

WICHITA COUNTY ELEMENTARY



2025 – 2026
TEACHER HANDBOOK

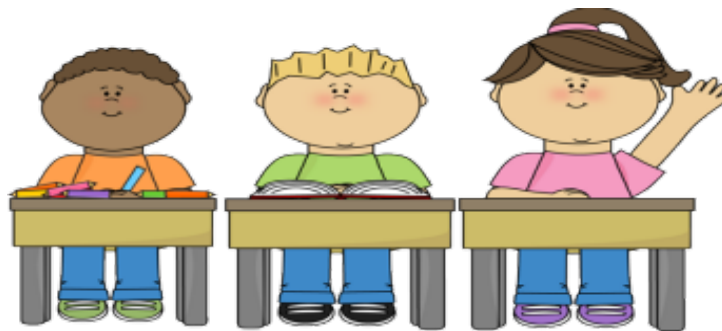


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Welcome to the 2025-26 school year at Wichita County Elementary School. As the new school year begins, we want to welcome you and hope you have a very successful year! This handbook contains most of the general staff information you will need. We hope it is helpful to you and answers any questions you may have.

Notice

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1076; Title IV of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; section 504 of the Rehabilitation Act of regulations and policies, Unified School District #467 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates. It is the intent of U.S.D. #467 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Ms. Lori Maxwell
Board of Education Office
Leoti, Kansas 67861
620-375-4677

Title IX complaints can be filed with the Office for Civil Rights:

Regional Office for Civil Rights
324 East 11th Street
Kansas City, Missouri 64106

All students attending U.S.D. #467 may participate in educational programs and activities, including, but not limited to health, physical education, music, vocational, and technical education, regardless of race, color, national origin, age, handicap, or sex.

U. S.D. # 467 BOARD MEMBERS

Julee Beedy
 Maegan Berry
 Jesse Harbrige, Vice President
 Bruce Loy
 Eryka Smith
 Farrin Watt
 Josh Young, President

Administration

Misty Gardner	Principal
Lori Maxwell	Superintendent

Faculty and Staff

	Preschool
Denise Gerstberger	Kindergarten
Shannon Kreutzer	Kindergarten
Wendy Budde	First Grade
Judy Tankersley	First Grade
Sandy Wilson	Second Grade
Erin Prochnow	Second Grade
Misty Gardner	Third Grade
Shaelee Smith	Third Grade
Andrea Bauck	Fourth Grade
Stacy Porter	Fourth Grade
Tracey Baker	Fifth Grade
Amber Porter	Fifth Grade
Bridgette Carpenter	Sixth Grade/Library
Courtney Young	Sixth Grade
Connie McRae	Title 1
	Title 1 Paraprofessional
Mary Cortez	Federal Programs/ESL
Teacher/Para	
Jayne Bishop	Vocal Music
Melanie Lofstrom	Band
Wesley Cooper	Physical Education
Sara Brown	Counselor
Sondra Hembree	Para/Art
SanJuanita Salazar	ESOL Paraprofessional
Isabel Rito	ESOL Paraprofessional
Krystal Ruiz	Paraprofessional
LaRita Beat	Preschool Paraprofessional
Rebecca Hernandez	Library Para

Kendra Rogers	Library Para
Candice Cooper	Secretary
Nayeli Garcia	Secretary
Marvel Brandt	School Nurse

HPEC Faculty and Staff

Tina Barton	HPEC, IR
Shellie Carter	HPEC, IR
Portia Schiltz	HPEC, Early Childhood
Catherine Brokofsky	HPEC, Psychologist
Allie Wells	Speech/Language
Irene Perez	HPEC, Gifted
	HPEC, Paraprofessional
	HPEC, Paraprofessional
	HPEC, Paraprofessional
Deanna Paul	HPEC, Paraprofessional
	HPEC, Paraprofessional

Kitchen and Custodial Staff

Cristina Escalante	Head Cook
Michelle Alatorre	Food Services
Selena Gonzalez	Food Services
Cristina Lopez	Food Service
Rosa Marchant	Food Services
Margarita Villalobos	Custodian
Rosa Hermosillo	Custodian
Adela Lizarraga	Custodian
Buck Bishop	Maintenance
Lonie Reed	Transportation

SCHEDULES

Grades K-6

7:40-8:00 AM	Breakfast
8:03 AM	First Bell
8:10 AM	Tardy Bell
3:30 PM	Dismissal
2:30 PM	Wednesday Dismissal

Pre-School

8:00-11:25 AM	AM Session
12:05-3:30 PM	PM Session

SPECIALS

TIME	PE	MUSIC
8:10-8:30	PLAN	PLAN
8:30-8:55	CARPENTER	YOUNG
8:55-9:20	YOUNG	CARPENTER
9:20-9:45	SMITH	GARDNER
9:45-10:10	GARDNER	SMITH
10:15-10:40	BAUCK	S. PORTER
10:40-11:05	S. PORTER	BAUCK
11:05-11:30	LUNCH	LUNCH
11:30-12:00	PLAN	PLAN
11:55-12:17	WILSON	PROCHNOW
12:18-12:40	PROCHNOW	WILSON
12:45-1:10	A. PORTER	BAKER
1:10-1:35	BAKER	A. PORTER
1:35-1:55	PLAN	PLAN
1:55-2:17	GERSTBERGER	KREUTZER
2:18-2:40	KREUTZER	GERSTBERGER
2:40-3:02	BUDDE	TANKERSLEY
3:03-3:25	TANKERSLEY	BUDDE

- Second semester homerooms will switch Music and PE times.

- Fifth Grade Band: 10:25-10:55

- Sixth Grade Band: 11:20-11:50

10:55-11:25 (Wednesday)

SPECIALS on Early Release Wednesdays

TIME	PE	MUSIC
8:10-8:30	PLAN	PLAN
8:30-8:50	CARPENTER	YOUNG
8:50-9:10	YOUNG	CARPENTER
9:10-9:30	SMITH	GARDNER
9:30-9:50	GARDNER	SMITH
9:50-10:10	BAUCK	S. PORTER

10:10-10:30	S. PORTER	BAUCK
10:30-11:50	LUNCH/PLAN	LUNCH/PLAN
11:50-12:10	WILSON	PROCHNOW
12:10-12:30	PROCHNOW	WILSONSON
12:30-12:50	A. PORTER	BAKER
12:50-1:10	BAKER	A. PORTER
1:10-1:30	GERSTBERGER	KREUTZER
1:30-1:50	KREUTZER	GERSTBERGER
1:50-2:10	BUDDE	TANKERSLEY
2:10-2:30	TANKERSLEY	BUDDE

ART/COUNSELOR SCHEDULE on Early Release

Wednesdays

8:15-8:50	4th grade
9:00-9:35	2nd grade
9:45-10:20	5th grade
10:30-11:05	3rd grade
12:00-12:35	Kindergarten
12:45-1:20	1st grade
1:30-2:05	6th grade

Classes will have art every other week and counselor the weeks opposite the art schedule.

LUNCH SCHEDULE

	LUNCH	RECESS
Kindergarten	11:00-11:20	11:20-11:35
First Grade	11:05-11:25	11:25-11:40
Second Grade	11:10-11:30	11:30-11:45
Third Grade	11:20-11:40	11:40-11:55
Fourth Grade	11:25-11:45	11:45-12:00
Fifth Grade	11:30-11:50	11:50-12:10
Sixth Grade	11:52-12:12	12:12-12:27

WEDNESDAY LUNCH SCHEDULE

	LUNCH	RECESS
Kindergarten	11:00-11:20	11:20-11:35
First Grade	11:05-11:25	11:25-11:40
Second Grade	11:10-11:30	11:30-11:45
Third Grade	11:20-11:40	11:40-11:55
Fourth Grade	11:25-11:45	11:45-12:00
Fifth Grade	11:30-11:50	11:50-12:10
Sixth Grade	11:32-11:52	11:52-12:07

- There will be one teacher per grade level supervising at each recess.
- Teachers are responsible for developing their own schedule.
- There will be no more than three classes on the playground at the same time.

RECESS SCHEDULE

9:30 – 9:45	FIRST GRADE
10:00 – 10:15	SECOND GRADE
10:00 – 10:15	KINDERGARTEN
10:30 – 11:00	PRESCHOOL
1:00-1:15	KINDERGARTEN
1:15 – 1:30	FIRST GRADE
1:45 -2:00	THIRD GRADE
2:00 – 2:15	SECOND GRADE
2:30-2:45	FOURTH GRADE
2:30 – 3:00	PRESCHOOL

- First and Second PM recess will be optional on Library Day.

LIBRARY SCHEDULE

The library schedule will be determined by the LMS and the classroom teachers. Library classes will be twenty-five minutes in length and must be completed each day by 3:15.

MORNING SUPERVISION SCHEDULE

The following schedule will be rotated throughout the entire school term. WEEK ONE will follow WEEK EIGHT etc. for the remainder of the year. Please be on time for this duty. There will be two people on duty to supervise the students. They should position themselves so all the students can be monitored. Duty begins at 7:50 am.

Students are not allowed to have toys or electronics of any kind out of their bags. They may read or do homework.

8/17/23 & 8/18/23	Cortez	McRae
WEEK 1	Young	Gerstberger
WEEK 2	Carpenter	Kreutzer
WEEK 3	Baker	Budde
WEEK 4	Amber Porter	Tankersley
WEEK 5	Stacy Porter	Wilson
WEEK 6	Bauk	Prochnow
WEEK 7	Cortez	Gardner
WEEK 8	Cooper	Smith

- A paraprofessional will supervise early arrivals 7:35 to 7:50.
- Title 1, ESL, and HPEC paraprofessionals will provide hall supervision from 7:50 to 8:05. Schedule to be determined by supervising teachers.
- Music, HPEC, and Title 1 will supervise the end of the day.
- Preschool supervises 11:25 and 3:30 dismissal.

ENTRYWAY AND WORKROOM DOORWAY ART

AUGUST	PRINCIPAL
SEPTEMBER	SIXTH GRADE
OCTOBER	TITLE ONE
NOVEMBER	THIRD GRADE
DECEMBER	KINDERGARTEN
JANUARY	FIRST GRADE
FEBRUARY	FIFTH GRADE
MARCH	FOURTH GRADE
APRIL	AT-RISK AND INTERRELATED
MAY	SECOND GRADE

Artwork will need to be completed and placed for viewing by the fifth of every month and taken down by the last day of the month.

GENERAL RESPONSIBILITIES AND PROCEDURES

ABSENCES AND TARDINESS:

Classroom teachers are required to notify the principal in writing OR by email of any student who is absent more than three consecutive school days or absent five or more days in a nine week period, or habitually tardy.

If a student arrives at 10:30 am or before, they will be recorded as being tardy. After 10:30 am the student will be recorded as absent one-half day. If a student leaves school early and is gone for two hours or more, the student shall be counted as absent for one-half day.

EXCESSIVE ABSENCES: After five days absent in one semester due to illness, a student may be required to present a doctor's statement for any additional absences.

PERFECT ATTENDANCE: Student has missed *less than one half school days* for the entire school term. The student must also have *less than four tardies*.

OUTSTANDING ATTENDANCE: Student has missed *more than one half school days but not more than three days*. The student must also have *less than four tardies*.

ACCIDENT FORMS

Staff should file an accident report in the office on the proper form for an accident that occurs in their classroom or during any activity under their supervision.

ATTENDANCE

Teachers will post attendance on PowerSchool by 8:30 each morning.

BUILDING COMMITTEES

Each teacher will serve as a member of at least one committee for the entire school year. Committees will be assigned by the principal. If there are volunteers, assignments will not be necessary.

PROFESSIONAL DEVELOPMENT COUNCIL: Represent the building at district level meetings. Approve district teachers' in-service points and plan district level in-services.

Two elected members

HEALTH AND WELLNESS: Research health related issues, determine building needs, develop and implement plans. Two to three members.

BOOK FAIR: Plan and lead implementation of the Scholastic Book Fair. WCES teachers represent primary and intermediate grades.

DISTRICT LEADERSHIP TEAM: Previously called the QPA Steering Committee.

MTSS TEAM: Lead activities and communication in regard to the MTSS program.

READ WEEK: Plan and implement special activities associated with "Read Week". (One event committee)

SITE COUNCIL REPRESENTATIVES: Represent building at Site Council meetings and help with any Site Council activities.

SCHOOL IMPROVEMENT TEAM: Attendance will be determined by individual basis. Usually will include: principal, counselor, current teacher(s), previous year's teacher, and special teachers as needed.

GRADE LEVEL EVENT: Classroom teachers will plan and implement a special event bringing home and school together. This is to address our building goal to build home/school relationships.

CHANGES IN THE SCHEDULE

All changes in the schedule must have prior approval by the principal. Email communication is most effective. At times staff may want to attend a “school activity” during school hours, such as Kindergarten graduation, spelling bee, birthday parties, and etc. Your immediate supervisor must be notified if you plan to attend and who will cover your duties during this time. Please be on time when delivering and picking up students. This demonstrates to the students the importance of being responsible and punctual.

CLASSROOM MANAGEMENT PLANS, REGISTERS & REPORTS

1. Teachers are required to submit a copy of their classroom management plans to the principal for review by the last work day before school starts.
 - ✓ Classroom management plan should include an outline of your grading policy.
 - ✓ After the review, teachers are responsible for providing a copy of their ~~classroom~~ management plans to each of their students’ parents.
 - ✓ Classroom management plans are to be displayed in the classroom where each student can review. These should be posted the entire year.
 - ✓ If you prefer to develop rules with your students, notify the principal and a later deadline will be determined.
2. Registers & Reports: As a classroom teacher you are required to keep the following types of books or records:
 - ✓ PowerSchool grades
 - ✓ Grade book
 - ✓ Current seating chart

EMPLOYEE ABSENCES:

Please notify Tammy Mason AND the building principal when you need to be absent. If notified by phone, please call no later than 11:00 pm and no earlier than 6:00 am. If you know you will be absent in advance, please complete an electronic request to be absent form and send it to the principal as early as possible. If

you are absent unexpectedly please complete a request to be absent form as soon as you return to school or from home if possible and forward it to the principal for approval.

EMPLOYEE DRESS CODE:

Employees are to dress professionally. If a field trip or other activity day requires more casual attire please dress appropriately yet still professionally. Staff will model the student dress code. Denim jeans may be worn on Fridays and other days approved by the principal.

GUEST SPEAKERS:

Guest speakers must be approved by the principal. Requests must be in writing or by email at least one week in advance. The request should include the following: who, subject matter, and the time and date.

MOVIE AND VIDEO POLICY:

Parent consent is not required to show G-rated movies. PG-rated movies require principal approval. The teacher will submit to the principal a description of the movie, how it relates to the curriculum, and why it is rated PG. A parent permission slip detailing this information must be signed before the student watches the movie.

LESSON PLANS:

Weekly lesson plans will be turned into the office by 8:30 the first day of the school week.

MEETINGS:

Staff meetings will be held during Wednesday Early Release. Attendance at these meetings is mandatory. Additional staff meetings will be held as needed.

EARLY RELEASE:

From September through April, students will be released at 2:30 on Wednesdays to allow teachers and staff members to attend professional development meetings until 4:00 PM.

PROFESSIONAL MATERIALS:

The administration encourages you to use many resource materials to instruct our students. We will have a checkout time limit on all materials in order to ensure that the items are not misplaced.

BOOKS: 4 weeks or one month
VIDEOS: 3 days
MAGAZINES: 1 week

It will be the responsibility of the person who checked out the materials to replace or pay for any lost materials. Any staff member not replacing or paying for lost items will be reported to the district office at the end of the school term.

PROPERTY RESPONSIBILITIES:

SCHOOL PROPERTY: All school employees are expected to assist in the care of school property. Board policy dictates that teachers/employees are to protect the public property put into their care during the school year and to report those who destroy or abuse or damage school property.

PERSONAL PROPERTY: USD 467 is not responsible for teachers' personal property left in the school building during the summer months when school is not in session. When school is in session take care to put valuables away where students do not have ready access.

TOBACCO & ALCOHOL USE: The Board of Education has designated all school buildings, grounds, or school-owned vehicles as no-tobacco and no-alcohol areas.

PURCHASING PROCEDURES:

All purchases must be pre-approved by administration. In order to be approved, complete an electronic requisition order form which must include vendor information, classroom account number, and shipping

expenses. This form should be emailed to the principal for approval.

STUDENT PRIVACY RIGHTS:

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to and including termination.

USD 467 Employees are discouraged from using social networking sites to interact with students, or for the monitoring or investigating of students' off school behavior.

SUBSTITUTE FOLDERS:

Each teacher will put together a substitute folder. This folder should include: a class roster, current seating chart, classroom management plan, daily schedule, and any other items that would help a substitute have a successful day. This folder should be up to date, and in an easy to find location.

TELEPHONE/INTERCOM SYSTEM:

Phones in the classrooms are for staff use only. Each staff member will be assigned a number to use for school related long distance calls. If at all possible use the office cell for long distance calls to parents. Personal calls should be made with cell phones.

Students must be sent to the office to make calls. Never give a student or anyone else your long distance password. Please do not make a habit of allowing students to call home for forgotten items as this enables irresponsible behavior. Personal cell phones should be turned off or set to silent during class time and kept out of sight.

STUDENT RELATED RESPONSIBILITIES AND PROCEDURES

AFTER SCHOOL USE OF THE BUILDING AND GROUNDS:

No student will be allowed in the building or the playground after the final bell unless they are engaged in an educational activity under the supervision of a teacher. Typical activities might include tutoring, music lessons or pupil/teacher conferences, or club meetings. Children of staff members should not be on the playground until after 4:00.

ANIMALS AT SCHOOL/SHOW AND TELL:

Animals may not be brought to school by a student for any reason without clearance from the principal at least one school day in advance. Animals brought to school must be up to date on all vaccinations. No animal less than three months of age may be brought to school.

Adults should not bring animals to school when bringing students or picking up students.

Items that are in violation of any school policies may not be brought for show and tell. For example, anything that could be considered a weapon would not be appropriate to bring.

CHILD ABUSE:

School employees are required by law to report any cases or situations in which they suspect child abuse. Anyone not reporting can subject themselves to fines, imprisonment or both. If you suspect child abuse contact the principal and/or the school nurse. If the principal or nurse are not available contact the Department for Children and Families (DCF) or the sheriff's office.

Reporting applies to every type of child abuse.

Document everything concerning the child's behavior, statements, and physical appearance. Examples are: drop in grades, lack of concentration, outbursts or withdrawals, crying excessively, early arrival and late departures for school, wearing clothing inappropriate for the season, lack of proper hygiene, bruises, burns or cuts. Also note if the student informs you about parent arguments that result in physical fighting, threats of harm or neglect.

CLASSROOM PARTIES:

Classroom parties other than birthdays and holidays will be cleared with the principal at least one day in advance. Birthday parties will be held when it works best in the classroom schedule.

Please encourage parents to bring healthy treats.

Afternoon holiday parties are to begin no earlier than 2:45. If you opt to have holiday parties in the morning please notify the principal.

Teachers are responsible for recruiting volunteers for the holiday parties. Keep in mind that many parents would be willing to bring something or help in some way even if they aren't able to attend. The teacher will be responsible for the holiday party if no one can be found to help, however be sure to **notify** the office if this occurs.

CURRICULUM:

Classroom teachers are required to know and teach current state and local curriculum.

HOME-SCHOOL COMMUNICATION

Consistent home-school communication is essential in an effective learning community. We encourage open communication between home and school to ensure the success of each child. It is the teacher's responsibility to keep parents informed of their student's progress or lack of progress.

Notes to the home will be translated by the office translator. Please email the note to the principal who will then forward to the office translator.

WCES communicates to the home with the following: student handbooks, progress reports, Friday Folders, calendars, Indian Alerts, PowerSchool parent log-ins, SwiftReach, district web page (www.leoti.org), Facebook, Twitter, Instagram and newsletters.

INTERVENTION TEAM MEETINGS:

Students with special concerns should be referred to the Intervention Team. A SIT meeting will be scheduled to discuss the student's needs and strengths. The SIT team will develop and implement a plan of action that will increase the student's success in school. The SIT members may consist of any or all of the following: school psychologist, interrelated teacher, gifted education teacher, speech pathologist, ESL teacher, Title 1 teacher, regular education teachers, school nurse, counselor, parents, and principal.

PARENT-TEACHER MEETINGS

All meeting participants will work together to discuss students' needs in a courteous and respectful manner. When these conditions are not met, the meeting will end and may be rescheduled for another time.

MEDICATIONS GIVEN AT SCHOOL:

All medicine, whether prescription or over-the-counter, is to be administered by the school nurse or delegated office personnel. Parents are required to sign permission slips for medication to be given and the medicine must be stored in the nurse's office.

Please refer to the WCES Student Handbook for the complete detailed policy for medications.

MEAL POLICY:

Meal ticket balances from the previous school year will be carried over to the present year. Please keep your account current.

MORNING MILK and BREAKFAST:

Kindergarten through Second Grade will have the opportunity for a daily milk break. A list of students who are not to consume the extra milk due to their lunch/milk balances will be provided. Do not offer or allow students to drink the extra milk if the milk has not been paid for in advance.

Any student may eat breakfast. Students are to report to the lunchroom to eat breakfast as soon as they arrive at school. Breakfast is served from 7:40 to 8:00 in the lunchroom.

Please do not send students to the office to phone parents because of overdue milk/lunch accounts. The lunch receipts stating the student's current balance must be sent home with the child on a daily basis. Students will not be allowed to have morning milk if they have a negative balance.

PARENT VOLUNTEERS:

The recruitment of parent or community volunteers for special projects for regular classroom needs is encouraged. There are many exciting positive things happening in our building that volunteers could contribute to and could also share with the community. Please remember, the community also offers a great variety of resources, such as guest speakers, or individuals or groups with special talents. All of us

benefit from the help that all of our volunteers freely give. They love to be asked to help! Volunteer hours and duties must be pre-approved by the principal.

SAFETY DRILLS

FIRE DRILLS

Kansas state law requires four fire drills. Directions for leaving the building are posted in each room and are reviewed by the teacher. No one is to return to his/her classroom until the all-clear signal is given. The signal for a fire drill will be a continuous blast.

FIRE EXITS ARE DESIGNATED BELOW:

K, 1 st , 2nd	Outside classroom door
Office area	West entrance
3rd	Outside classroom door
ESL	West entrance
Conference Room	North exit under fire escape
Preschool	Outside classroom door
Computer lab (d), Title 1, Art, HPEC	South main exit
Library and South Gym	South gym doors
Music Room	East exit
New Gym	West exit
Kitchen	Outside kitchen door
Maintenance Office	Outside office door
Restrooms	Nearest exit
4th	North fire escape steps
5th	West stairs to south exit
Science Lab, HPEC (U), 6 th Grade	East stairs to south exit

Use of the elevator during drills or actual fire is prohibited. The teacher or paraprofessional in a room with a person with a disability is responsible for assisting that person to the nearest appropriate exit.

TORNADO DRILLS

Kansas state law requires two drills per year. Students and staff in the 1926 building and office wing will proceed down the hall adjacent to the west side of the southeast gym to the (boys') locker and shower rooms on the west side of the gym. Students in the academic dome may go to the bathrooms, counselor's office, and the dome workroom, OR they may proceed through the southeast gym to the east side of the gym to take

shelter in the east side of the (girls') locker and shower rooms.

Use of the elevator during drills or actual tornadoes is prohibited. The teacher or paraprofessional in the class with a person with a disability will be responsible for helping him/her to the appropriate area.

CRISIS DRILLS

Kansas state law requires three crisis drills per year. Students and staff will participate in three drills which may include a lockdown, evacuation to a separate location, or reverse evacuation. Specific dates and types of drills will align to state requirements and will be determined by the building principal

EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others.

GAAF 1-11, Emergency Safety Intervention policy is included in the back of this handbook.

SCHOOL PROGRAMS:

Music programs, plays, and other after school activities require full cooperation among all personnel. Every teacher is asked to assist in all school programs to the extent of their ability.

STUDENT DRESS CODE:

Students are to use common sense when dressing for school. Clothing, hair style, or other accessories that are distracting to the educational process will be prohibited. In most cases the teacher will enforce dress code violations, in some cases it may be necessary to refer to

the office. The principal is the final authority on the appropriateness of student dress.

1. Shoes/sandals/flip flops must be worn by students at all times.
2. Clothing shall be in good taste. Clothing that advertises or displays alcohol, drugs, tobacco, sexual innuendos, or improper language are **not** allowed.
3. Shirts, blouses, and dresses must have sleeves that cover the shoulders. Both upper and lower torso shall be covered. Undergarments must be covered at all times.
4. Shorts, dresses, and skirts will not be shorter than the tip of the middle finger when arms are relaxed and shoulders are level. Length will be considered for the outermost layer of clothing, in other words leggings under clothing does not enable shorts, skirts, or dresses to meet dress code.
5. Shorts may be worn only during the first nine-weeks and the last nine-week periods.
6. Tunic length shirts shall be worn with leggings. Caps and hats may be worn in the building only for whole building special activities

Students wearing inappropriate clothing may be asked to “cover up”, wear inside out, wear “office clothing”, or call home for appropriate clothing to be brought to school. Repeat offenders may be assigned a consequence.

STUDENT OF THE MONTH GUIDELINES:

The Kansas Dept. of Education encourages schools to pursue character education and recognition in students. Each month teachers are given a positive character trait to be watched for in students and the counselor also teaches about the trait in classroom lessons. Each classroom teacher will select two students per month that demonstrate that character trait. In some cases a classroom may not have any students that meet the criteria, which would mean there would not be any students of the month from that classroom. Each month selected students will receive a character certificate and an invitation to Prizes with the Principal.

OUR SCHOOL C.A.R.E.S

August/January	Cooperation
September/February	Assertion
October/March	Responsibility
November/April	Empathy
December/May	Self-Control

STUDENT RELEASE

Students are not to leave the school grounds during the day without permission from the office. Parents should not come to the classroom, lunchroom, playground, etc. to pick up students; the office will call the classroom and request the student come to the office.

Students will be released to parents or other designated adults upon confirmed approval of the parents. In all cases, students must be released through the office. The adult picking up the child must sign the “Sign-Out” log in the office.

SUPERVISION OF STUDENTS:

Under both common and statutory law, teachers are in *loco parentis* during the school day and during any school-sponsored activity. This means that the teacher or adult supervisor is held liable for both the safety and welfare of the child as well as for their actions whenever the parents entrust them to school personnel.

Supervisors and teachers are in charge of all students who are assigned to their care. Do not send students to a room where they will be alone and never leave students unsupervised or under supervised.

VISITORS

All student and adult visitors are required to introduce themselves at the school office for each visit. If school personnel feel that the visitor is interfering with the learning process, the visitor will be asked to leave. All visitors are required to obtain permission from the teacher and principal at least one day in advance of the visit. Student visits will be limited to one half day or less. Student visitors will NOT be allowed below 2nd grade.

RULES

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SCHOOL-WIDE EXPECTATIONS

1. Be in place and on time with all necessary materials.
2. Show respect for the dignity/rights of others.
3. Be actively engaged in educational pursuit.
4. Follow directions given by all school personnel. Arrive every day with an open mind, a positive attitude, and a willingness to learn.

BUILDING RULES

1. Walk in the building.
2. Use a quiet voice.
3. Write only on items that are intended to be written on.
4. Use restrooms appropriately.
5. Clear water bottles only.
6. Gum and candy are not allowed, except at parties and special occasions. Sunflower seeds, other similar seeds, and energy drinks are never allowed.

CONSEQUENCES: Violation of building rules will start with loss of recess time. The amount will depend upon the extent of the rule violation. Consequences will progress if necessary.

BICYCLES/SKATEBOARDS AND MOTORIZED SCOOTERS

Students are allowed to ride bicycles and skateboards to and from school. Students will walk their bicycle or skateboard on all school sidewalks and crosswalks from 8:00 AM to 4:00 PM on school days. Students are not allowed to ride motorized scooters to or from school.

LUNCHROOM RULES

Teachers are to instruct the students on the specifics of good lunchroom behavior during the first week of school.

1. Eating, rather than talking, will be encouraged.
2. Talking should be in "indoor" voices.
3. Supervisors will determine if the child has eaten enough to go back for seconds.
4. No trading or sharing of food.

5. Sack lunches brought from home may not include pop or candy.
6. Listen and politely obey the adult supervisors at all times. When the supervisor is talking to the group, you are to listen.

CONSEQUENCES: Students will be seated at a table by themselves. Repeat offenders will be held in from recess for time limits appropriate for their actions, progressing if necessary.

WEAPONS POLICY

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

DEFINITION OF WEAPONS AND DESTRUCTIVE DEVICES:

As used in this policy, the term "weapon" and/or destructive device mean:

- 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 of 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 more than ¼ ounce, mine or similar device;
- Any weapon which will, or may be readily converted to, or expel a projectile by the action of an explosive or other, and which has any barrel with a bore of more than ½ inch in diameter; any combination or 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 having a blade that opens or falls or is effected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

PENALTIES FOR POSSESSION:

Possession of a firearm or any weapon or facsimile of a weapon shall result in expulsion from school for a period of time of one calendar year, except the superintendent may recommend this expulsion be modified on a case by case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or his/her designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to S.R.S. or the Commissioner of Juvenile Justice.

STUDENT CONDUCT/DISCIPLINE POLICY

Discipline begins in the home when a child learns from their parents to develop self-control. Students are expected to conduct themselves in a manner which is appropriate to the activity in which they are involved, respect the rights of others, and obey safety rules and regulations. Teachers have the authority to insist upon good discipline in the classroom, school building, on the school grounds, and at school activities. Such insistence will be supported by the principal. Additionally, every school official has the responsibility and authority to correct students in any situation

Discipline Belief Statements:

1. Teaching and learning the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student...

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

2. Parents have a responsibility to ensure their child's behaviors do not take away from a safe and a productive learning environment for others.

3. Changing behavior takes time, effort, encouragement, perseverance, and patience.

4. Discipline is a part of the daily routine--not a disruption of the daily routine.

5. Self-discipline is the expected student outcome.

6. Every discipline situation is an opportunity to teach expected behavior.

7. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.

8. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.

9. Punishment by itself cannot change behaviors.

10. In the handling of unacceptable behaviors, the focus will be on the behavior of a student, not on the student as a person.

11. All students can learn to behave in the expected manner.

Discipline Procedures Breakdown

Productive Classroom Environment

Behaviors that occur in the classroom that interfere with the learning of the misbehaving student and/or the learning of others – examples include, but are not limited to:

- Being off task, may or may not be disrupting others
- Failing to turn in homework

- Failing to complete assignments
- Use or possession of gum, candy, etc.
- Failing to follow requests of school staff
- Talking (blurting) out
- Use of personal property/toys (without teacher permission)
- Showing disrespect/defiance to peers and/or school staff
- Improper use or vandalism of school property, equipment, books, etc.

CONSEQUENCES:

Minimum: Teacher Prompting
Teacher Reprimand
Loss of Recess/es
After-School Detention
Logical Consequence
In-School Suspension

Maximum: Out-of-School Suspension

ORDERLY ENVIRONMENT

Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment – examples may include, but are not limited to:

- Defiance (continuous disregard or opposition to authority)
- Theft
- Disruptive behaviors in the building or on the playground and at a school activity
- Disrespect toward a peer (cursing, name calling, etc.)
- Misuse or defacement of property

CONSEQUENCES:

Minimum: Teacher Reprimand
Loss of Recess(es)
After-School Detention
Logical Consequence
In-School Suspension

Maximum: Out-of-School Suspension

SAFE ENVIRONMENT

Behaviors that are illegal or intended to cause another individual physical or mental harm – examples may include, but are not limited to:

- Weapons
- Theft (over \$100)
- Fighting
- Intimidation, Extortion or Threats
- Gross disrespect toward an adult (cursing, name calling)
- Harassment
- Arson
- Alcohol/drugs/Tobacco

CONSEQUENCES:

Minimum: Logical Consequence
In-School Suspension
Out-of-School Suspension

Maximum: Expulsion up to 186 days

Students will be sent to the principal's office at the teachers' discretion. The principal will conference with the child and determine the consequence according to the building discipline policy, the number of offenses the student has been referred to the office, and the age of the student

BOARD OF EDUCATION POLICIES

Wichita County USD #467

Bullying Prevention/Intervention Plan

BULLYING / CYBER – BULLYING

The Wichita County Board of Education has determined that a safe, respectful, and healthy environment is necessary for students to learn and achieve high academic standards and for students to meet their individual goals for academic success. Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity and

demonstrated capabilities with a proper regard for the rights and welfare of other students and all school staff.

The 2008 Kansas State Legislature mandated that school districts adopt and implement a plan to address bullying behavior, including use of any electronic devices for such behavior. The 2008 legislation also recommended school districts in Kansas adopt curriculum for character development programs. USD #467 was in compliance with the 2008 Kansas Anti-Bullying, Cyber-Bullying legislation. The Kansas Legislation amended the anti-bullying statute (KSA 72-8256), July 1, 2013, to require schools in Kansas to include the following in the bullying policies:

- 1) Bullying means any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of :
 - Harming a student or staff member, whether physically or mentally
 - Physical* - hitting, pushing, tackling, tripping, poking, tugging or tearing at clothes
 - Verbal* – calling of names, making verbal threats of physical acts (whether or not they are carried out)
 - Social or Relational* – ostracism, social exclusion, gossip/"trash talking"/rumor spreading, nonverbal gestures such as eye rolling, directed laughter, mimicking
 - Damaging a student's or staff member's property
 - Attacks on Property* – writing on lockers, taking objects to keep or display publically, destruction of property
 - Placing a student or staff member in reasonable fear of damage to the student's or staff member's property
- 2) Cyber-bullying – bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messaging, blogs, mobile phones, pagers, online games and websites (Cyberbullying may often occur off school grounds, the majority of the time it is

related to what is happening at school. If the bullying communication is disrupting the learning environment with discussion and/or gossip of the incident, the school may be involved with consequences for the behavior.)

- 3) Bullying behavior, including cyber-bullying, will not be tolerated on school property, in a school vehicle or at a school sponsored activity or event
- 4) Bullying behavior or cyber-bullying, will be documented from observations / other reporting and consequences will be enforced

Hazing/Harassment/Intimidation/Bullying/Menacing

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.

JGEC 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, certificated 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 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 extracurricular 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 the meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

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. (See GAAD)

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 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 08/04/03

JGECA Racial Harassment: Students (See GAF)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school

property, and at all school sponsored activities, programs or events. Racial 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 racially 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.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

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

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial 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 racial 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 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 his meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial 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. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

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

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

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 racial harassment shall not reflect upon the student'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 racial harassment

complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial 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: 08/04/03

Annual Notice to Parents and Students Rights Under the Family Educational Rights and Privacy Act

Under the provision of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by Unified School District No. 467. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district received a request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. We have your prior written consent for disclosure;
 - b. The information is considered "directory information" and you have not objected to the release of such information; or
 - c. Disclosure without your prior consent is permitted by law.

The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school 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.

The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll. The institution will forward without further notice student records to officials of other schools or school systems in which the student intends to enroll.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 467 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of United School District No. 467 policies for complying with FERPA. A copy may be obtained from: Dr. James Hardy, Superintendent, PO Drawer 967, Leoti, KS 67861.

Directory Information: For purposes of FERPA, Unified School District NO. 467 has designated certain

information contained in educational records as directory information which may be disclosed for any purpose without your consent. This information would not generally be considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height or members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file a written notification to this effect to the Unified School District No. 467 at PO Drawer 967, Leoti, KS 67861 on or before August 15, 2007. If a refusal is not filed, Unified School District No. 467 assumes you have no objection to release of the directory information designated.

Recruiting information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses and telephone numbers of high school students, unless you object to the release. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

Wichita County Schools

USD 467

Acceptable use Policy for Technology Systems-Students

(Computer, Network, Internet, and E-mail Systems)

When using the Technology Systems (all district computer, network, internet, and e-mail systems provided by USD 467, students will comply with any and all related Board of Education policies, administrative guidelines, including copyrighted materials, and

operating procedures relative to acceptable and responsible use.

Acceptable Use Policy for Technology Systems:

1. All use of Technology Systems must be related to USD 467 curriculum, programs, or activities, have specific educational purposes, and be consistent with the policies of USD 467.
2. Use of Technology Systems to access/transmit obscene, objectionable, pornographic material, or any material likely to be offensive is prohibited.
3. Any use of Technology Systems to facilitate illegal activity is prohibited.
4. Any use of Technology Systems for commercial or for-profit purposes is prohibited, unless specifically related to a district program, activity or authorized fund raising project.
5. Non-school related communication using district Technology Systems is prohibited.
6. District Technology Systems should only be used for educational purposes whenever a specific toll or charge is incurred.
7. Users shall avoid the known or inadvertent spread of computer viruses through district Technology Systems. Users will report warning messages regarding virus activity to district technology support staff.
8. Use of email distribution lists to send e-mail messages inconsistent with this policy is prohibited.
9. Any use of Technology Systems for political lobbying is prohibited.
10. Network and e-mail accounts are to be used only by the authorized owner of the account for authorized purposes. Users should not leave systems that they are logged into unattended or unlocked.
11. Users shall not intentionally seek information on, obtain copies of or modify files, other data, or passwords belonging to other users or misrepresent themselves or other users of Technology Systems.
12. Users shall respect the copyright of all accessible information.
13. Staff using district Technology Systems shall strictly comply with the Family Educational Rights and Privacy Act (FERPA) and applicable state law pertaining to disclosure of education records of identifiable students.
14. No use of Technology Systems shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
15. Staff shall have no expectation of privacy, from review of materials, when using district Technology Systems. USD 467 may monitor or review Technology Systems use, at any time, with or without prior notice to a student.
16. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
17. Technology Systems will not be used to access/download/use games, video, and/or audio files that are not being used for legitimate educational purposes.
18. Any materials published (electronic or hardcopy) using district Technology Systems must be for educational purposes and consistent with the practices and policies of USD 467. USD 467 reserves the right to edit the content of published materials.
19. Staff shall have no expectation of privacy when using personal email or files on district computer systems.
20. Use of chat rooms, listservs, or other synchronous communication tools must be approved by a district administrator.
21. Staff who have knowledge of violations of this policy must promptly report the information to an administrator.
22. Use of district Technology Systems will not be permitted until a student has signed an Acceptable Use Policy for Technology Systems form.

Security

1. Staff are discouraged from providing personally identifiable information over the Internet. Personal information about a student will not be disseminated publicly online without written permission from a parent.
2. Staff should not respond to messages that are suggestive, obscene, or threatening. Such messages from a known source should be shown to an administrator who will forward a copy to district technology support staff. Such messages from an unknown source shall be deleted.

Checkout/Off-site Use

1. All policies described in this document apply to usage of district Technology Systems both at home and at school.
2. In the event of checkout, district Technology Systems are for staff member or student use only.
3. When district Technology Systems are checked out, they will be returned on time.
4. District Technology Systems must be kept secure at all times, and any student checking out district Technology Systems is responsible for loss, theft, or damage to district Technology Systems.

Service/Maintenance

1. Software/hardware installed on district Technology Systems is standardized and is not to be changed.
2. Technology support/maintenance must be performed by district technology support staff in order to maintain the warranty on equipment.

From time to time USD 467 will make determinations on whether specific uses of district Technology Systems are consistent with the Acceptable Use Policy for Technology Systems. USD 467 reserves the right to log and monitor user activity, with or without prior notice to a student. USD 467 reserves the right to restrict use of district Technology Systems and/or discipline a student, for any violation of the Acceptable Use Policy for Technology Systems.

Per BOE Meeting 5/27/2003

ACCEPTABLE USE OF ELECTRONIC COMMUNICATION DEVICES

I. BY EMPLOYEES

- A. Employees may possess a cellular telephone or other personal electronic communication device (ECD) (e.g., paging device/beepers, personal digital assistants, personal computers and other devices designed to receive and send an electronic signal; for purposes of this policy, the term shall also include electronic entertainment devices such as Ipods, MP3 players, electronic games, etc.) in school, on school property, at after school activities, and at school-related functions as long as possession of the ECD does not interfere with educational processes or compromise the safety of staff and students or the security of the school.

- B. Employees may use ECDs or allow students to use ECDs in a manner that enhances educational opportunities or educational experiences. Employees are encouraged to promote responsible and respectful use of ECDs by students so long as the use does not infringe on the rights of others or disrupt educational activities.
- C. Except on an infrequent or emergency basis or when being used to enhance educational opportunities, ECDs must remain in an off position during the instructional day. Use of a cellular phone or other ECD shall comply with District guidelines for use of district provided telecommunications. Employees shall not use a cellular telephone or other ECD in a manner that disrupts or distracts from instructional time.
- D. Employees whose job responsibilities include regular or occasional driving and who also have a cell phone or pager for either business or personal use are prohibited from using ECDs while operating a moving vehicle for district business. Use of hand-free devices is permitted. Employees who are charged with traffic violations resulting from the use of ECDs while driving will be solely responsible for all liabilities that result from such actions.
- E. Wichita County Schools are NOT responsible for theft, loss or damage to electronic devices brought to school by an employee.

II. IN GENERAL

- A. Any use of an ECD or privately owned computer at school must comply with the Wichita County Schools Policy on Acceptable Use of Computers, Computer Networks, Internet, Electronic Mail and Other Online Services. Violation of the Acceptable Use Policy through use of personally owned ECDs or computers may result in disciplinary action.
- B. Inappropriate use of ECDs may result in disciplinary action, confiscation of the device and banning of any electronic device by that student or employee for a defined period of time.

- C. The contents of a cellular phone, camera, or other ECD may be searched to determine ownership or to identify emergency contacts. Upon reasonable suspicion that a school or District rule or the law has been violated through the use of an ECD, search for evidence of the suspected wrongdoing may also occur. ECD means any and all parts of the ECD. Any refusal on the part of a student or employee to comply with a request to surrender the ECD may result in disciplinary action.
- D. A cellular telephone or ECD that has been confiscated and not turned over to law enforcement will be released to the employee or to the parent or guardian of a student when it is no longer necessary for investigation or disciplinary proceedings. At the discretion of the principal, the cellular telephone or ECD may be returned directly to the student.
- E. Training on these regulations will be provided to staff and students annually.
- F.

Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release

the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

NOTICE

It is the intent of Wichita County Schools USD 467; Leoti, Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. All students attending Wichita County Schools USD 467, Leoti, Kansas may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex. Grievance procedures for Title VI, Title IX, and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title VI, Title IX (sex) and Section 504 (handicapped) should be referred to:

Ms. Lori Maxwell, Superintendent
PO Drawer 967
Leoti, Kansas 67861-0967
Telephone: 620-375-4677