

Student Handbook



2009-10

U.S.D.354 CLAFLIN DISTRICT

MISSION STATEMENT

The mission of the Claflin Schools is to prepare all students with the knowledge, skills, and attitudes to meet the challenges of a changing world.

CLAFLIN ELEMENTARY SCHOOL

MISSION STATEMENT

The mission of Claflin Elementary is to establish a foundation of basic knowledge and essential skills to enable all students to live, learn, and work successfully in their everyday world.

JBA

NONDISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The superintendent at 119 Main, Claflin, KS, Ph. 620-587-3878, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

BOARD OF EDUCATION

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ADMINISTRATION

Jane Oeser Superintendent/Elementary Principal

ELEMENTARY FACULTY AND STAFF

Gary Bittner Physical Education
Steve Dixon Art
Kayleen Gaddis Teacher's Aide
Sheri Girard Teacher's Aide
Janie Haxton Resource Aide
Dorian Hickel Librarian
Patty Hipp Preschool/At Risk
Toby Holmes Guidance Counselor
Denise Kempke First Grade
Jessica Kirmer Kindergarten
John Kruckenberg Technology Coordinator
Kim Maxwell Resource Aide
Tracey McKenna Secretary
Sara Miles Vocal/Instrumental Music
Kara Potter Fifth Grade
Connie Potts Title 1
Deanna Rogers Resource
Lisa Ryan Sixth Grade
Shae Sheehy Second Grade
Lois Steiner Fourth Grade
Jane Steinert Nurse
Susan Weber Third Grade

FOOD SERVICE AND BUILDING MAINTENANCE

Sheryl Hickel Cook
Sharol McGowen Cook
Alan Kirmer Custodian

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Welcome to Claflin Elementary School

Dear Parents and Students,

Learning is an exciting life-long endeavor, and at Claflin Elementary we are proud to continually strive to create positive educational experiences. On behalf of the faculty and staff at Claflin Elementary, it is our pleasure to welcome you.

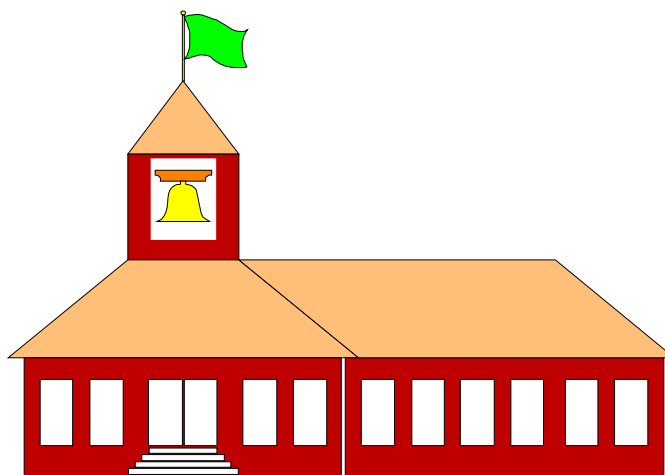
The purpose of this handbook is to inform you of some of the policies, practices, and related information concerning Claflin Elementary. An attempt has been made to provide information that will be helpful to you; however, please realize that the answers to all questions may not be found in this handbook. In the event you cannot find an answer in the handbook, feel free to contact me.

This handbook is merely a guide and it should be realized that many of its provisions could be supplemented at any time by the administration.

Thank you for being a part of our learning community. We look forward to working with you.

Sincerely,

Jane Oeser, Principal



ABSENCE/TARDY

The staff and administration believe regular attendance in school is of extreme importance. Students should make every effort to be in school each day that school is in session.

EXCUSED ABSENCES--are granted in case of illness of the student or members of the immediate family. Two days are allowed to make up work for each day of absence due to illness.

Excused absences will also be granted for other legitimate purposes. Trips with parents, such as family vacations, ballgames, track or tennis meets, are examples of legitimate reasons for which excused absences will be granted. Arrangements for such absences will be made at least two (2) days (48 hours) in advance with the principal, otherwise it will be an unexcused absence and the student(s) will receive no credit for the work missed. Make up work for these absences are due upon return.

UNEXCUSED ABSENCES--are those whereby the student is absent from class or school without the knowledge or consent of parent or administration. Students will be required to make up all missed work for no credit.

- *Parents will be requested to meet with the principal to discuss excessive or unexcused absences or tardies. An attendance contract may be drawn up between the parent, student, and principal.
- *The parent will notify the school before, the day of, or one day after the student absence, or the absence will be considered unexcused.
- *Students having 3 consecutive unexcused absences, any 5 unexcused absences in a semester or 7 unexcused absences in a school year, whichever comes first will be considered truant and reported to the proper authorities.
- *Students that are tardy should report to the office.
- *A student will be considered tardy if he/she is absent from the school building for fifty (50) minutes or less. Students who are absent from the school building over fifty (50) minutes but less than 3 1/2 hours (210 minutes) will be counted absent for half a day.
- *Unexcused tardies will result in making up double time during recess(es) or after school. For example, if a student is 5 minutes late to school, 10 minutes will be taken from recess time.

ACCIDENTS

When a student under the supervision of a teacher or coach is injured or involved in an accident, the student must immediately report the injury to the supervising teacher or coach. The supervising teacher or coach must report the accident to the principal and the school nurse. The nurse must complete an accident report and she will need information from the teacher or coach on the nature of the injury, time, date, place of the accident or injury and the specifics of how it happened. Teachers and coaches should inform the students that injuries and accidents should be reported the day they occur. If the student needs to see a doctor they must do so within thirty (30) days of the date of the accident. A claim form may be obtained at the Elementary School office. Also, if the school insurance is to be used, a claim must be filed with Student Assurances within sixty (60) days of the injury.

ADMISSION REQUIREMENTS/REGISTRATION

Students enrolling in the district for the first time must provide proof of identity as required by Kansas State Law. The acceptable document is a state certified birth certificate. If proper identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law.

ATTENDANCE

By the Compulsory School Attendance Law, K.S.H. 72-1111, all students must attend school on a regular basis between the ages of 7-18 years.

ATTENDANCE AWARDS

Perfect and Outstanding Attendance Awards will be given at the end of the year. Perfect Attendance is defined as zero absences and zero tardies. Outstanding Attendance is defined as no more than four absences or tardies or a combination of the two.

AWARDS

A 1st through 6th grade awards ceremony will be held at the end of the school year to honor students' accomplishments.

BAND

All students in grades 5 and 6 who desire to participate in band will have the opportunity to do so. Once the student has chosen to participate in band, he/she is expected to remain in the class the entire year. Sixth graders will need to sign up for lessons after school, if they would like to join band this year. They will be a year behind and lessons will be needed to allow the students to catch up with their peers. Weekly practice reports with a parent/guardian's signature will also be required for homework practice. In order for a musician to excel, there must be time spent with their instrument outside of rehearsal. We rehearse in class, but they need to practice at home.

Band students will need to have their own instruments and music book for band class during the school year. This would include the following instruments: flute, clarinet, alto saxophone, trumpet, trombone, snare drum and sticks. There are bells at the school the students may use, and the bells purchased are for home practice. The book required is Essential Elements Book 1 for the 5th grade, and Essential Elements Book 2 for the sixth grade. If you are a beginning 6th grader, you will also need Book 1.

Should there be student interest and/or instructor request that a student play a specialized instrument, the student will be allowed to use a district owned instrument dependent upon availability. This would include instruments such as: oboe, bassoon, tenor and bari-saxophone, alto/bass/contralto clarinets, tenor & baritone/euphonium (marching & concert), French Horn, tuba, sousaphone, piccolo, and most auxiliary percussion instruments. School owned equipment will be loaned to students at the discretion of the director and availability.

BOMB THREAT

Keeping in compliance with Clafin School Board Policy EBCC Bomb Threats, a warning system has been established to evacuate the building upon receiving bomb threats at Clafin Elementary School. The warning system for the building will be to notify the staff in person by the building principal or her designees.

All students and staff will exit the building through their normal fire exits. All staff and students will proceed to the playground area north of the Parish Center. Each staff member will account for the students in their class after everyone has reached the designated safety area.

BREAKFAST/LUNCH

For those individuals who want breakfast, it will be served between 7:55 and 8:15. Students who walk to school are encouraged to be at breakfast by 7:55 in order to get to class by 8:15. If school is delayed breakfast will not be served. Parents may purchase breakfasts/lunches by the week or the month. No more than five (5) charges may be made. After the fifth charge, if no payment is received, a peanut butter sandwich and milk will be served to the child.

Kindergarten - Third --- 11:30-11:55

Grades 4th -6th --- 11:55-12:20

Students are expected to eat lunch at school unless there are dietary, medical or other situations approved by the principal deemed necessary to eat at home. Students who will be eating lunch at home must have their parents sign a **PARENT REQUEST TO RELEASE STUDENT DURING LUNCH PERIOD** form, which can be obtained from the principal.

BREAKFAST/LUNCH RULES

1. Walk
2. Talk quietly at your table.
3. Use good table manners.
4. Sharing of food is not allowed.
5. Pick up around your chair and table.
6. Sit properly on your chair.
7. Do not throw food.
8. Keep your hands and feet to yourself.
9. Pop or soft drinks are not allowed.
10. Assigned seats will be given by the principal.

BUILDING SUPERVISOR

On those occasions when the principal is out of the building, attending workshops, seminars, etc., Mrs. Shae Sheehy will be in charge.

BULLYING

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and board shall review and approve a plan to address bullying on school property, in a school vehicle or a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and include suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

CIVILITY

All students are expected to follow the board of education policies concerning civility. See Appendix.

DRESS CODE

Neatness and appropriateness of dress is important to a student's personality and his/her manner of conduct. Therefore, we ask parents to be aware of the attire their children wear to school. The following dress code regulations will apply at school:

- 1) Wearing apparel that is excessively short, tight or low-cut may not be worn.
No bare midriffs or bare backs will be allowed. Undergarments need to be covered up.
- 2) Lettering or designs on clothes will be allowed as long as they do not show or infer obscene or derogatory words or pictures. No advertising for tobacco or alcohol products will be permitted.
- 3) Hair is to be kept clean and reasonably well groomed for health, safety and appearance.
- 4) Appropriate shoes (preferably a tennis shoe) should be worn on a daily basis, so students can participate fully in PE and at recess. Safety is our main concern here.
- 5) Certain activities (music programs, field trips, etc.) may require special attention to wearing apparel.
- 6) Hats are not to be worn in the school.
- 7) The appropriateness of dress and grooming is the final decision of the principal.

DRUG FREE SCHOOLS -- STUDENT CONDUCT

JDDA-R

As a condition of continued enrollment in the district, students shall abide by the term 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 shall be reported to the appropriate law enforcement officials, and shall be subject to the following sanctions.

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

DRUG FREE SCHOOLS -- STUDENT CONDUCT, con't

JDDA-R

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights containing in board policies and Kansas Statues, 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. In the event the student agrees to enter into a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and Alcohol counseling and rehabilitation programs are available for students of the district.

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

A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all students and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

EMERGENCY PROCEDURES

The following procedures will be used when inclement weather conditions prevail. All announcements pertaining to school closing, late start or early dismissal, etc., because of hazardous weather conditions, will be directed from the District Office. The Superintendent will call the building principals, the bus drivers and the lunchroom supervisor. The District Office will make every effort to have the announcement made on the 6:30 a.m. news by the following stations:

RADIO:

- KVGB Great Bend (1590 AM) (104FM)
- KHOK Great Bend (101FM)
- KRSL Russell (990 AM)
- KBGL Great Bend (106.9 FM)

TELEVISION:

- KSNW Great Bend (Channel 2)
- KWCH Hutchinson (Channel 12)
- KAKE Wichita (Channel 10)

The building principals will be responsible to contact the staff in their building. The principals will be in the buildings, if possible, to answer the phone calls and patrons inquiries. The above procedures will be followed whenever conditions allow. Sometimes, because of uncertain changing weather conditions the above procedure cannot be followed. Parents are asked to make certain that children are dressed for the demands of the weather in case of unforeseen difficulties involving bus transportation. School starts at the regular time the next day unless notified otherwise.

FEES

The following are the fees adopted by the Claflin Board of Education.

- Breakfast, Grades Preschool-6 \$.80
- Breakfast, Employed Adults \$1.00
- Lunch, Grades K-6..... \$1.80
- Lunch, Employed Adults..... \$2.60
- Lunch, Other Adults..... \$3.00
- Milk with Sack Lunch \$.25
- Second Milk \$.25
- Textbook, All Students..... \$40.00

FIRE AND TORNADO DRILLS

Fire and tornado drill procedures will be posted in each classroom by the door. Teachers will also cover these procedures with their students the first week of school.

FIRE AND TORNADO DRILLS (STATE LAWS RE):

K.S.A. 31-133: The State Fire Marshal shall adopt reasonable rules and regulations requiring administrators of public and private schools and educational institutions to conduct at least one fire drill each month, and prescribing the manner in which such fire drill is to be conducted...

K.S.A. 31-133 1976 Supp.: Requiring administrators of public and private schools and educational institutions to establish tornado procedures, which procedures shall provide for at least three tornado drills each year, and shall describe the manner in which such drills are to be conducted.

FREE & REDUCED LUNCHES/BREAKFAST

Free or reduced lunches and breakfasts will be available for those who apply and qualify under federal guidelines. Guidelines and applications are available to each family. For those who want to apply for free or reduced lunches:

- 1) Only one application is needed regardless of how many children you have in any of the district's schools.
- 2) The application should be completed accurately, in full, and given to the building principal.
- 3) You will be notified within 10 days from the date it is received by the school whether the application was approved or disapproved.
- 4) Recipients of free or reduced lunches & breakfasts are kept in confidence.
- 5) **If your income changes at any time during the year you may apply or reapply for free and/or reduced priced lunches and breakfast.**

GRADING SCALE

Beginning the 2009-10 school year the following will be the district's grading scale.

90%-100% = A 80%-89% = B 70%-79% = C 60%-69% = D 59% and below = F

HEALTH SERVICES

The school nurse is on duty from 8:00 a.m. to 2:30 p.m. to look after the health needs of our students. In addition, she maintains all health records, as well as name of family doctor, hospital choice, emergency telephone number(s), in case of illness, injury, bad weather, etc. If the parents are not available, then the person designated to be called in an emergency will be contacted. Be sure to keep the school notified of any changes in telephone numbers, addresses, places of work, and emergency contacts.

Students should not be sent to school when they are ill. This includes a vomiting, diarrhea, sore throat, fever, **(temperature must be normal for 24 hours before returning to school)** skin eruption, or other signs of illness. If you have questions on this matter, we ask that you call the school nurse.

The school nurse will be conducting several health screenings throughout the coming school year for students Preschool-12. These include annual vision and hearing testing for all students, and a scoliosis/spine screen for 5th-8th grade girls and 7th-9th grade boys. Hair/scalp checks are also done as needed throughout the year. Parents will be promptly notified by phone and/or mail if any problems are detected during these screenings.

Parents may request at any time for their child to have additional rechecks for vision and hearing if they have a concern.

The teachers and school nurse would appreciate help from the parents in providing health information regarding allergies, medication, illness or emotional problems. This information will be most helpful to the school so that the best possible learning environment can be provided for each individual student. Please feel free to visit with the teachers and the school nurse at enrollment or throughout the school year as concerns may arise.

Medication Policy: When it is necessary for a student to take medication at school, a signed form from the doctor and a parent are required. The school nurse has no authority to give medicine without written permission from both the prescribing physician and a parent.

The entire medication policy is available from your school principal, but a brief overview of major emphases in current policy follows:

1. Where medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication for students, but written permission to do so must be provided by the medical prescriber and the parent. The District form, Permission for Medication, is available on the district's website (www.clafkinschools.org) or from the school nurse
2. Medication must be provided in the original container, properly labeled and properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.
3. Only oral and topical medications should be administered except in emergency situations.

HEALTH SERVICES, con't

4. Any change in type of drugs, dosage and/or time of administration must be accompanied by new physician and parent permission signatures and newly labeled pharmacy container.

Note: This policy includes "over-the-counter: (non-prescription) medications.

(Written permission from both prescribing physician and parent is required.)

5. Students in grades K-12 will be permitted to carry and self-administer prescription medications for the treatment of anaphylaxis or asthma ONLY when the following requirements are met:
 1. Written permission form from the healthcare provider and parent are on file.
 2. Written treatment plan from the healthcare provider.
 3. Written statement from the healthcare provider and school nurse that the student has demonstrated the skill level necessary to use the medication.

HONOR ROLL

To determine the academic honor roll for 5th and 6th grades, the grade points will be awarded on the following basis: An "A" grade will be given 4 points; "B" is 3 points; "C" is 2 points; and "D" is worth 1 point. There are no points for an "F" grade. Students with a grade point average of 3.50 or above will be named to the Honor Roll and those with a 3.20 to a 3.49 will be included on the Honorable Mention list.

HONOR ROLL AWARD

An Honor Roll Award will be given at the end of the year to all 5th & 6th grade students who have been on the Honor Roll or Honorable Mention list all four nine weeks.

IMMUNIZATIONS

All pupils enrolled in a Kansas school must present an immunization certificate signed by a licensed physician. This form is to be presented to the school when enrolling. See Appendix.

INSURANCE

USD 354 Claffin Schools has student insurance with **Student Assurances**. The policy is an excess insurance policy. This means any student enrolled in this school district injured at school or while they are under the supervision of the school, will be covered by the family's medical insurance first. Any deductible and charges not covered by the family's medical insurance will be covered by the school insurance. Families that do not have medical insurance coverage for their children will be covered by this policy while they are attending school or under the supervision of the school.

This company will only pay medical expenses for each school student who sustains bodily injury caused by an accident while on the school premise and while under the direct supervision of the school and only when reported at the time of the accident. This plan will cover all students of the Claffin Schools and is in effect for each student who is engaged in any regularly sponsored and officially supervised school activity, including football.

LOCKERS

Lockers are placed in school for the convenience of students. We ask that you keep them clean and in good order at all times. Locks will not be placed on the lockers.

PARTIES

There will be four (4) parties during the school year for grades K-6. They are Fall Fun, Winter Celebration, Valentine, and Play Day. These are the only parties approved by the school. Parties will begin 45 minutes prior to dismissal. For school birthday parties where parents bring treats to school, it is suggested all treats be package wrapped by the manufacturer. This is for health reasons. Our policy on school parties is subject to review during the school year.

Instead of drawing names at the Winter Celebration for gift exchange, the classes will select a charitable organization to donate too.

Invitations to birthday parties, slumber parties, etc. are not to be handed out during school hours unless the entire class is invited. Students must get permission from their teacher before handing out the invitations.

PLAY DAY

An elementary school play day will be held in the spring for grades Preschool-6th.

PRESCHOOL – FOUR-YEAR-OLD

The preschool class will meet Monday through Thursday from 8:15-11:15 a.m. during the regular school year. Arrangements for transportation to school via the morning bus routes may be requested by contacting the superintendent. There will be no transportation provided to take the children home. Children must be four years of age on or before August 31. Cost for your child to attend preschool will be \$6.00 per day unless you qualify for free or reduced meals. If you qualify for reduced meals you will pay \$3.00 per day. If you qualify for free meals you will not be charged a fee.

If your child misses school due to illness, doctor’s appointment, or trip you will be charged for the day. If there is no school due to inservice, weather, or some other unforeseen event you will be credited for the day. If school is delayed in the morning there will be no preschool that day.

PROGRESS REPORTS

Progress reports will be given to students in grades 3rd-6th halfway through each nine weeks. Parents need to sign and return to the classroom teacher.

REPORT CARDS

Report cards will be given to students at the end of the nine-week grading periods. The report cards are to be signed and returned to the classroom teacher by the next week. The final report card will be mailed home shortly after the end of school.

RETENTION

In general, children will be placed at the grade level where they are best adjusted academically, socially, and emotionally. Ideally, retention should be considered when the child is in the lower grades, K-3, but seldom when he/she is in grades 4-6. The teacher makes the recommendation, but the decision will be a joint one between the teacher, parent, and principal. If no joint decision can be made, the final decision will be made by the principal.

ROUTES (BUS)

Bus routes are finalized during the first part of September. Any questions regarding transportation are to be directed to the Superintendent’s Office at 587-3878.

Riding a different bus other than the assigned bus: A written note or telephone call from the parent to the office is required. A note will then be given to the driver. If more than two students need to ride a different bus to attend a birthday party, slumber party, etc... we ask that the parents plan for transportation. Our busses, at times, are too full to accommodate more children.

RULES (BUS)

The law requires the school district to furnish transportation. However, the parents still have the responsibility of supervision until their child boards the bus in the morning, and after the child leaves the bus at the end of the school day.

Once the child boards the bus, he/she becomes the responsibility of the school district, and is subject to school rules and regulations. Rules and regulations are a necessity for pupil safety, which is what the district is most concerned about.

In cases when a child does NOT conduct himself/herself properly on the bus, the driver is to bring this matter to the attention of the principal immediately upon arrival at the school building.

A bus discipline referral will be filled out and action will be taken.

ACTION TAKEN:

1st Offense: The student is placed on “probation.” Future incidents will result in disciplinary consequences within the school day or after school.

2nd Offense: The student has been assigned the following disciplinary consequences for this incident. _____

3rd Offense: As a result of repeated violation of behavioral expectations, bus transportation is denied for a period of _____ days, from _____ to _____. A conference involving the student, parent, principal, and bus driver is required prior to the bus privilege being reinstated. Any future bus discipline referral will likely result in a permanent denial of the bus privilege.

RULES (BUS), con't

*If a first offense is serious enough to warrant consequences, a student may lose bus privileges immediately.

1. Stay in your seat and face forward with feet on floor while bus is in motion. Keep the aisle clear.
2. Keep all parts of your body and all objects inside the bus. Do not stick your head out of the bus when windows are down and yell rude remarks at passersby.
3. Keep hands, feet, and objects to yourself. No pushing, shoving, fighting or spitting on the floor.
4. Do not eat or drink on the regular, athletic or activity route. (Including sunflower seeds)
5. Be on time. The bus can only wait 1-minute.
6. Do not litter, write on or damage the bus in any way. Before leaving the bus, pick up trash, close windows and clean your area.
7. No cursing, swearing, or loud talking. No use of rude gestures or teasing of anyone on the bus.
8. Do not bring harmful objects (animals, weapons, dangerous toys, glass containers, etc.) on the bus.
9. Exit from the emergency doors only when there is an emergency.
10. Use the same behavior on the school bus as what is expected in the school building.

RULES (PLAYGROUND)

No student is allowed on the playground (8:15 a.m. to 3:25 p.m.) without being under the direct supervision of a teacher. No student is allowed to visit with strangers during recess, or at any other time during the school day.

1. Place bicycles in the bicycle rack.
2. Throwing of snowballs, rocks, etc. is not allowed.
3. Baseballs (hardballs) are not allowed.
4. Playground ropes are only for jumping rope.
5. Children MUST stay on the playground.
6. Roller skates/blades, klackers, skate boards, etc. are prohibited.
7. Do not play behind the furnace building.
8. Must have permission from playground supervisor before entering Woolf's yard or to go off the playground to get a ball.
9. Do not stand on swing.
10. Do not swing with two students on same swing.
11. Do not push from the front while someone is swinging.
12. Do not hook swings together.
13. Do not swing sideways.
14. Do not jump out of swing.
15. Do not bump another student when he/she is up on the teeter totter.
16. Only one student on each end of teeter totter.
17. Do not walk on teeter totter.
18. On the slide, sit down, with feet first.
19. Do not walk up the slide.
20. Do not hold up the line.
21. Do not force another student to go on the slide.
22. Walk on the blue saucers. (one direction at a time)
23. Don't climb up the four yellow poles.
24. Use your hands on the red wheels. (Don't hang from your knees.)
25. Stay off the canopies above the slides.

RULES (SCHOOL)

1. Walk quietly in the building, do not disturb others or classes that are in session.
2. Treat others with respect.
3. Respect the property of others as well as the schools property.
4. No abusive or foul language allowed.
5. Dress appropriately for school, weather and activity.
6. Follow safety rules in and around the building.
7. Gum, sunflower seeds, etc., are not allowed in school. EXCEPTION: School Parties.

RULES (SCHOOL), con't

The following are some examples of unacceptable behavior:

1. Excessive tardiness
2. Harassment of fellow students
3. Destruction of school property
4. Lack of cooperation
5. Rude, discourteous, defiant, etc.
6. Bully type of behavior
7. Fighting
8. Stealing and cheating
9. Excessive talking in class
10. Throwing of snowballs, rocks, etc.
11. Lack of control of body functions

RULES (SUSPENSION)

The following rules apply for an In-School Suspension:

1. Student has no contact with his/her classmates.
2. Suspended student will be responsible for all class assignments.
3. A substitute teacher may or may not be hired for the student on suspension. The decision will be based on the rule violation.

The following rules apply for an Out-Of-School Suspension:

1. Student has no contact with his/her classmates.
2. Parents must meet with principal and teachers.
3. Suspended student will be responsible for all class assignments.
4. No substitute teacher will be obtained for a student on an out-of-school suspension.

SCHOOL HOURS

School hours for preschool children will be 8:15 a.m.-11:15 a.m.

School hours for children in grades K-6 are 8:15 a.m. - 3:25 p.m.

Students who ride a bus have no control over the time they arrive at school. Students who do not ride the bus should not arrive at the school before 8:00 a.m., **unless they participate in the school's breakfast program**, which begins at 7:55 a.m.

Students are not to be in the building after 3:30, unless they are under direct supervision of their teacher.

SEXUAL HARASSMENT

All students are expected to follow the board of education policies concerning sexual harassment. See Appendix.

STUDENT ATTENDANCE AT ACTIVITIES

Claffin Unified School District No. 354 requests that all children up to the 7th grade be accompanied by and seated with their parents or a responsible adult at all school activities.

STUDENTS LEAVING THE SCHOOL (During school hours):

No student will be allowed to leave the school grounds during school hours without special permission from the principal. Any student needing to leave the school grounds for any reason must submit a written note from a parent or legal guardian to the office, stating the reason that the parent wants the student to leave school and the time the student will need to leave.

Students will not be allowed to leave the school grounds with any person other than those legally responsible for him/her **unless we have been authorized by those legally responsible to release the student to that person**. Parents or persons authorized to pick up a student at school must report to the office to sign out the student. The office will call the classroom to have the student come to the office.

TELEPHONE

The telephone is for necessary business use of students, teachers, and other school personnel. We ask that students and teachers not be called from the classroom to answer the telephone, unless the message is of an urgent/important nature. Instead, the caller may leave his/her telephone number and/or message with the secretary. The students or teachers may return a telephone call at their first opportunity, or class break (recess, lunch time, etc.) Students are allowed to use the telephone, but only for limited circumstances.

VALUABLES/OTHER ITEMS BROUGHT FROM HOME TO SCHOOL

Items, such as toys, sports equipment, games, pets, etc., are not to be brought to school except with prior permission from the teacher. If brought without permission, these items may be taken from the student and kept in the office. Parents may claim these items in the office.

VISITATION

Parents are encouraged to visit school and observe their child's classroom. Please call the office the day before and talk with the classroom teacher of whom you wish to visit. Once you arrive we ask that you report to the office first. The secretary will then notify the classroom teacher of your arrival. Please support us on this matter.

WEAPONS IN SCHOOL

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

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

- *any item being used as a weapon or destructive device
- *any facsimile of a weapon
- *any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- *the frame or receiver of any weapon described in the preceding example
- *any firearm muffler or firearm silencer
- *any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device.
- *any weapon which will, or which may readily be converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- *any bludgeon, sand club, metal knuckles or throwing star.
- *any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

Penalties for Possession

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

Students violating this policy shall be reported to the appropriate law enforcement agency, and if a juvenile to SRS or the Commissioner of Juvenile Justice.

CIVILITY GUIDELINES

REPORTING INCIDENTS OF UNCIVIL BEHAVIOR

To ensure investigations of uncivil behavior occur in a timely manner, reports should be filed within ten (10) days of the alleged incident. The incident report must be in writing and submitted to the supervisor, Principal or Superintendent as outlined below.

Any employee who believes that he/she has been treated in an uncivil manner should file a report of such incident with his/her immediate supervisor. In the event the alleged offender is the employee's immediate supervisor, the report should be filed with the Superintendent.

Any student, or parent/guardian of a student, who believes he/she has been treated in an uncivil manner should report such incident to the building principal. In the event the alleged offender is the Principal, the report should be filed with the Superintendent.

Any patron, visitor or other person having business with the district who believes he/she has been treated in an uncivil manner should report the incident to the Principal or Superintendent.

INVESTIGATION AND RESOLUTION OF UNCIVIL BEHAVIOR

The immediate supervisor, Principal, or Superintendent will investigate the report and try to reach a resolution between the parties involved. Disciplinary or legal action may be part of the resolution.

While every effort will be made to maintain confidentiality in the investigation process, investigators will not offer a guarantee of confidentiality. If a complaint is made, the investigator must proceed with the investigation. The alleged offending party will be notified that no retaliation shall be taken against the individuals as a result of the complaint/investigation process.

Should the investigation and resolution involve restricted access to district facilities, activities, or school personnel, such recommendation shall be presented to the Board of Education for action as soon as possible.

Approved 01/07/02

INOCULATIONS OF STUDENTS

The state law requires that all children entering Kansas schools for the first time shall provide the superintendent or his designated representative with proof of immunization of certain diseases according to law.

Students who fail to provide said documentation as required by law may be suspended from school by the superintendent or his designated representative until proof of immunization is given to the appropriate administrator. Notice shall be given to the parents/guardians as prescribed by law K.S.A. 72-5209.

The appropriate principal shall forward evidence of compliance with health tests and the inoculation to other schools when requested by parents.

Kansas School Immunization Law and School Board Policy requires all students in grades K-12 to have completed or be in the process of completing state required immunizations before attending school. Immunizations are not required by law if a doctor signs a annual statement that the immunizations will seriously endanger the student's health or if a parent/guardian signs a statement that immunization are opposed on religious grounds based on the teaching of a particular denomination. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. On or before May 15th of each school year, the school board via the school nurse, shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and any policy regarding the implementation of the provisions of this act adopted by the school board. The law requires all students in grades K-12 to be fully immunized against tetanus, diphtheria, pertussis; measles, mumps, rubella; and poliomyelitis. **NEW IMMUNIZATIONS REQUIREMENTS for the 2009-2010 School Year **For 11 year olds: a booster dose of Tdap (Tetanus, diphtheria, pertussis) will be required before school starts in August. **For Pre-school and Kindergarten students: two doses of Varicella (chickenpox) vaccine will be required before school starts in August. **For Students grades 1st through 9th: three doses of Hepatitis B vaccine and one dose of Varicella-chickenpox vaccine (unless history of chickenpox disease is documented) will be required before school starts in August. Two doses of the varicella vaccine are currently *recommended* for all ages.**

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination compliance coordinator.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its

severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

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

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

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 4/2/01

