqueline Loewen	Counselor	Alissa Duncan
	Morgan Keller	Gifted Facilitator	Mary Mellon
Joonas	Tracie Hudson	Interrelated Learning Lab	Jenny
	Katie Wendland	Interrelated Learning Lab	Katy Hanson
Second Grade	Traci Johnson	Interrelated Learning Lab	Rebecca
Meador			
	Kim Roetto	ELA - 7	Heather Fink
	Cindy Shaver	ELA - 8	Darnell Vargo
Third Grade	Sue Garver	Mathematics - 7	Lori Titgemeyer
	Kelsey Nelson	Mathematics - 8	Lindsey Kelley
	Cara Rignell	Physical Education - 7/8	David Taphorn
Fourth Grade	Kelly Allen	Physical Education - K/1/2/3/4/5/6	Curtis Gutsch
	Mark Fritzson	Psychologist	
	Jennifer Kulp	Title 1	Linzi Eyestone
Fifth Grade	Stacy Ince	Science 7/8	Brittney England
	Kylie Miller	Social Studies 7/8	Conner Maynard
	Donica Nelson	Speech Pathologist	
Sixth Grade	Eric Farwell	Title I	Jeni VanSickle
	Alicia Klucas	Vocal Music	Jessica Kern
	Hannah Downing		

## **STAFF**

Cheer Coach	Amber Anderson	Nurse	Christi Kinsley
Food Service Director	Grace Brown	Secretary	Dana Hebert
Library Aide	Carey Zeak	Secretary Assistant	Erica Schardein
Maintenance Director	Travis Schardein	Aide - Primary/RCCC	Tina Mensch
Network Administrator	Dustin Webber	Aide - RCCC	Heather Wernholm

## RILEY COUNTY UNIFIED SCHOOL DISTRICT

## 2023-24 SCHOOL CALENDAR (Adopted)

Approved by BOE December 12, 2022 (subject to negotiations)

&lt; k=Kids in Class, s=Count for State, c=Contract with Teachers &gt;

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

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

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

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

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

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

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

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

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

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

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

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

Classes Begin August 17

Classes End May 23

## Instructional Grading Period [Class in Session]

1st Quarter	August 17- October 19	43 days
2nd Quarter	October 23 - December 22	41.5 days
3rd Quarter	January 4 - March 7	43 days
4th Quarter	March 18 - May 24	46.5 days

August 14, 2023 - Falls Sports Practice begins

November 5, 2023- Standard Time (Fall back)

March 10, 2024 -Standard Time (Spring forward)

March 11-15, 2024 Spring Break

March 29, 2024- Good Friday (No School)

April 15, 2024- Snow Make up Day

May 22, 2024 8th Grade students promotion (7pm)

May 18, 2024 High School Graduation (1 pm) Seniors students last day will be May 17, 2024

## LEGEND

XX	Enrollment
XX	Holiday - No Classes
XX	Make Up Snow Day - No Classes??
XX	Inservice Day - No Classes
XX	Flex Inservice Day- No Classes
XX	Parent-Teacher Comp Day - No Classes
XX	Class in Session
XX	Early Release 12 pm + Half day Inservice
GS PTC 4-8 pm Sep 27&28; Feb 14&15	
HS PTC 4-8 pm Sep 27&28; Feb 14&15	
GS School Day- 8:00 am - 3:17 pm	
HS School Day- 8:05 am - 3:22 pm	

**GRADE SCHOOL  
(PRE -KINDERGARTEN – GRADE 6)**

**MIDDLE SCHOOL  
(GRADES 7-8)**

**SCHOOL HOURS**

**KINDERGARTEN THROUGH EIGHT  
MONDAY THROUGH FRIDAY  
8:00 a.m. – 3:17 p.m.**

**RILEY COUNTY CHILD CARE CENTER  
MONDAY THROUGH FRIDAY  
7:00 a.m. to 6:00 p.m.**

***Students arriving after 8:00 a.m. must sign in through the office.***

**Please call to report absences before 9:30 a.m. at 785-485-4010**

**Please refer all questions to 785-485-4010; or email: [jlarrison@usd378.org](mailto:jlarrison@usd378.org)**



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# RILEY COUNTY GRADE SCHOOL

## POLICIES AND INFORMATION

### ADMISSION TO SCHOOL

**An instructional fee for all K-8 students of \$40.00 will be payable upon enrollment. If your family meets certain requirements this fee may be waived. A signed waiver form must be on file. Please inquire in the building office at enrollment for the required guidelines.**

According to Board Policy JBC, all students enrolling in the district for the first time shall provide required proof of identity. **The parent of any student who fails to comply with the health assessment requirement shall be given written notice at frequent intervals of the student's failure to comply. If the student has failed to comply within ninety (90) calendar days after entry as required by Kansas law, the parent shall be notified in writing that the student will be excluded from school until the health assessment has been completed. Upon request, the parent/guardian may be given the opportunity for a hearing on the matter.** Students enrolling in any district program or grade shall provide a certified copy of their birth certificate. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. Other documentation which the Board of Education determines to be satisfactory may be provided. Kindergarten children must be five (5) on or before August 31<sup>st</sup> of the school year in which they enroll. First grade students must be six (6) on or before August 31<sup>st</sup> of the school year in which they enroll. Proof of immunizations must be presented before any child enrolling at RCGS may enter school. All students under nine years of age enrolling in a Kansas school for the first time must have a Child Health Assessment completed by a physician or the health department. Upon request, the district discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

### ARRIVAL TIME

**KINDERGARTEN THROUGH EIGHTH GRADE STUDENTS ARE NOT TO BE AT SCHOOL BEFORE 7:40 A.M.** In case your child must come earlier, special arrangements must be made with a teacher or the principal. If you bring your child in a car due to the cold or rainy weather, please do not come before the arrival time. **All children are to be dropped off and picked up in front of the building or the south parking lot. Breakfast will be served beginning at 7:40 a.m. until 8:05 a.m. The bell will ring at 7:55 a.m. Classes begin at 8:00 a.m. Students eating breakfast will receive an unexcused tardy if not in class by 8:10 a.m.**

### DISMISSAL TIME

Dismissal time is staggered for safety reasons; kindergarten is dismissed at 3:10; all bus riders walkers are dismissed at 3:17 p.m. and are expected to clear the building immediately after dismissal. Buses depart at 3:25 p.m. and outside supervision ends at this time. All children should be off the school grounds by 3:30 p.m. unless other arrangements have been made. For safety purposes, students dismissed early need to be picked up in the office and signed out by a parent, guardian, or designated

representative and will remain in the classroom until the parent/guardian arrives. When it becomes necessary to detain a pupil after school, the parent will be notified. Occasions such as these may result when there is a need to complete school work or as a form of discipline. If the detained student is a walker, a parent/guardian will be contacted upon his/her departure.

### **ATTENDANCE, ABSENCES, AND EXCUSES**

The following procedures shall be used in determining truancy in USD 378:

- A. All absences are unexcused until the parent/guardian has contacted the office. Absences may be reported by 9:30 a.m. via phone, phone message or email to the office. Parents will be contacted by phone through our automated School Messenger system if they have not notified the office by 9:30 a.m. Parents have 24 hours to excuse the absence.
- B. For official attendance purposes, students arriving after 10:00 a.m. are counted absent one-half day. Students will be counted absent one-half day if they leave school for the day prior to 2:00 p.m. with a parent/guardian. A student is counted absent if he or she is in the nurse's office for more than two (2) hours.
- C. A student arriving after the 8:00 a.m. tardy bell and before 10:00 a.m. is counted tardy. All students are required to sign in at the office upon arriving after the 8:00 bell. Tardies may be excused for valid reasons with a parent call or note, a teacher note, or a doctor at the discretion of the principal. Upon the fourth (4<sup>th</sup>) unexcused tardy and for each unexcused tardy thereafter per quarter, consequences will be issued. For students in kindergarten through sixth grade, it may be the loss of one recess period or lunchtime detention and for middle school students, it may be a lunchtime detention that does not count against Falcon Day. Parents have 24 hours to excuse a tardy.
- D. Truancy is reported to the Department of Children and Families for students 13 years of age and younger. The County Attorney is contacted regarding truancy for students over 13 years of age. Truancy is defined as:
  - a. three (3) consecutive unexcused absences,
  - b. any five (5) unexcused absences in a semester,
  - c. or seven (7) unexcused absences in a school year, whichever comes first.
- E. A valid excused absence is parental consent for absence from school for the following reasons (Policy JBD):
  - a. Illness.
  - b. Funeral.
  - c. Medical, eye, and dental appointments; students must provide a professional note.
  - d. Attendance at a school sponsored activity and/or related subject.
  - e. Personal emergencies.
  - f. Religious observance of a student's own faith.
  - g. Absence pre-arranged by guardian and approved by the principal
  - h. Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
  - i. Other reasons, which in the judgment of the principal are reasonable and necessary.
- F. A written excuse from a doctor is required upon the fourth (4<sup>th</sup>) consecutive day absent. The principal in consultation with the school nurse will determine exceptions.
- G. After the first quarter, upon missing 10% of the school year, a written excuse from a doctor is required for all subsequent absences. Chronic absence is one of nine at-risk behaviors schools report to the state.

- H. A written excuse from a doctor is required to remain in the building during recess and to be excused from any physical activities that are part of the school curriculum, for more than three (3) days.
- I. It is the responsibility of the student to obtain make-up work following an absence.

## **ACTIVITIES & PERFORMANCES**

**Attendance:** In order to participate in any school activity or performance, a student must attend school at least three and one half hours of the current school day. If the event is an all-day activity or on Saturday, a student must attend at least three and one half hours the previous school day. In cases of unusual circumstances, the principal may determine whether a student will participate. No student is allowed to participate in extracurricular activities during the twenty-four hour period when assigned suspension (in-school or out of school).

### **(Grades 7-8)**

**Activities Eligibility Rule:** For participation in activities sponsored by the Kansas State High School Activities Association including athletics, pep club, spirit squad, student council, and solo music competition; a student must be academically eligible. Academic eligibility is computed on a weekly basis; grades will not be reported for eligibility the first and last week of each quarter. Any student with cumulative weekly grades resulting in four (4) "D's" or (1) "F" is either academically on probation or academically ineligible. Eligibility is for the period from Monday to Sunday of the following week.

A student is granted only one week of academic probation per quarter and may practice and participate in a Kansas State High School Activities Association activity. An academically ineligible student is allowed to practice; however, not participate in competitive activity or ride the activity bus. Parents may call school (485-4010) after 4:00 p.m. on Friday for information regarding student eligibility.

**Activity Bus:** Special buses are provided to transport students to activities. This is a privilege granted to those who do not abuse it. The following guidelines must be followed:

1. A student must be academically eligible to travel on an activity bus to an away event.
2. All school district bus rules are in effect.
3. A chaperon must be on each bus.
4. The bus departs from school at the scheduled time. It does not wait.
5. Only USD #378 students are permitted to ride the bus.
6. Activity buses pick up and deliver students at a single designated location within the district. The location is at the school which is sponsoring the activity.
7. No student who has ridden an activity bus is allowed to return home by another means, except when the parents contact the sponsor in person and sign a release form at the event.
8. Food and drink rules may apply on activity buses.
9. A cell phone will be available for student use to contact parents of approximate return time.

**Dances:** Only currently enrolled seventh and eighth grade Riley County students are allowed to attend school sponsored dances. Students from other schools, even with chaperons, are not allowed. Parents are welcome to attend all school and social functions. Once students arrive, they must remain in the designated dance area. Parents will be informed if a student leaves early.

Wearing apparel stipulations apply to dances. No dance is held unless at least three adult sponsors (two must be certified staff) agree to attend.

### **TEXTBOOKS AND WORKBOOKS**

According to Board of Education Policy JS, USD 378 is authorized to collect fees or seek restitution for any school property lost, damaged, or destroyed by a student. Textbooks and workbooks will be provided free of charge. Lost or ruined textbooks and workbooks will be replaced and the student will be charged the full replacement cost. Students will be fined for damaged textbooks based on depreciated value in relationship to the district's textbook adoption cycle. Fine for damaged books will be determined by using the following formula: full price of book divided by five (number of years book will be used) and multiply by number of years book still needs to be used.

### **LOCKERS** **(Grades 7 – 8)**

Lockers are the property of USD 378 and students shall have no expectation of privacy when using the locker. Middle school students should not give out their locker combination to others. Hall and PE lockers should be locked at ALL times. Book bags are to be kept in lockers during the school day and not taken to classrooms. School approved decorations only are permitted to be displayed on lockers. Do not write on lockers with any type of markers or substance. Students should NOT leave money and other valuables in their lockers, in locker rooms, or elsewhere about the building. Items of value may be checked into the office for safe keeping during school hours.

Each student is assigned a hall locker and PE locker at enrollment and will be issued two padlocks the first day of school; these are required at all times. USD 378 is not responsible for items placed in the lockers. If a student should lose a padlock, a new one can be issued at a fee of \$5.00. The office must be provided with a key or combination to a personal lock. If a key is not provided, and it becomes necessary the lock will be cut. The faculty and staff reserve the right to inspect any locker with the approval of the administration.

Any item that is claimed by more than one student will remain in the possession of the administration until a resolution is resolved.

### **HEALTH**

The following are a few of the general school health policies of interest to students and parents:

1. Each student is required to have a notarized Emergency Medical Permit Form on file. This form must be signed each school year. A copy of this form is included at the back of this handbook, at school, and is also available for download on the district website.
2. Students who have special dietary needs must have a doctor's order before dietary modifications can be made. Specific forms can be picked up in the nurse's office or on the district website.
3. No ill student will be sent home until a parent/guardian or designated person is contacted. It is imperative that current phone numbers are provided as well as a relative or neighbor when the parent/guardian cannot be reached.

4. Students who exhibit symptoms of illness should not be sent to school. School personnel reserve the right to decide whether or not a child should remain in school. If your child is coughing excessively, has a fever, headache, vomiting or diarrhea, please do not send the child to school.
5. If the student has been absent from school due to a contagious disease, refer to **COMMUNICABLE DISEASES/EXCLUSION FROM SCHOOL**. Additional illness guidelines based on state recommendations are available for download on the district website or at school.
6. Students with a fever of 100 degrees or higher should remain at home for 24 hours after the temperature returns to normal without the use of medication.
7. Students who vomit or have diarrhea at school will be sent home. Students who vomit or have diarrhea at home or school should not return to school within a 24 hour period from the last episode of illness.
8. Additional health information is available on the website.

**MEDICATION AT SCHOOL**: According to Board Policy JGFGB, USD 378 will assist in administering medication to a student during the school day. Before medication is given by school personnel, the following procedures must be followed:

1. All **Prescription Medication** must have a written order from a medical person licensed to prescribe medication on file. The order, preferably written on the school's "*Permission to Administer Medication*" form, must include the student's name, date, medication name, dosage, directions for administration, anticipated number of days to be administered and side effects. A parent/guardian must also sign this form. If the medication is to be given for 2 weeks or less, the original properly labeled container may be substituted for the medical prescriber's written order, however, parent/guardian must still provide written permission. (Example: antibiotic, eye-drops, etc.)
2. **Self-Administered Medications** are limited to: **Inhalers** for Asthma, **Epi-pens** for Anaphylactic/Allergic reactions and/or **Insulin** for Diabetes. This does NOT include prescription or over-the-counter medications. A signed permission form by a medical person licensed to prescribe medications, a parent/guardian AND the student must be on file.  
**Note: This includes all inhalers kept on hand for sports or PE activities, coach's bags, etc.**
3. For **Occasional Medication Needs**, A LIMITED SUPPLY of over-the-counter medication is available for students. Written parental permission is required. This includes: Acetaminophen, Ibuprofen, Cough drops, Antibiotic ointment, Antacid tablets, and Anti-itch lotion/cream. The School Nurse will evaluate the student's needs and will notify parents when medication is needed. Acetaminophen and Ibuprofen will be limited to 3 doses per month. An increased usage will require parents to send the student's own supply along with additional written permission and specific directions. See Item #4.
4. For any **Over-the-Counter Medications** not previously mentioned (eye drops, nasal spray, etc.) or for any **Chronic or Frequent Condition** requiring regular administration of an over-the-counter medication, a "*Permission to Administer Medication*" form should be completed and signed by the parent/guardian, and prescribing physician, if applicable. Medications must be sent in the original container and properly labeled.

Note:

- All medications must be sent in the original container. (Pharmacies will furnish extra labeled containers, for school, when asked.)
- Medication will be kept at school for the duration of time noted on permission form.

- All Permission forms for on-going medication and occasional-use medication must be renewed yearly.
- Copies of all permission forms can be found in the school handbook, downloaded from the school's website, or obtained from the school secretary or school nurse.

### **COMMUNICABLE DISEASES/EXCLUSION FROM SCHOOL:**

Whenever the school principal or school nurse or teacher in a public school has reason to suspect a student is suffering from or has been exposed to any infectious, contagious or communicable disease, rules and regulations of the Kansas State Board of Health require the student to be excluded (excused) from school. Students will be excluded for the duration of the illness or until authorized to return by the student's health care provider. The school board reserves the right to require a written statement from the health care provider. Non-immunized students exposed to any vaccine-preventable disease may also be excluded from school. Please refer to **IMMUNIZATIONS: NON-IMMUNIZED STUDENTS.**

**HEALTH SERVICES:** Vision and hearing screenings are provided to students in grades PS-K-1-3-5-7, all new students to the district and any other students as requested. Students who fail the initial screening are rechecked within a month. If the student fails the rescreening, the parents are notified and the child is referred for further examination. Dental screenings will be provided for all students on a yearly basis as licensed screeners are available. Parents are expected to see that the examination and evaluation are completed. Screenings are conducted as a service to identify problems which may require more extensive attention. They are not intended to replace examinations done by specialized medical professionals. Parents not wanting their child screened may indicate their preference on the Health History form completed at enrollment.

**IMMUNIZATIONS:** All students currently enrolled or enrolling in USD #378 must be able to show proof of immunizations as required by the Kansas Department of Health and Environment at the time of enrollment. The immunization requirements for the 2019-2020 school year are listed below:

#### **Preschool students ages 4 and under:**

1. DTaP/DT (Diphtheria, Tetanus, Pertussis): 4 doses
2. IPV (Polio): 3 doses
3. MMR (Measles, Mumps, Rubella): 1 dose
4. Varicella (Chickenpox): 1 dose\*
5. Hepatitis A: 2 doses
6. Hepatitis B: 3 doses
7. Hib (Haemophilus influenzae type B): 4 doses\*\*
8. Prevnar (Pneumococcal conjugate): 4 doses\*\*

#### **Kindergarten through grade 8 students:**

1. DTaP/DT (Diphtheria, Tetanus, Pertussis): 5 doses
2. Tdap (Tetanus, Diphtheria, Pertussis): 1 dose required in grade 7 if no previous history of Tdap vaccination
3. IPV (Polio): 4 doses
4. MMR (Measles, mumps, rubella): 2 doses
5. Varicella (Chickenpox): 2
6. Hepatitis B: 3 doses



7. Hepatitis A: 2 doses for kindergarten and grades 1-3--**New Requirement**
8. Meningococcal: 1 dose for grade 7-8--**New Requirement**

\*Varicella vaccine is required unless history of varicella disease is documented by a physician.

\*\*Total doses needed are dependent on vaccine type and age the doses were given.

Immunizations may be obtained at the health department or through your physician. Students with medical or religious exemptions must provide signed documentation. Medical exemptions must be renewed on a yearly basis.

An audit of immunization records will be completed by the school nurse within 30 days after the 1<sup>st</sup> day of school or enrollment of later in-coming students. If a student is found non-compliant with current requirements, parents/guardians and the school principal will be notified in writing. Any new records of immunizations should be sent to the school nurse so they may be recorded.

**NON-IMMUNIZED STUDENTS:** In addition to submitting signed statements of non-immunization/exemption, (see Immunizations), non-immunized students may be excluded from attending school during an outbreak of a vaccine preventable disease within the school district or attendance center. Recommendations from a licensed physician or local health department official will assist school administration in determining the duration of exclusion from school. Parents/guardians will be notified by letter, phone call or email as deemed time-appropriate. A student may be re-admitted earlier with written authorization from a parent/guardian and approval of administration. The parent/guardian's signature signified knowledge of the specific disease, the outbreak itself, and the inherent risks to the non-immunized child. Vaccine preventable diseases include but are not limited to: Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, and Varicella.

### **STUDENT INSURANCE**

The USD 378 school board provides "school time" insurance for all students of the school district for the school year. This insurance is "excess coverage" only. The insurance does not take the place of any existing insurance and it does not pay in addition to existing coverage. If you have insurance, which has a deductible, the board provided coverage may pay the deductible depending on the type of injury and the coverage provided. Claim forms will be provided by the insurance company and available at the principal's office. It is the responsibility of the parent to complete all forms. Students are covered under this board provided insurance while traveling to and from school on district provided transportation, during school, and during all school sponsored activities including the travel while on a school bus.

USD 378 Secondary Student Insurance Policy begins at ten thousand dollars (\$10,000.00) and up to five million dollars (\$5,000,000.00) for all students enrolled at Riley County High School.

### **FOOD SERVICE PROGRAM**

Breakfast and lunch will be served beginning the first day of school. Breakfast prices are \$2.20 for a student meal and lunch prices are \$3.45 for PK-5th Grade students and \$3.55 for 6th-8th Grade students.

In order to encourage good nutrition, we recommend children not bring soft drinks in their sack lunch. Milk will be available for fifty cents (\$.50) and may be purchased using the family account. Families may not accumulate a debt of more than \$25.00. After a family reaches a delinquent

amount of \$25.00 for the 2023-2024 school year, their student(s) will not be allowed to purchase a milk. Breakfast and lunch will be served beginning the first day of school. Families may not accumulate a debt of more than \$25.00. After a family reaches a delinquent amount of \$25.00 for the current school year, their student(s) will not be allowed to get a regular meal, but will be allowed to have a peanut butter and jelly sandwich or another nutritional alternative made by the school cooks. When an account reaches a delinquent amount of \$15.00 a note will be sent home to parents.

Checks made payable to **USD 378 HOT LUNCH** or cash in any amount may be deposited into a family account. When a student purchases breakfast, lunch, or an extra milk, a withdrawal will be made. Notices for breakfasts and lunches due will be mailed from the office every two weeks. Money remaining in accounts at the end of the year will be transferred to the next year unless a refund is requested.

**Consequences for Breakfast and Lunch Infractions:** A student who becomes a discipline problem in the cafeteria during breakfast and/or lunch will be deprived of the privilege of eating breakfast and/or lunch in the cafeteria.

First Offense:	Written warning.
Second Offense:	Thirty minute detention.
Third Offense:	Suspension from the cafeteria for one week.
Fourth Offense:	Suspension from the cafeteria for two weeks.
Fifth Offense:	Suspension from the cafeteria for one month.

A student losing privileges in the cafeteria will not be deprived of a meal. Breakfast and/or lunch will be eaten in a designated place. Parents will be notified of all infractions and consequences.

## **TRANSPORTATION**

Students may ride bicycles to school. Students are not allowed to ride bikes on the sidewalks in front of the school at any time. Bicycles should be stored in the bike racks on the playground or in the front of the building. We encourage students to lock their bicycles to the rack. The school cannot be responsible for damage sustained to bicycles at school.

**Walkers and Riders:** Any student who uses school provided transportation will be under the jurisdiction of the vehicle driver while riding in the vehicle and is subject to the rules and regulations developed by the superintendent of schools and building principals to cover such activities. Students who ride school buses will be allowed to get on and off the bus at the point which they normally load and unload from the bus.

**Bus Riders:** Remember the driver is in charge of the bus. According to Board Policy JGGA, all regular route buses will have a video camera to monitor student activity. The bus driver is required to report all disturbances occurring on the bus to the administration and the offending individual will be counseled in an effort to modify his/her behavior. Read and observe the following bus regulations:

1. Stay in your seat until the bus is stopped at the destination.
2. Talk using a quiet voice level to those next to you. Obscene or vulgar talk is absolutely forbidden.
3. Keep the bus clean.

4. Keep hands, head, and all body parts to yourself and inside the bus at all times.
5. Any person damaging the bus on purpose will be held responsible. Report any bus damage to the driver right away.
6. The bus driver is in charge at all times when students are on the bus. Students must follow the driver's directions the first time they are asked.
7. Students must wait for the bus away from the road.
8. When leaving the bus, listen to the directions of the driver. If you cross the road, make sure the road is clear then cross in front of the bus.
9. Listen to news updates at home when the weather may be severe.

#### **CONSEQUENCES FOR BUS INFRACTIONS:**

A student who becomes a discipline problem on the bus will be deprived of the privilege of riding the bus.

First Offense:	Written warning to student and parent
Second Offense:	Detention
Third Offense:	Suspension from bus for 2 weeks
Fourth Offense:	Suspension from bus for 1 month
Fifth Offense:	Suspension from bus for remainder of year

Behaviors that are serious in nature may result in immediate suspension; each will be dealt with on an individual basis. This may include, but not limited, to possession of weapons or controlled substances or actions that could result in bodily injury.

Parents will be notified by the principal of this ruling. If a student is suspended from the bus, his/her parent(s) will be required to furnish transportation to and from school during the entire period of suspension. A bus infraction on a field trip will be treated as a classroom office referral.

If the bus should break down while in route to/from school or to/from activities, the students must remain with the bus until help arrives.

**Bus Stops:** In order to keep the buses running on schedule, the following administrative policy will be followed by all bus drivers: It is the responsibility of the student to meet the bus. The student should be ready and waiting at the designated bus pick up point. Under no circumstances will a bus wait longer than one (1) minute for the student at a regularly established stopping point in the event the rider is not at the stop when the bus arrives. Repeated failure of the student to be waiting at the bus stop will be considered an infraction and dealt with as such.

**Bus Sponsors:** Each bus going on an activity trip shall be accompanied by a faculty sponsor and/or adult sponsor. All sponsors assigned to an activity must ride the bus to and from the activity. Sponsor's spouse and bus driver's spouse may ride the bus if they desire. A bus infraction on a field trip will be treated as a classroom office referral.

**Riding the buses by non-regular bus riders:** Non-regular riders will be allowed to ride the bus if permission is first given by office personnel and there is room on the specific bus. A note from the parents must be given to the office and will serve as official notification.

**Transportation of non-district students:** School district buses will not cross other district lines to pick up students and will not allow non-district buses to enter the home district to pick up students. However, non-district students who qualify for attendance in any of the district's attendance centers may attend said centers if they provide their own transportation to the attendance center(s) or have

permission from the transportation director to meet the bus on an established bus route. The district may pay transportation to another district in hardship cases.

**Field Trips:** Teachers make arrangements for field trips. Parent sponsors may be requested. Parents may ride school transportation on the trip provided room is available. If parents drive a personal vehicle, a student must ride to the activity on school provided transportation. A parent may check out a student once the event begins.

### **SCHOOL FEES & CHARGES**

Student fees and expenses must be paid in full no later than the last day of the school year. Eighth (8) grade students must have all debts satisfied prior to the Friday before Promotion. If debts are not satisfied the students may not participate in the Promotion Exercise. Student fees may include but are not limited to: School issued padlocks, non- returned or damaged textbooks, library books and/or classroom novels, Kindergarten Milk fee, hot lunch account, registration fee, skate rental, sports uniforms and jackets, and cheer expenses. Fees may be paid in the grade school office by check or cash. Online payment is also available through our eFunds online payment system.

#### **Required Fees**

Instructional Fee	\$ 40.00
Preschool	
• Tuition Fee	\$520.00
• Preschool Extended Care Fee	\$ 50.00 (RCCC)
• Preschool Extended Care Fee	\$120.00 (Kindergarten & 1 <sup>st</sup> Grade)
• Daily Rate	\$ 35.00
Kindergarten Snack	\$ 39.00 per semester
4 <sup>th</sup> Grade Recorder	\$ 5.00
4 <sup>th</sup> Grade Recorder Book	\$ 3.00
7 <sup>th</sup> Grade Class Dues	\$ 2.00
Technology Fee (GR4/5/6/7/8)	\$ 10.00

#### **Optional**

Yearbook Fee	\$ 20.00 (purchased directly through Lifetouch)
Band Insurance	\$ 2.00 per \$100.00 of Insurance
Instrument Rental Fee	\$ 25.00
GR5-6 Band Book-Winds	\$ 11.00
GR5-6 Band Book-Percussion	\$ 18.00
GR7-8 Band Book-Wind	\$ 10.00
GR7-8 Band Book-Percussion	\$ 18.00
Student Accident Insurance	TBD
Spirit Shirt	TBD
Field Trips	TBD
MS Athletic Apparel	TBD
MS Falcon Days	TBD

### **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

If your family lives in any of the following situations: in a shelter, motel, vehicle, or campground; on the street, in an abandoned building, trailer, or other inadequate accommodations, or; doubled up with friends or relatives because you cannot find or afford housing – THEN, your preschool-aged

and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. USD 378 contact is: Superintendent of Schools, 204 W. Kansas, Riley, Kansas 66531. 785-485-4000. State coordinator is: Tate Toedman, Kansas Department of Education.

### **GRADING SCALE**

According to Board Policy IHA, the following grading system is used in grades three through eight:

A 90-100 The student is more than meeting requirements for the course. Work is on time. The work is of superior quality. It shows mastery of the subject matter. Has the ability to carry the job through and exerts a positive influence on the class.

B 80-89 The work is of a superior nature and required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

C 70-79 Satisfactorily performs required work. The work is on time and is of average quality. The student is showing achievement.

D 60-69 The student is not doing all of the assigned work, is dependent on others, is inconsistent, uncertain, and confused. Work is below normal, but shows some evidence of growth.

F below 60 Unsatisfactory with little growth, lack of interest and irregular attendance and attention. No credit.

I Incomplete This is given when all work is not turned in for some excusable reason. If not turned in within a reasonable time, this grade becomes an "F".

P Passing work being done.

S Satisfactory work being done.

U Unsatisfactory work being done.

*\*Note: An eighth grade student must pass four (4) core classes, including LANGUAGE ARTS and MATH to participate in the Promotion Ceremony.*

### **GRADE CARDS**

Preschool students do not receive a report card. Report cards for Kindergarten are mailed. Grade cards for grades one through eight are emailed via Secured Documents. Should you have questions concerning the report, you are encouraged to arrange a time to talk with the teacher. Parents have instant access to grades and attendance for students in grades 1-8 through PowerSchool. Access information is available through the building office. Additionally, parents of middle school students may contact school each Friday after 4:00 p.m. to receive an update on the student's academic eligibility. Email notification is sent to parents the Friday after the last day of each quarter.

### **ACCELERATED INSTRUCTION**

Students will be awarded high school credit(s) for courses successfully completed at Riley County High School. Courses taken at RCHS will be placed on the student's high school transcript and will be part of his/her high school GPA and graduation plans. In order to be granted credit in the form of a letter grade, students will be required to attain a minimum 85% cumulative classroom grade average and comprehensive final exam score.

Kansas Board of Regents admission standards do not recognize courses taken during grade school for high school credit. Criteria for the Accelerated instruction; A student qualifying for the Gifted Program through Special Education may take classes at Riley County High School.

### **Gifted IEP students wanting to test out of any core course**

In order for Gifted IEP students to test out of any core course they must take the test out exam for that course. The student will only be able to take this exam one time and it must be taken prior to the academic school year in which the course credit will be received. Certified personnel will proctor the exam. The grade the student receives on the test out exam will be used as the final transcript grade for that course. The student will have the opportunity to accept that grade or go into the classroom.

A timeline, criteria and detailed procedures have been established for 7<sup>th</sup> graders requesting to attend high school classes during their 8<sup>th</sup> grade year. Decisions will be on an individual basis.

### **RETENTION NOTIFICATION**

If retention of a student (grades K-6) is under consideration, parents will be informed before or at the spring parent teacher conference.

### **RETENTION**

(Grades 7-8)

**Policy:** Core classes include language arts, math, physical education, science, and social studies. A passing grade is a D or above.

In order to be considered for grade level promotion, seventh and eighth grade students must pass four of five core classes; two of which must be language arts and math. Failure to pass four core classes for the year, results in required summer school attendance for each failed class. A student not attending summer school for a failing grade or failing summer school course will be retained in the present grade for the upcoming school year. A transfer student's grades will be averaged using similar grades from his/her prior school and current grades while at Riley County Middle School.

All students in good standing at the end of their eighth grade year are granted permission to participate in the Promotion Ceremony. A student in good standing is one who has passed math and language arts in seventh and eighth grades and has passed a total of at least eight (8) core classes.

### **HONOR ROLL**

(Grades 7-8)

Honor roll is figured at the end of each quarter and semester. It consists of the following three divisions:

Straight A Honors	4.00
High Honors	3.50 - 3.99
Honors	3.00 - 3.49

All classes are graded and are counted in the GPA. Grades rate as the following scholarship points:

A = Four Points	C = Two Points	F = No Points
B = Three Points	D = One Point	

Grade average is figured by totaling the grade points and dividing by the number of classes. No student with a grade lower than a "C" is eligible for the honor roll or honorable mention. An incomplete will make a student ineligible for recognition.

## **SCHOLASTIC LETTERS**

(Grades 7-8)

A scholastic recognition is awarded to students whose academic work has been outstanding throughout the school year. This high academic honor is awarded to students who obtain a total of 70 to 80 scholarship points and without a D or F grade. Scholarship points are earned in each of the four quarters in the following subjects: language arts, math, physical education, science, and social studies.

## **HOMEWORK**

Students gain the most when the home and school work together in a close partnership. Research has proven that by setting the same time for homework each evening a child can develop a pattern that reduces stress and confrontation. It is helpful to provide a workplace free from distractions (such as TV) so the student may work efficiently and carefully. Teachers establish the practices for collecting make-up work.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher fall conferences for all grades will be from 4:00 p.m. to 8:00 p.m. on **October 11 & September 13**. Spring conferences for all grades will be **February 14 and February 16**.

We encourage all parents to attend these meetings to gain better insight on their child's progress and to maintain an open line of communication with the school. Parents will receive notification of date and time prior to each conference.

## **TELEPHONE CALLS**

The telephone will be available for students with a pass from a teacher to call their parents. We ask your cooperation in restricting the use of the telephone to matters of considerable importance. Except in the case of an emergency, students will return phone calls during lunch or "non-instructional" times. No telephone calls will be taken at school before 7:30 a.m. Voice mail is available prior to 7:30. The office telephone will not be used from 3:00 to 3:30 p.m. except for school activities or emergencies.

## **CELL PHONES AND ELECTRONICS**

As per district policy, no cell phones or electronics are allowed from 7:45 a.m. – 3:30 p.m. Many students do bring electronic devices to school that are unnecessary and disruptive to the learning environment. These items include but are not limited to a cell phone, Ipad, Ipod, Tablet, camera, video game, Apple Watch and Digital Media Player. Any cell phone or electronic device seen or heard during the day will be confiscated and it will result in consequences for Cell Phone Violation. Headphones/earbuds are allowed in the classroom with teacher permission. Headphones/earbuds worn without teacher permission or in the hallway will be treated as connected to a cellphone and will be treated as a violation.

### **Cell Phone Violation:**

- First offense: the student can pick it up and sign for it in the office at the end of the day; parents will receive notification of the incident.
- Second offense: the parent will be contacted to pick up the item and sign for it in the office at the end of the school day.
- Third offense: the parent will be contacted to pick it up and sign for it in the office at the end of the school day and then other disciplinary options will be utilized to include a step or detention.
- Fourth offense: the parent will be contacted to pick up and sign for it in the office at the end of the school day and then additional disciplinary options will be utilized to include a step, detention, or in school suspension.

If a cell phone is needed for after school activities, it must be turned off during school hours. There is a basket in the office to deposit any personal electronics and cell phones.

### **UNNECESSARY ITEMS**

Many unnecessary items brought from home tend to hinder the learning process. Any item that creates a distraction to the learning process will be confiscated and returned as per outlined in the cell phone violation. Anything that may cause bodily harm to students should not be brought to school. We particularly request that expensive items and items such as knives, lighters, bullets, skateboards, digital media players, cameras, electronic games, cell phones, toys, magic cards, laser pointers, ticky tack, and fidget spinners be left home. If brought, students may leave items in the office until the end of the school day. Consequences may include those listed above for the cell phone violation.

### **PETS**

Parents are asked that dogs and other pets are not allowed to follow children to school. If pets become a nuisance, the proper authorities will handle them.

### **APPROPRIATE DRESS (JCDB)**

Certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere for students. Appropriateness, moderation, and concern for the avoidance of distractions to the educational process are the guiding principles of the student dress code.

The school reserves the right to regulate the dress and/or grooming of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal décor of the school community, and/or creates a health or safety hazard. The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as may be required to maintain appropriate standards of student dress and appearance.

The following is the RCGS dress code:

- Neatness and cleanliness are the basic requirements for good appearance.
- Clothing with a drug and/or alcohol theme, with objectionable language, innuendos, or graphics or illegal references is inappropriate.
- Clothing that is excessively short, excessively tight or excessively low-cut is not permitted. Clothing must cover chest, midriff, and lower back areas and must cover all undergarments. Strapless tops and dresses are inappropriate without a covering.



- Pants, shorts, and skirts must be worn at the natural waistline.
- Shoes must be worn at all times. Each child, K-6, should have tennis shoes to wear in the gym. Flip flops and slippers are discouraged for safety reasons.
- Dress up days for Spirit Weeks must follow the dress code policy unless pre-approval has been granted by the sponsor and the principal.
- Hats, head coverings of any kind, hoods, caps and sunglasses are not to be worn in the building during school hours.
- Pajamas (tops and bottoms) and slippers are not to be worn.
- Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach and principal. Examples include: cheerleader outfits and team shirts.
- Administration may allow exceptions in special circumstances including, but not limited to medical or religious needs, holidays or special activities, and may further prescribe dress in certain classes such as physical education or science labs.
- **Attire for Middle School Awards night and Eighth Grade Promotion is nice dress/concert performance attire, no prom dresses or formals.**

### **ACADEMIC HONESTY**

Students are capable of producing authentic work. Students are responsible for their own actions. When a student misrepresents his/her work it may involve copying, cheating, plagiarizing, or assisting someone in that behavior. Cheating, copying, plagiarizing, or helping someone to partake in academic dishonesty is not acceptable behavior.

Classroom teachers deal with incidents on an individual basis. Consequences are at the teacher's discretion and may include parent notification, receiving a zero for the work or retaking the assignment or test for reduced credit. Additional consequences may be issued by the administration.

Definitions provided by Scholastic Children's Dictionary, 2002:

- Cheat – To act dishonestly in order to win a game or get what you want.
- Copy – To do the same as someone else.
- Plagiarize – To steal and pass off the ideas or words of another as one's own.

### **DISCIPLINE**

According to Board Policy JCDA, the principal or administrative designee shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. To aid in the achievement of that task, the school-wide Code of Conduct has been established to provide students, parents, and school officials, guidelines for appropriate behavior.

Students will be expected to behave in such a way that they will be a credit to themselves, their parents, the school, and the community.

Kansas law provides adequate authority for certified staff members to establish an atmosphere in which learning is not disrupted by student misbehavior. If a student feels he/she has been unjustly treated, the student must first obey, and then discuss the matter with the principal.

According to Board Policy JCDA-R, the rules of conduct shall be published in student handbooks. (See JA) Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See JDD)

Procedures for suspension and expulsion may be found in this handbook under the heading entitled **“Due Process Procedures”**.

### **DEFINITION OF DISCIPLINE:**

A process designated to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

At Riley County Grade School, teachers utilize the school-wide Code of Conduct behavior skills to teach and model appropriate strategies that ensure a safe and productive learning environment. Behavior that infringes on the safety of any student is not tolerated.

Students are expected to follow the skills identified in the Code of Conduct. Students who take responsibility for doing their assigned work and meeting the school’s behavioral expectations will maintain the privileges of all school activities.

Students violating those expectations will be dealt with on an individual basis. Consequences for classroom behavior will be the responsibility of the individual teacher. However, if a student continues to misbehave, after teacher intervention, the student will be referred to the office. Any inappropriate acts considered to be against the law (weapons, assault, battery, illegal drugs, etc.) will be reported to the Riley County Police Department in addition to disciplinary actions taken by the principal or administrative designee.

## **BULLYING**

### **I. Purpose**

The Riley County School District is committed to providing all students, staff, and visitors with a safe and civil school environment in which all members of the school community are treated with dignity and respect. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance. The Riley County School District will not tolerate behavior that infringes on the safety of any student.

The Riley County School District expects students and/or staff to immediately report incidents of bullying to the administration. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling on a school vehicle, or at a school-sponsored activity.

To ensure that bullying does not occur, the Riley County School District will provide staff development training in bullying prevention to build each school’s capacity to maintain a safe and healthy learning environment.

To ensure that bullying does not occur, the Riley County School District will provide lessons on bullying prevention for all students. Students who are in violation of this policy are subject to disciplinary action up to and including expulsion.

## **II. General Statement of Policy**

- A. According to Board Policy JDDC & KGC, bullying is prohibited in any form either by a student, staff member, or parent towards a student or staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purpose of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas Law. An act of bullying, harassment, or intimidation by either an individual student or group of students is expressly prohibited on school district property, in a school vehicle, or at a school sponsored activity or event. This policy applies to students who directly engage in an act of bullying and also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy refers to any intentional and repeated written, electronic, verbal, or physical act or actions against another person which has the effect of:
- Creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness or persistence of negative actions.
  - Interfering with a student’s right to attend a safe, non-threatening school environment.
  - Placing a student in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property due to the severity of the negative action.
  - Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological or physical harm to another person.
- B. No teacher, administrator, or staff member of the school district shall permit, condone, practice, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. A person who engages in an act of bullying, reprisal, or false reporting of bullying, or who permits, condones, tolerates bullying shall be subject to discipline for that act in accordance with the school district’s policies and procedures.
- F. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any individual who is found to have violated this policy.
- G. Individuals found to have violated this policy will be subject to disciplinary action. Consequences for students who commit prohibited acts of bullying may range from behavioral interventions to suspension and/or expulsion. Where appropriate, students who violate the bullying prohibition shall be reported to law enforcement.

## **III. Definitions**

For purposes of this policy, the definitions included in this section apply.

- A. Bullying means repeated acts (verbal and/or non-verbal expressions and/or behaviors, including written statements and electronic transmissions) that are coercive and intimidating and inhibit a positive and supportive learning environment.
- B. Bullying involves conduct by a student that interferes with another student’s educational benefit, opportunities or performance; is severe, persistent, or pervasive to create an intimidating or threatening educational environment; has the effect of substantially disrupting the orderly operation of the school.
- C. **Cyber-bullying** includes, but is not limited to, sending hate email messages, creating web sites meant to humiliate a victim, forwarding private emails without permission, taking an embarrassing photo with a camera phone and posting it on the internet, and setting up polls on web sites to humiliate a victim. Bullying by electronic means will be treated as seriously as traditional bullying.

- D. Bullying behaviors hurt or harm another person physically or emotionally. Targets have difficulty defending themselves. There is usually an imbalance of power and may include but are not limited to:

- |   |                                 |
|---|---------------------------------|
| ● Spreading rumors                                    | ● Teasing                       |
| ● Ostracizing/socially isolating                      | ● Threatening                   |
| ● Physically harming                                  | ● Taunting                      |
| ● Destroying/damaging property                        | ● Name calling                  |
| ● Gesturing   | ● Insults about personal traits |
| ● Shoving   | ● Ridicule                      |
| ● Gossiping   |                                 |
| ● Setting up/facilitating bullying behavior by others |                                 |

#### **IV. Reporting Procedures**

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged act(s) immediately to their teacher or administration. A student may report bullying anonymously. An oral report shall be considered a complaint as well.

- A. A teacher, administrator, or other school employee shall be particularly alert to possible situations, circumstances, or events that may constitute bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the administration immediately. The administration is responsible for receiving oral or written reports of bullying at the building level and will investigate any allegations of bullying and will take appropriate disciplinary actions if an investigation indicates bullying has occurred.
- B. Reports of bullying are classified as private educational and/or personnel data and/or as confidential investigative data, and will not be disclosed except as permitted by law.
- C. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's grades or educational environment.

#### **V. Reprisal**

The administration will discipline or take appropriate action against any student who retaliates against:

- Any person who makes a good faith report of alleged bullying.
- Any person who testifies, assists, or participates in an investigation.
- Any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.
  - Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

#### **VI. Training and Education**

- A. The school district will develop a school-wide bullying prevention program.
- B. The school district will provide annual information and any applicable training to school district staff regarding this policy.
- C. The school district will provide annual education and information to students and parents regarding bullying.

#### **VII. Notice**

The school district will give annual notice of this policy to students, parents/guardians, and staff. This policy will appear in the student handbook.

## **DISCIPLINE BEHAVIOR CHART**

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Detention.	Detention, In-school suspension, and/or	In-school suspension, and/or Out of school suspension	In-school suspension, and/or Out of school suspension	Recommended Long Term Suspension or Expulsion
	Out of school suspension			
(30 or more minutes)	(60 minutes – 2 days)	(1 to 3 days)	(2 to 10 days)	(More than 10 days)
Conflict with a student	Class disturbance	Harassment, threats, intimidation	Drug Paraphernalia	**Drug (possession or use)
Profanity	Defiance of authority / Insubordination	Fighting/inciting a fight ( 1 <sup>st</sup> offense)	Alcohol /use or possession( 1 <sup>st</sup> offense)	Alcohol (2 <sup>nd</sup> offense)
Substitute referral	Refusing a simple request	Leaving School without permission	Dangerous materials	Explosive (possession or use)
Technology violation	Leaving class without permission	Fire alarm pull	Physical aggression to a student	Physical aggression to an adult
Cafeteria violation		**Theft (over \$50.00)	Pulling fire alarm	Setting a fire
Public display of affection		**Tobacco possession (1 <sup>st</sup> Offense) Electronic Nicotine Delivery System (1st Offense)	Tobacco possession (2 <sup>nd</sup> or 3 <sup>rd</sup> offense) Electronic Nicotine Delivery System (2nd Offense)	**Weapons (possession or use)
Disrespectful behavior		Taunting	Fighting (2 <sup>nd</sup> or 3 <sup>rd</sup> offense)	
Theft (under \$50.00)		Sexual harassment		
Unexcused Tardy (upon 4 <sup>th</sup> in qtr)		Bullying		
		**Threat		
		Refusal to attend ALC		
		Repeated violations of school rules		
		**Vandalism/Destruction of school property		
<p style="text-align: center;"><b>NOTE: This list is not inclusive.</b> It represents a sampling of offenses and consequences issued.</p>				

\*\*i indicates infractions that may include notifying the Police.

Teachers may provide input and recommend a discipline level, but the administration will make the final determination.

Consequences for behavioral referrals may be loss of recess, loss of middle school Falcon Day, lunch detention, after-school detention, in-school suspension, or out-of-school suspension depending on the severity of the infraction. A report of the referral and consequence will be mailed or emailed to the parent/guardian. Possible consequences are provided in the above list.

**Kansas School Violence Hotline.....**

**Kansas School Safety Hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. This hotline has been established and became operative August 1, 1999.**

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

**ATHLETIC AND ACTIVITY SUBSTANCE ABUSE POLICY**

Possession and/or use of alcohol, tobacco, alternative smoking, illegal drugs, & other controlled substances.

Students involved in school sponsored extracurricular activities (athletic programs or non-athletic student organizations/activities) must abide by the school's substance abuse policy. This policy applies to those students at all times during the school year. Consequences will apply to both athletic and non-athletic organizations. This policy may not cover every possible scenario; therefore, some interpretation will be left up to the coach/sponsor and the school administration. Listed below are minimum requirements, the coach/sponsor has final discretion in determining the consequence level for their extra-curricular activity.

Violations can be substantiated by credible sources (examples: law enforcement, faculty/staff member, school administration, social-networking sites), or other sources deemed credible by the coach/sponsor, principal, and athletic director.

It is a violation of this policy to be under the influence of, possession of, using, distributing, selling, or attempting to sell any of the substances listed above. Violations are subject to disciplinary action and/or legal action as determined by the administration. It is not a violation for a student to be in possession of a drug specifically prescribed for a student's use by her or his own doctor.

Students who are concerned about their substance abuse and voluntarily notify faculty or staff will not be subjected to disciplinary action. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure may be utilized once to avoid disciplinary action and must be made prior to determination that they have violated this policy.

***FIRST OFFENSE CONSEQUENCES – LEVEL 1 SUBSTANCE ABUSE***

**Tobacco and Alternative Smoking (Electronic Cigarettes, Vape Pens, Juuls)**

<b>Sport</b>	<b>Consequence</b>		<b>Sport</b>	<b>Consequence</b>
HS Football	1 Game		JH Football	1 day of games
HS Volleyball	3 matches		JH Volleyball	1 day of matches
HS Cross Country	1 meet		JH Cross Country	1 meet

HS Basketball	2 games		JH Basketball	2 games
HS Wrestling	3 matches*		JH Wrestling	2 matches
HS Track	1 meet		JH Track	1 meet
HS Baseball/Softball	2 games			
HS Golf	1 meet		Non-athlete: next major event scheduled by school or organization.	
HS Cheerleading**	3 events ***			

*	Wrestling dependent upon the number of matches in the next scheduled event
**	Cheerleading is classified by KSHSAA as a sport during an athletic season and an organization when no cheering sports are in season.
***	A cheering event is one day of cheering regardless of how many games are included.

### ***FIRST OFFENSE CONSEQUENCES – LEVEL 2 SUBSTANCE ABUSE***

Repetitive Level 1 Consumption, Alcohol, Marijuana, Nonprescription Medication Overuse

Suspension from all student activities for the duration of any suspension from school or for a period up to 20 school days. A student placed on a long-term suspension under this policy may be readmitted on probationary status if the student completes a drug and alcohol rehabilitation program at an acceptable program, with proof of program admittance.

During this period of ineligibility, when violations occur outside of the school day and activity function or off-campus, the student will be able to practice and participate in team activities and meetings. The student may attend competitions only at the coach/sponsor's requests but will not dress out. During this time, the student will attend organizational meetings and participate in the fund-raising events.

When violations occur during school hours, any involvement with extra-curricular activities will be postponed or forfeited through the duration of the suspension.

Students not involved with school sponsored activities will miss the next major social event, such as Homecoming, Prom, or other school dances. Officers of an organization, who violate the policy, will be removed from office but not from the organization. In the event that more than one organization is involved, the sponsors will meet to determine consequences. The organization's sponsors will be responsible for determining "major events."

### ***SECOND OFFENSE CONSEQUENCES – LEVEL 3 SUBSTANCE ABUSE***

Repeat of Level 1 or 2 Offense or first time use of Narcotics (Cocaine, Meth, Heroin)

The student will not be allowed to participate in athletics or organizations for the remainder of the school year and will not be allowed to attend all remaining social events.

### **IN SCHOOL SUSPENSION**

A discipline technique frequently used for infractions of the school wide behavior guidelines is In – School Suspension. ISS provides the student with an opportunity to reflect on his/her behavior while being separated from peers.

1. Student will not be allowed to participate in extracurricular activities (field trips, parties, etc.) during the twenty-four hour period he/she is assigned to ISS.
2. Should the principal be required to be out of the building, the assistant principal or lead teacher will have the authority to assign ISS.

**Regulations:**

1. Lunch is eaten in a designated area away from his/her regular class.
2. Regulation violations may result in further consequences.
3. Students will work on teacher provided assignments.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the school principal. In the absence of the principal, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

**WEAPONS POLICY**

According to Board Policy JCDBB, a student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school sponsored activity, function, or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm or other weapon shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Students violating this policy shall be referred to the appropriate law enforcement agency(ies).

As used in this policy, the term “a weapon” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term “a destructive device” means any explosive, incendiary or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

A student’s parent(s) will be informed following any infraction whether minor or major. When necessary, conferences will be arranged so that mutual solutions may be reached and potential problems avoided.

**TOBACCO**

According to Board policy JCDA, Use and/or possession of any tobacco products or an electronic nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property. In addition to action taken under the Discipline Matrix and Substance Abuse Policy, administrators may report students who are in violation of this policy to law enforcement, as appropriate. For the



purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

### **DRUG FREE SCHOOL POLICY**

According to Board Policies GADB, GAOC, JCDA, JDDA, LDD, Riley County Grade School is a drug free school. Possession of any nonprescription drugs including alcohol or tobacco products, including electronic cigarettes, by students on school property is forbidden and shall result in disciplinary action by the principal. Additionally, violations of this policy will be reported to the local law enforcement agency. Use of tobacco is prohibited by school board policy in all USD 378 school buildings by all persons.

### **DRUG FREE SCHOOLS AND COMMUNITY ACT**

Maintaining drug free schools is important in establishing an appropriate learning environment for USD 378 students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

#### **Student Conduct:**

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

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to any one or more of the following sanctions:

1. **First Offense:** A first time violator shall be subject to following sanctions:
  - a. A punishment up to & including long-term suspension;
  - b. Suspension from all student activities for a period of not less than one semester or four months.
  - c. A student placed on long term suspension under this policy may be readmitted to classes only, in a probationary status, if the student agrees to complete a drug and alcohol rehabilitation program.
2. **Second and Subsequent Offenses.** A student who violates the terms of this policy for the second time, and any subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion from school for the remainder of the school year.
  - b. Suspension from participation and attendance at all school activities for a year.
  - c. A student who is expelled from school under the terms of this policy may be readmitted to classes only, during the term of expulsion, if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for the district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of the contact persons for the program is on file with the board clerk. Parents or students should contact the director of the programs to determine the cost and length of the program.

***SPECIAL EDUCATION SUSPENSION OR EXPULSION:***

The suspension (short-term or long-term) or expulsion of a Special Education student is to be considered on an individual basis.

**REPORTING CRIMES TO LAW ENFORCEMENT**

According to Board Policy JDDDB, the principal/superintendent shall report to the appropriate law enforcement agency whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found:

1. In possession of a weapon,
2. In possession of controlled substances or illegal drugs, or
3. To have engaged in behavior at school that has resulted in, or was substantially likely to have resulted in serious bodily injury to others.

According to state law, a student may lose his/her driver's license due to committing a crime.

**Investigations and Interrogations**

According to Board Policy JCAC, the building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation

**Investigations Conducted by Law Enforcement Officers**

According to Board Policy JCAC, when law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal may be present.

**(See EBC, GAAD, JCABB, JCEC and JHCAA)**

**SEXUAL HARASSMENT POLICY**

According to Board Policies JGEC and GAAC, sexual harassment of a student by another student, an employee of this district, or any non-employee or non-student will not be tolerated on USD #378 property. Violations of this policy shall result in disciplinary action. Sexual harassment may include, but not be limited to:

1. Sexually oriented communication, including sexually oriented verbal and nonverbal "kidding" or harassment or abuse.
2. Subtle pressure or requests for sexual activity.

3. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual activity.
4. Creating a hostile school environment, including the use of innuendos or overt or implied threats.
5. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body
6. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity.
7. Sexual assault or battery as defined by current law.

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

### **DUE PROCESS PROCEDURES**

#### **ACTS LEADING TO SUSPENSION OR EXPULSION:**

##### ***SHORT-TERM SUSPENSION:***

According to Board Policy JDD, the principal or administrative designee shall have the authority to suspend for a short term (not more than 10 school days) any student within his attendance center who shall:

1. Willfully violates any published regulations for student conduct adopted or approved by the Board of Education, or
2. Engages in conduct which substantially disrupts, impedes, or interferes with the operation of school.
3. Engages in conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity; or
4. Engages in conduct which if the student is an adult, constitutes the commission of a felony or, if the student is a juvenile would constitute the commission of a felony if committed by an adult; or Engages in conduct at school, on school property, or at a school supervised activity which, if the student is an adult, constitutes the commission of a misdemeanor, if the student is a juvenile would constitute the commission of a misdemeanor if committed by an adult; or
5. Disobeys an order of a teacher, peace officer, school security 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.

##### ***SHORT-TERM SUSPENSION, LONG-TERM SUSPENSION, EXPULSION:***

In addition to the violations referred to in the above section of Short-Term Suspension, the following acts of behavior engaged in by students during classes, while on school grounds, or at extracurricular activities are deemed to be grounds for suspension (short or long-term) or expulsion.

1. Conduct which describes an offense under Chapter 21 of the Kansas Statutes Annotated, and any amendments thereto, or
2. Failure to comply with a reasonable request (the willful disobedience) of a certificated employee or other school authority, or
3. Possessing, consuming, or being under the influence of alcohol or cereal malt beverages, or
4. Possessing, consuming, selling, delivering, dispensing, or using any controlled substance as defined in Chapter 65 of the Kansas Statutes Annotated and Amendments thereto, in such a manner as to constitute a misdemeanor or felony.

#### ***SHORT-TERM SUSPENSION:***

Before a student shall be suspended for a short-term (not to exceed ten school days), the principal or administrative designee will afford the student a hearing, which shall include:

1. Oral or written notice to the student of the charges against him and explanation of the evidence supporting such charges, and
2. Provide the student with an opportunity to present his side of the story (students shall be told what they are being accused of doing before being given an opportunity to explain their version of the facts), and
3. At the conclusion of the hearing the principal or administrative designee shall determine whether the student should be suspended for a short-term or returned to class. The decision of the principal or administrative designee shall be final.
4. This will occur within 24 hours after the imposition of such suspension, the length thereof, and the reasons therefore. The principal shall also notify the parents of the student to inform them of the reason for the suspension and the student's behavior problem. The conference should be held before the expiration of the student's short-term suspension.

#### ***LONG-TERM SUSPENSION OR EXPULSION:***

No suspension for an extended term (more than 10 school days) expulsion shall be imposed upon a student until a hearing on such suspension or expulsion is afforded the student. The principal or administrative designee will give written notice to the student and his parents of any proposal to suspend the student of an extended term or expel him, stating the charges upon which the proposal is based, and the names of the principal witnesses supporting such charges. The notice shall state the time, date, and place of the hearing, but in no event later than 10 days after the date of the notice.

At the hearing the student shall have the right to be represented by the counsel of his/her own choice and to receive the advice of such counsel or other person whom they may select. The parents of the student shall have the right to be present at the hearing. The student, his/her counsel, or other persons whom he/she has selected to represent them shall have the right to:

1. Hear or read a full report of testimony given by witnesses against the student;
2. Present witnesses on behalf of the student in person, or present their testimony by affidavit;
3. Present witnesses on his/her own behalf and give reason for his/her conduct;
4. Have an orderly hearing;
5. Have a fair and impartial decision based on substantial evidence;
6. Deny the credibility of any witness whose testimony is not presented in person at the hearing whereupon such witnesses shall be called to testify in person and under oath unless the majority of the hearing committee determines that such testimony is of minor importance

or cumulative nature. If the witness testifies he/she shall be subject to cross-examination by the student charged, his/her counsel, or other person representing them.

7. At the conclusion of the hearing, the member of the hearing committee shall determine whether the principal's recommendation for suspension or expulsion is reasonable and justified.

### **EMERGENCY SAFETY INTERVENTIONS ACKNOWLEDGEMENT FORM**

Kansas regulations now require that parents are provided with notice of written policies regarding Emergency Safety Interventions ("ESI"). All district policies are available on our website <http://usd378.org/>. In addition, a copy of the policy will be provided at any time upon request.

### **CROWD CONTROL AT SCHOOL SPONSORED ACTIVITIES (See EBC)**

According to Board Policy KGD Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; will be asked to leave the premises.

### **STATE REPORT CARD**

Riley County USD 378 Report Card can be found on the Kansas State Department of Education website for State Report Cards: <http://online.ksde.org/rcard>. A link is also available on the Grade School Webpage.

### **QUESTIONS AND CONCERNS**

Should you have questions or problems concerning the school, please first see the individual concerned and try to get the matter resolved. If you are still not satisfied, request to see the principal, followed by a request to see the superintendent of schools, and finally a request to meet with the school board as a body.

### **COMPLAINTS ABOUT POLICY**

Any student may file a complaint with the principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

### **TECHNOLOGY POLICY**

According to Board Policy IIBG (see GAA and JCDA), students and staff shall have no expectation of privacy when using district technology. Technology shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who

violate these rules or any other classroom rules relating to computer use are subject to disciplinary action, up to and including suspension from school.

### **Ownership of Employee/Student-Produced Computer Materials**

Computer material or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The Board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.

### **STUDENT INFORMATION MANAGEMENT SYSTEM**

PowerSchool is available on the internet for parents to view their student's current grades and attendance. Passwords will remain the same each year once they have been assigned and will be issued in the office to parents only. In order to access PowerSchool, log on to the Riley County School District website ([www.usd378.org](http://www.usd378.org)). After entering the site, click the PowerSchool button in the blue banner and enter your student's username and password. If you need assistance, please contact the office. Students will be issued individual passwords and may use those at school to access grades and assignments.

### **ACCEPTABLE USE OF THE INFORMATION RETRIEVAL SYSTEMS**

USD 378, Riley County provides access to information retrieval systems for all students, faculty, and staff. Information retrieval systems is a term which includes all existing technologies related to computers and the Internet. Students must have permission from their parents or legal guardian to access information retrieval systems at school (Form IRS).

In making decisions regarding student access to information retrieval systems, USD #378 considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to information retrieval systems enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of information retrieval systems throughout the curriculum and will provide guidance and instruction to students in its use. Students will be monitored by faculty while using these systems. As much as possible, access from school to information retrieval systems resources should be structured in ways which point students to those which have been evaluated prior to use.

Students utilizing district provided information retrieval systems access must first have permission of and must be supervised by USD 378's professional staff. Students utilizing school provided information retrieval systems access are responsible for good behavior online just as they are in a classroom or other area of school. The same general rules for behavior and communication apply.

The purpose of district provided information retrieval systems access is to facilitate communications in support of research and education. To remain eligible as users, student's use must be in support of and consistent with the educational objectives of USD 378. **Access is a privilege, not a right. Access entails responsibility.**

Users should not expect files stored on all school information retrieval systems will always be private. Electronic messages and files stored on school based computers may be treated like

school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure users are acting responsibly.

The following use of district provided information retrieval systems access are not permitted:

1. Access, upload, download, or distribute pornographic, obscene, or sexually explicit material, games, and music.
2. Transmit obscene, abusive, or sexually explicit language.
3. Violate any local, state, or federal statute.
4. Vandalize, damage, or disable property of another individual or organization.
5. Access another individual's materials, information, or files without permission.
6. Violate copyright or otherwise use the intellectual property of another individual or organization without permission.
7. Advertise non-school sponsored events, or to advertise for sale or purchase non-school sponsored equipment, materials, or services.

Any violation of this policy and rules may result in the loss of district sponsored access to information retrieval systems. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The district makes no warranties of any kind, neither expressed nor implied, for the information retrieval systems access it is providing. The district will not be responsible for any damages users suffer, including, but not limited to--loss of data resulting from delays or interruptions of service. The district will not be responsible for the accuracy, nature, or quality of information stored on district diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through district provided information retrieval systems access. The district will not be responsible for unauthorized financial obligations resulting from district provided information retrieval systems access.

### **2023-2024 Permission for Student Use of Information Retrieval Systems and Acceptable Use of Technology: USD 378, Riley County**

The school district is pleased to offer its students access to information retrieval systems. Information retrieval systems include all existing technologies related to computers and the Internet. This computer technology allows students and staff access and use resources from distant computers, communicate and collaborate with other individuals and groups around the work, and significantly expand their available information base. Information Retrieval Systems are tools for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate and potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in an unwanted financial obligation for which a student's parent or guardian would be liable. Parents should understand that in consideration for their child being permitted to use district-provided access to the Internet, parents shall be financially responsible for and pay for any purchases, financial commitments or obligation made by their child through the use of district-provided access to the Internet. The board has adopted guidelines for student use of the Internet, which are printed in the student handbook. Parents are encouraged to read the guidelines and discuss them with their child.

Access to the Internet is available in classrooms, libraries and offices of the Riley County Schools. While the district's intent is to make access to the Internet available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the district institute technical methods or systems to regulate student's access to the Internet, those methods could not guarantee compliance with the district's acceptable use policy. Presently, software programs and other technical methods to regulate student access are not foolproof. These methods cannot guarantee students will not access inappropriate material. For this reason, students are monitored by school personnel while working on the Internet. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.

USD 378, Riley County believes the benefits to students of Internet access exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Toward the end, USD 378 makes the district's complete information retrieval systems policy and policy procedures available on request for review by all parents, guardians and other members of the community; and provides parents and guardians the option of requesting alternate activities not requiring the Internet.

District policy requires that a permission form be completed for each child. Please complete the form below and return to the principal's office. Forms will be kept on file and renewed each school year. The Children's Internet Protection Act (CIPA), passed by the 106th Congress of the United States, requires schools and libraries receiving specified federal funding certify they have in place an Internet Safety Policy that includes monitoring the use of the Internet access and implementation of technology that will filter out objectionable content. In compliance with CIPA, USD 378, Riley County has installed a WatchGuard device that acts as a monitor and filter of Internet content. The WatchGuard device maintains a report identifying computers and users attempting access to objectionable sites. These reports are then forwarded to the appropriate administrator.

By signing this document, I affirm the following:

1. I understand a CIPA compliant Internet filter is in place and any objectionable sites I may visit are tracked and reported.
2. I have received a copy of the district's Acceptable Student Use of Information Retrieval Systems. (Board Policies IIBG, JCDA, GAA and Student Handbook)
3. I will comply with the district's Acceptable Student Use of Information Retrieval Systems.
4. I understand any violation of the district's Acceptable Student Use of Information Retrieval Systems may result in disciplinary action
5. I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and/or network (email, chat rooms, etc.)
6. If I discover any way to access unauthorized information or defeat any security measures I must inform the school personnel immediately. You must not share any unauthorized information with any other user.

Cliff Williams  
Superintendent of Schools

\_\_\_\_\_, a student at Riley County Grade/High School



**does / does not (Circle One)** my permission to use district-provided information retrieval systems (the Internet) during the 2018-2019 school year.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

Adopted by USD 378, Riley County Board of Education: 7/21/2004

**IIBG**

**Computer Use (see GAA and JCDA)**

**IIBG**

### **Use of District Computer/Privacy Rights**

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

### **Copyright (see ECH)**

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

### **Installation**

No software, including freeware or shareware, may be installed on any district computer until cleared by the Network Administrator. The Network Administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may not be downloaded. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

### **Hardware**

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

### **Electrical, Hardware, and Software Upgrades**

The District will maintain a plan that clearly articulates the regular upgrading of technology hardware and software and for electrical upgrades as needed. The plan will be evaluated and updated annually at the direction of the Superintendent.

### **Equitable Distribution of Available Technology**

The District will maintain a plan to ensure the equitable distribution of available technology. This plan will be evaluated and upgraded annually at the direction of the Superintendent.

### **Audits**

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

### **Privacy Rights**

Employees and/or students shall have no expectation of privacy when using district email or other official communication systems. Any email or computer application or information in district computers or computer systems is subject to Monitoring by the administration.

### **RECESSES OR PHYSICAL EDUCATION**

Whenever the weather permits, we want your child to play outdoors in the fresh air. The temperature and wind chill will determine the location of recess. Should the student have any condition which makes it necessary to refrain from strenuous activity, or to stay indoors when others are out, please inform the teacher with a written note. A written excuse from a doctor is required to remain in the building during recess. A statement from a medical doctor is required in order for a student to be excused from all physical activities that are a part of our school curriculum. Please provide such an excuse if the student is to "sit out" of physical education class for more than three days.

### **COMMUNITY USE OF FACILITIES**

Non-school sponsored activities (basketball, volleyball, 4-H, Scouts, softball, etc.) may request use of the facility; however, it requires **supervision by an employee of the district**. School equipment is not to be used by community activity groups. Sponsors need to schedule events through the office. Information includes time, name of organization, name of sponsor, and phone number of sponsor. Contact the office of any changes or cancellations. A copy of the building use guidelines is posted at the main entrance of the grade school building. You may also obtain a copy from the grade school office.

### **BIRTHDAYS**

Some parents elect to bring treats to school for their child's birthday. This is not considered necessary by the school, but neither is it objectionable. If treats are being planned, please contact the teacher in advance and allow him/her the opportunity to choose the time when the procedure would best fit into the day's activities.

All classroom food items must meet the guidelines as outlined in the district Wellness plan. **Please be considerate of students with severe food allergies.** Gifts, balloons, and candy given as gifts, will be distributed during the last hour of the day. **(Please do not ask teachers to pass out invitations to parties or events held outside of school hours.)**

### **WELLNESS PLAN**

**Rewards / Incentives** – The district will encourage staff to use alternatives to food and beverages for rewards and incentives. If they use these types of rewards and incentives, we will encourage them to use healthy snacks.

**Classroom parties and celebrations** – Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.

**Shared classroom snacks** – The district will encourage staff and parents/guardians to use alternatives to food and beverages for snacks. If they use these types of snacks, we will encourage them to use healthy snacks.

### **CURRICULUM AND PROFESSIONAL DEVELOPMENT COUNCIL (CPDC)**

USD 378 maintains a curriculum council to recommend changes in course offerings in the Riley County Schools. Input from patrons, teachers, parents, and students is encouraged. If you have ideas of curriculum changes for our schools, please contact one of the following members by calling the school: Whitney Easterberg, Jared Larson, Samantha Holloway, Alicia Klucas, Charles Kipp, Erik Willimon,, Darnell Vargo, and Cliff Williams.

### **FUND RAISING**

The Board of Education, by allowing fund raising events and activities, is in no way obligating school district money to be used on the project selected by the various committees. So that all parties involved, both school and organizations, are able to maintain their credibility; no organization should undertake more than one project at a time. Any funds raised using school facilities should be expended for the express purpose for which those funds were raised. School district employees should not solicit support nor be actively involved in the formation of special interest groups or committees unless so instructed by the administrator. The board shall use discretion to insure one group does not receive favored status.

### **LOST AND FOUND**

All articles found on the playground or in the school building will be turned into the school office and placed in the designated lost and found bin to look for missing articles. Parents can help by properly labeling all items of wearing apparel. Found items will be kept for thirty days. At the conclusion of each semester all items remaining in the lost and found will be donated to charity.

### **SCHOOL PICTURES**

School individual pictures will be taken Wednesday, September 13. Retakes will be taken Wednesday, October 25. Fall sports (FB,VB,CC & CHEER) pictures will be taken on Thursday, September 7.. Winter sports (GBB, W) pictures will be taken on Thursday, November 14 and Boys' Basketball team pictures will be taken on Monday, February 5. Class group pictures, individual spring pictures will be taken Wednesday, March 6. Middle school track pictures will be taken Thursday, April 18. Fall individual and sports pictures are used for the all-school yearbook and are available on a prepaid basis only. For Individual Spring pictures, a proof will be sent home and pictures may be ordered according to the directions with the proofs.

### **VISITING SCHOOL**

Parents/guardians are encouraged to visit school and get acquainted with the teacher. If there are questions concerning student progress, the teacher welcomes the opportunity to talk with parents over achievement as well as difficulties. For the safety of all and to know who is in the building, please:

1. Make an appointment.
2. All visitors and parents are to register in the office before going to the classroom. Visitors will sign in at the office upon arrival and sign out when leaving the building. Each visitor is required to wear a visitor's badge at all times while in the building.

- Parents are welcome to visit school any time. In order to keep from disrupting the school day, we ask **that school age guests not attend school.**

### **SEVERE WEATHER INFORMATION**

Unfortunately, there is a time of year when we have severe weather. In the event of weather necessitating the closing of school, listen to radio stations KMAN 1350 AM (Manhattan), Angel 95 FM, KCLY 100.9 FM, WIBW TV Channel 13 (Topeka), and KSNT TV Channel 27 (Topeka). Parents will also be notified by School Messenger.

### **FIRE AND TORNADO DRILLS**

Students will practice crisis, fire and tornado drills periodically. Drills will comply with the Fire Marshall's directive. Each classroom will have a copy of the exit routes posted.

### **2023-2024 PTO SCHEDULE**

<b><u>AUGUST</u></b>		<b><u>JANUARY</u></b>
PTO Meeting		PTO Meeting
Tuesday, August 1, 6:30 p.m.		Tuesday, January 9, 6:30 p.m.
<b><u>Back To School Night</u></b>		<b><u>FEBRUARY</u></b>
Tuesday, August 15		PTO Meeting
Visit Classrooms: 5:45 p.m. - 7:00 p.m.		Tuesday, February 6, 6:30 p.m.
Meet the Bus Drivers: 5:45-7:00 p.m.		
<b><u>SEPTEMBER</u></b>		<b><u>MARCH</u></b>
PTO Meeting		PTO Meeting
Tuesday September 5, 6:30 p.m.		Tuesday, March 5, 6:30 p.m.
<b><u>OCTOBER</u></b>		<b><u>APRIL</u></b>
PTO Meeting		PTO Meeting
Tuesday, October 3, 6:30 p.m.		Tuesday, April 2, 6:30 p.m.
<b><u>NOVEMBER</u></b>		<b><u>MAY</u></b>
PTO Meeting		PTO Meeting
Tuesday, November 7, 6:30 p.m.		Tuesday, May 7, 6:30 p.m.
<b><u>DECEMBER</u></b>		
PTO Meeting		<b><u>JUNE</u></b>
Tuesday, December 5, 6:30 p.m.		Goal Setting Meeting - TBA

		<u>JULY</u>
		Budget Meeting - TBA

### **CONCUSSION UPDATE**

The Kansas Legislature has enacted the School Sports Head Injury Prevention Act which will become state law on July 1, 2011.

The majority of the guidelines and recommendations implemented last year by the KSHSAA have not changed. The major changes to be aware of beginning July 1, 2011 are the following:

- 1. Every school must now obtain a signed Concussion and Head Injury Information Release Form.**
- 2. Forms should be kept on file in the same manner as the student's pre-participation physical exam (PPE form). No athletic or spirit squad participation (practice or competition) is allowed until both forms are signed by the student and the parent/guardian, and are on file at the school.**
- 3. The new state law requires written clearance from a healthcare provider before the student is allowed to return to participation following a suspected concussion. The law defines a healthcare provider as someone licensed by the state board of healing arts to practice medicine and surgery. By interpretation of the Kansas Board of Healing Arts, this means a medical doctor (MD) or doctor of osteopathic medicine (DO) must provide the written clearance for the student to return to participation.**

### **NOTICE OF NONDISCRIMINATION**

USD 378, Riley County, Kansas, does not discriminate on the basis of gender, race, color, national origin, religion, handicap/disability, or age in its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504, Americans with Disabilities Act, and the Age Discrimination Act may be directed to the Grade Level Principals, who have been designated as the Compliance Coordinators and may be reached at Riley County Grade School (785-4010) and Riley County High School (785-4020).