

The background is white with scattered school supplies and stars. At the top left is a blue highlighter. At the top right is a blue megaphone. On the left side, there is a blue ruler and a pair of blue scissors. At the bottom, there is a blue book. Several blue and orange stars are scattered throughout the page.

SEDAN ELEMENTARY STUDENT HANDBOOK

Dear Parents and Students,

On behalf of the Sedan Elementary staff, we welcome you to a new and exciting school year! Whether you are new to Sedan Elementary or a returning family, we look forward to building a partnership with you and your child that will last for many years. Our teachers, counselors, and support staff are committed to providing a quality experience in our schools! We believe that your child's success in school is dependent upon many factors. A few of these include: regular attendance, good communication between school and home, and the hard work of our students and staff. Parents are a key to student success, and we invite you to be actively involved in our schools and in your child's education. Please refer to this handbook throughout the school year as a reference. It should provide answers to many questions that you may have, but feel free to telephone us or stop by the school office should you need more information. We are more than happy to answer any questions you may have. It is a pleasure to have you as a member of the Sedan Elementary School family! We are looking forward to working with each of you in the coming year!

Welcome Back,

Principal Karla Cherico

USD 286-VISION

"In cooperation with parents and community, USD 286 is committed to a tradition of excellence in which students and staff are challenged to become self-sufficient learners achieving their full potential."

USD 286 -MISSION

Student Learning is the chief priority of the Chautauqua County Community School District. Students, staff, and community will work collaboratively to see that all students learn in a safe, orderly environment of mutual respect and lifelong learning.

Nondiscrimination USD 286 does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, religion, handicap/disability or age. Persons having inquiries may contact the school district's coordinator, Superintendent Nathan Hinrichs 416 E. Elm Sedan, KS 67361 620-725-3187

Use of Surveillance Cameras

The district may use surveillance cameras and other electronic devices to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Surveillance footage, which is a record of student behavior, shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

Release of Student During School

Building principal/office shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or legal guardian or a person or persons designated by parents. Before releasing a student during the school day, the building principal or designee shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Students are to report to the office to obtain permission to leave and to sign out. Parents should come to the office to pick up their child.

VISITOR PERMITS

All visitors report to the office upon arrival. Visitor permits will be granted to those who have business to conduct in the school. Persons requesting to relay messages to students or staff should make arrangements in the office.

Recommendation to parents: The first week of school it is acceptable to walk your child to their classroom. But after that first week, it is in the best interest of the student for parent's to drop off their child at the front door. This makes for an easier transition into the classroom and establishes a routine for the child. If you need to visit with the classroom teacher, stop by the office and the office secretary can let a teacher know that you would like to visit with them and we can make the teacher available. We encourage parents to be involved in their child's education and are happy to schedule appointments as needed to get you all the information you need concerning your student.

STUDENT CUSTODY

All parents have equal access to their child and their child's school records unless documentation of court action is provided to the principal, which dictates otherwise. Such documentation may be in the form of a restraining order, results of a custody hearing, or other legal documents. Parents are also responsible for keeping the principal informed of all legal changes regarding child custody and visitation issues. Principals can only enforce denial of a parent's access to their child or their child's school records when legal documentation is provided.

SCHOOL CLOSING/INCLEMENT WEATHER

The decision to close school will be made by 6:30 a.m. (when possible) information will be sent using School-Messenger, school Facebook page, Twitter and channels 2,6, & 8 (Tulsa, OK), or channel 30 (Wichita).

DISTRICT MEDICATION POLICY

BOARD POLICY:

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district administrators. K.S.A 72-8252

ADMINISTRATIVE PROCEDURE:

1. A student is eligible to take medication at school if it is to be given at a specific time of day during regular school hours or if it is to be given more than three times a day. Unnecessary medication administration at school is strongly discouraged.
2. Administration of acetaminophen or ibuprofen requires parent/legal guardian authorization (see 5).
3. Both parent/legal guardian authorization and a signature from a person licensed to practice medicine or dentistry in the State of Kansas or other competent jurisdiction are required for administration of all medications in the school setting with the exception of situations addressed in #5. The physician order must be updated at the beginning of each school year and dated not prior to May 1st of the previous school year.

a. The order shall include the following:

1. Name of student
2. Diagnosis/reason for medication
3. Name of medication to be given
4. Dosage to be given (A new physician written order will be required for dosage changes.)
5. Times to be given
6. Method of administration
7. Expected duration of treatment

b. Lawful custodians are responsible for:

1. Verbalizing request for medication administration to school nurse
2. Obtaining physician or dentist order
3. Supplying medication in the original container
4. Authorizing school health services personnel to exchange information with the attending physician and personnel from the dispensing pharmacy.

c. The school nurse is responsible for:

1. Keeping medications locked in specially designed cabinet and/or small

container for refrigeration.

2. Counting all regulated medications when received, weekly thereafter, verifying with at least one other adult (lawful custodian or school employee).

3. Initiating a medication order

4. Instructing unlicensed school personnel who have been identified as necessary to implement the administration plan and documenting training and supervision according to the delegation regulations of the Kansas State Board of Nursing.

5. Observing students for desired and potential effects.

6. Completion of required medication documentation.

7. Providing necessary feedback to lawful custodian and physician.

d. Termination

1. Short-term medication: The medication plan will be terminated when medication supplied by the lawful custodian has been administered.

2. Long-term medication/PRN (as needed): During the school year the termination of a medication plan by the lawful custodian, prescribing physician, or school must be by written or verbal notice. On July 31, at the end of the extended school year all medication orders will terminate.

4. Self-administration:

a. The self-administration of medicine for the treatment of anaphylactic reactions or asthma is allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy. Parents/legal guardians shall submit a written statement from the student's healthcare provider stating:

- i. The name and purpose of the medication;
- ii. The prescribed dosage;
- iii. The conditions under which the medication is to be self-administered;
- iv. Any additional special circumstances under which the medication is to be administered; and
- v. The length of time for which the medication is prescribed.

- b. The statement shall also show the student has been instructed on Self-administration of the medication and is authorized to do so in school.
 - c. An annual renewal of parental/legal guardian authorization for the self-administration of medication is required.
 - d. The school district, and its employees and agents, which authorize the self-administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication, and written notification in this regard is provided to the parents/legal guardians.
 - e. Parents/legal guardians shall sign the waiver of liability provided on the “authorization for Self-Administration of Emergency Asthma/Allergy Medication form.”
5. Health room stock of Acetaminophen and Ibuprofen
- a. Health rooms will stock tablet forms of acetaminophen and ibuprofen.
 - b. Parents/legal guardians will provide annual written permission on district provided forms for the school nurse to administer the medication.
6. Students cannot have any medication on their body or in possession with the exception of an inhaler.

ENROLLMENT GUIDELINES

Resident students will be admitted to attend school in the district unless they have been expelled. Preschool students have to meet program qualifications to be admitted to the preschool classes. A resident student is any child who has attained the age of eligibility for school attendance (Age 5 on or before August 31st of the present school year to enroll in Kindergarten) and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in preschool, kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation.

The enrollment documentation shall include a student’s permanent record card with a student’s legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Department of Social and Rehabilitation Services, a baptismal certificate or other documentation the onboard considers satisfactory.

GRADING AND ELIGIBILITY

Sedan Elementary School sets and promotes high achievement standards for all their students. Built into our school system and philosophy are safety nets to ensure that students are successful and working to their highest potential.

4TH – 6TH GRADE UPPER ELEMENTARY ELIGIBILITY POLICY

All 4th-6th-grade students must be passing core subject areas to participate in “fun” activities (all-school assemblies, extra recesses, holiday celebrations, field trips, etc.) during the school day and will not be allowed to attend district activities in the evening unless students are in attendance and sitting with parent(s).

Passing is defined as a grade of “D” or higher. Eligibility will run weekly; however, a student can become eligible if they bring the failing grade to passing during the week.

Students who are ineligible will be encouraged to attend after-school help sessions. During this time students will be able to work on the subjects in which they are failing. If a student has misplaced the work that has been assigned by the teacher, the teacher will provide the student with a copy or an alternative assignment to demonstrate their progress toward the standard.

Ineligible students will be allotted time to complete and work on failing grades during the activity times that they have to miss. Ineligible students will go to the district ISS room to work on the subjects in which they are failing during the activity time.

MAKE-UP POLICY

- It is the responsibility of the student to pick up, as well as complete, all missed work. A reasonable amount of time for completing make-up work would be interpreted as two school days for each school day missed.
- It is the responsibility of the student to get work ahead of time for “known” upcoming excused absences.
- Any class work not returned to the instructor by this policy will result in no credit for that assignment.
- Assignments and/or tests previously assigned to the student and due on the date of an absence are due on the date of return.

ATTENDANCE

Sedan Elementary School will follow the ***Kansas Compulsory Attendance Law***: All children between the ages of seven and eighteen must attend school continuously. *The Compulsory Attendance Law* **K.S.A. 72-1111** applies to all Kansas students attending public, private, parochial, or denominational schools. A child who has 3 consecutive unexcused absences, or 5 unexcused absences a semester, or 7 in a year, whether part or all of the day, is considered “Truant.”The building principal is the truancy officer for the school.

It is the district’s expectation that every parent/guardian will acknowledge and share the importance of attending school with their children. Without this support and encouragement, students will not understand the importance of regular attendance. The State of Kansas requires every parent who has a child who has reached the age of seven years and is under the age of 18 years to have that child attend school.

It is expected that every student will be in school each day. Absences and tardies are entered on a student's permanent record.

In case of illness or emergency where a student must leave the building, they must do so through the office. In case of illness, every effort will be made to contact a parent or guardian before the student will be released from school. Leaving school without permission automatically results in an unexcused

absence. Parents are to come to the office to pick up a student. The office will locate the student for the parent. Parents are not to go to the individual classrooms requesting a student.

ATTENDANCE PROCEDURES AND GUIDELINES

Students should not arrive earlier than 7:40. Breakfast begins at that time. Students will be required to go to the old gym when they arrive at 7:40. The first bell rings at 7:50.

The tardy bell rings at 8:00. When an absence occurs the parent is asked to notify the school as to the nature of the absence. The parent/guardian of a student who is absent is requested to call the school the office by 10:00 a.m. the morning of the absence. The office will call the students' parents/guardians home or place of employment each morning to verify a student's absence from school that day if no phone call or contact from the parent/guardian was made.

1. If the school receives no phone call or note from the parent the absence will be considered unexcused. A phone call from the parent does not necessarily excuse the absence. The absence will be excused once the child returns to school with proper documentation that the absence was a valid excused absence. Excused absences are determined by the principal and may include the following:
 - a. Personal illness - a doctor's will excuse the illness and not count toward a student being truant.
 - b. Illness in the family - all school work must be kept current
 - c. Death of a relative
 - d. Observation of a religious holiday
2. If a student is going to be gone for reasons other than the above examples, parents must meet with the principal prior to the absences to determine if the absence will be considered excused.
3. After 10:00 a.m. a student is considered absent for the morning. Students must be present for at least 2 hours after their scheduled lunch break in order to be counted present for the afternoon period.
4. Early Dismissals: If a student is to be excused during the school day, he/she should have his/her parent/guardian come into the office to sign him/her out.
5. The student will have two days for each day of excused absence to make up work missed. It is the responsibility of the student to request make-up work from teachers, successfully complete the missed assignments, and turn in the work on time.
6. When a student has knowledge of a scheduled test and misses the day of that test, the student must make up the test on the first day back.
7. Students who plan to be absent are to notify the principal and their instructors before the absence. Any work due the date of the absence must be turned in immediately upon return or at the discretion of the teacher; otherwise, it will be considered late and will be subject to penalty.
8. Students and parents are asked to wait two (2) days before asking for homework assignments for long-term absences.
9. Students who leave during the school day must be checked out by a parent/ guardian. Students who leave without checking out will be considered truant and will be subject to disciplinary action.
10. When a student returns to school from a professional appointment, verification from the doctor or dentist must be turned in to the office, and must have exact dates of confinement, etc.
11. Absences for illnesses verified by a doctor's note detailing dates of the confinement are exempt from the attendance policy.
12. Parents are encouraged to arrange appointments after school or at times that do not affect any single class. No make-up homework assignments or examinations will be permitted for unexcused absences. Out-of-school suspensions will be considered an unexcused absence.

Exceptions to this policy:

1. Students participating in school-sponsored trips, events, and activities counted as School Activities are not counted absent.

Reporting of Truancy

The building principal is the truancy officer and is responsible for reporting truancy to the county attorney.

TARDY POLICY

Tardies make it difficult for students to keep up with their schoolwork and they interfere with the learning opportunities of other students. Following are the guidelines, which will be used to address student tardiness each semester.

- 3 tardies will equal one unexcused absence and after the 3rd tardy a parent letter will be sent informing parents of the unexcused absence assignment.
- After the 4th tardy the principal will make contact with the parent to schedule a meeting to determine a plan that will help the student successfully arrive at school on time.
- After a student is tardy 5 times in one semester will be reported for truancy.

TARDY POLICY 6th grade students

Tardiness is defined as any appearance of a student after the scheduled time a class begins. (Tardiness of more than twenty (20) minutes to a class will receive a discipline referral in addition to a tardy. A parent will then be contacted to confirm the knowledge of the late arrival.

Excessive Tardies:

Tardies are a classroom disruption and will be handled as a disciplinary action. The following guidelines will be used to address unexcused tardy violations:

1st tardy warning by teacher

2nd tardy warning by teacher

3rd tardy teacher assigns appropriate consequence/and may notify parents

4th tardy teacher assigns appropriate consequence AND notification of parents

5th tardy the classroom teacher will refer the student to an administrator/office for that tardy and each additional tardy. Students will be assigned detentions for the 5th and any additional tardies.

Students tardy to the first class period of the day will report to the office for admission to school. An automatic lunch detention will be assigned after the 3rd tardy to be served the day of the tardy.

Late Start School Days:

Late start classes will happen throughout the year to allow teachers time to meet for Professional Development.

Procedures:

Elementary students arrive at 10:30 and will report directly to their classrooms. Elementary students may be dropped off in front of the old gym or at the main door at the elementary. Bus students will be dropped off at the old gym. Breakfast will not be served on late start days. There will be NO Preschool on late start days.

JR-SR High students will start classes at 10:30. Bus students will be dropped off at the high school. All JR-SR high students will report to 3rd hour.

Student Wellness/Classroom Parties

Sedan Elementary is committed to providing a school environment that enhances learning and development of lifelong wellness. In order to create such an environment, the district will:

1. Increase food safety and decrease the risk to students with food allergies by requiring **classroom “treats” brought to school by students must be prepackaged by a manufacturer. (No handmade treats)**
2. Work towards offering only nutritious foods in fundraising activities, classroom food rewards, parties, and celebrations.
3. Work towards reducing non-nutritious food rewards for student success and achievements.

Parties:

With teacher approval, parents may send small, inexpensive treats for a child’s birthday. Party supplies such as streamers, banners, balloons, noisemakers, party hats, etc. are not allowed. The treats may be served during the day at the teacher’s discretion. Invitations to parties held at home will not be handed out at school. **Reminder: Treats must be prepackaged by a manufacturer; examples would be “Little Debbie Snack Cakes”, store packaged cupcakes or cookies, granola bars, fruits or vegetables etc.**

CELL PHONE/OFFICE TELEPHONE USE

Cell phones are not to be used, or seen during the school day. The first violation will result in the phone being sent to the office. The student’s parent or guardian must come to the school to claim the phone if a second offense occurs. The office phones are available for student use, with permission. If your parents need to talk to you, they may call the office at 620-725-5611.

6th Grade students may use their cell phones at lunch complying with the school internet/technology policy.

Camera Use

Cameras and camera phones may be used at school, on school property or at school activities or functions only if they are not disruptive and are in compliance with school policy for electronic devices. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area or locker room. Cameras shall not be used to record confidential material, such as tests.

Cameras shall include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras, videophones, internet web cameras and any other device capable of taking, storing, transmitting or viewing pictures or images.

Pets/Show-N-Tell:

Any pet/animal must be pre approved by the building principal before entering the building and must be secured with a lease. Please check into the building office before going to any classroom.

PERSONAL PROPERTY

The district is not responsible for students’ personal property and does not provide insurance on students’ personal property. If a student’s personal property is broken, damaged or stolen, repair or replacement is the student’s responsibility.

BICYCLES, SKATEBOARDS, ROLLERBLADES(ROLLERSHOES), AND SCOOTERS

To maintain a safe environment, the following regulations apply to the use of: Bicycles are to be walked

while on school grounds. Students are to obey all safety regulations. Please park bicycles in the bicycle racks.

Skateboards, rollerblades (skates), footwear with wheels, and scooters are not to be brought to school

SCHOOL WIDE EXPECTATIONS FOR STUDENT CONDUCT

Expectations in this section are designed to meet the following goals:

1. Maintain an orderly school operation
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and the lives of others
5. Help students develop responsibility and character.

Expectations of all students at Sedan Elementary School

1. Treat others with the same respect with which you want to be treated.
2. Your actions, dress, possessions, etc., may not cause a problem for anyone else.
3. If your actions, dress, or possessions cause a problem for anyone else, you will be asked to solve that problem.
4. If you cannot or choose not to solve the problem, an appropriate consequence will be imposed by staff members. These consequences will depend on the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If students and/or parents feel they have been treated unfairly, the proper chain of command will be:
 - a. Talk with the teacher first.
 - b. Talk with the administrator next.
 - c. Talk with the superintendent next.
 - d. Appeal to the board of education.

CLASSROOM CONDUCT

Each student at Sedan Elementary School has a basic right to learn without interference of others' behavior. Disruptions to the learning process will not be tolerated.

General Classroom Expectations

Teachers will operate using the following 5 general expectations in their classrooms

1. Treat me, as your teacher, with the same respect with which I treat you.
2. Your actions will not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
5. If I do something that appears to be unfair, whisper to me, "I'm not sure that 's fair," and we will talk about it. (This talk may have to be at a later time)

HALL CONDUCT

Students are to pass quietly through the halls, always keeping to the right. Proper conduct in the halls is expected of every student. Running, pushing, and shoving are prohibited.

SEVERITY OF CONSEQUENCES AND REPEATED STUDENT DISRUPTIONS

In the event that a student repeatedly violates the expectations of student conduct, consequences, which result in loss of privileges. The following are examples of these consequences and possible reasons for which they may be assigned.

DETENTION

Detention at the elementary level is used minimally and assigned by the teacher who wishes to keep the student after school. It is the responsibility of the teacher to make prior arrangements with the parent before keeping a student after school for detention. Lunch detentions shall be used at the discretion of the administration. Examples of why a detention may be assigned include but are not limited to

1. Activities, which repeatedly interfere with the teacher's ability to teach or other students' opportunities to learn.
2. Repeated occurrences of the same problem with multiple opportunities for a student to solve it on their own along with the teacher trying to help the student solve the problem.

DETENTION PROCEDURES

1. Teacher(s) will contact parents to gain permission to keep the student after school.
2. Students will come prepared to work constructively during the entire time.
3. The parents are responsible for transportation afterwards.

IN SCHOOL SUSPENSION

1. In-school suspension will be held in an assigned area with a supervisor who will assist students in completing assignments and improving behavior. Students assigned to ISS will be required to report at 8:00 a.m. and will be dismissed at the end of the school day.
2. The ISS program permits a student who has been suspended as a result of a rule violation to return to school at the discretion of the administration and continue his study in a self-contained room.
3. Teachers provide assignments that are completed by the student in ISS and will be returned to the teacher for credit.
4. Students will be served lunch under continuous supervision in the ISS room. Any student dismissed from ISS will be suspended from school, and then be required to finish the assigned ISS time upon returning to school.

SUSPENSION

Acts of unacceptable behavior that may result in suspension or expulsion upon the first offense, depending upon the severity of the infraction, or that may result in suspension for repeated infractions, include but are not limited to the following:

1. Possession, consumption, or sale of alcoholic beverages, tobacco, narcotics, marijuana, addictive drugs, in any form, at school or any school-sponsored events, regardless of location.
2. Possession or exchange of drug paraphernalia.
3. Possession, threat to use, or use of lethal weapons.
4. Vandalism or destruction of school property.
5. Theft of property and/or extortion of any type or amount.
6. Any illegal activity.
7. Failure to comply with reasonable requests from the administration, faculty, or other school employees.
8. Fighting, intimidation, or threatening by word or deed (harassment).
9. Possession and/or ignition of any form of fireworks.
10. Excessive tardiness or absence.
11. Open defiance of authority.
12. Use of profanity or vulgarities.
13. Repeated violations of school regulations.

Any of the above infractions may result in the student being suspended from school for up to ten (10) school days, placed in ISS, and/or required to attend an expulsion hearing to face possible long-term suspension or expulsion from school. A parent/guardian conference may also be required before the student is allowed to return to school. Although no credit is given for required assignments missed during

suspension, it is recommended that students keep up with homework in order to minimize the educational loss.

STUDENT ATTENDANCE AT ATHLETIC EVENTS

Students who attend home activities must be seated in the gym, stadium, etc. They are encouraged to actively participate in cheering for our teams. All cheering is to be positive for our team with no negative yells toward the other teams, team members, or referees. Students are not allowed to wander around the halls during games. Elementary students are encouraged to sit with parents.

ASSEMBLIES

Assemblies are offered to enhance the curriculum with information and/or entertainment. Many times members of the community, parents and others will visit our school to observe the program being presented. With this in mind we ask that student behavior be refined and courteous at all times as each student is responsible for the impression made for the school as a whole.

Prior to a general assembly, students are to report to their classrooms. Textbooks and other materials are to be left in the room.

STANDARD OF DRESS

Each student at Sedan is responsible for proper dress, and for a neat, clean appearance. Extreme styles or sloppiness will not be allowed, and torn or cut-up clothing will not be allowed. Undergarments must be worn and covered at all times. Appropriate grooming is conducive to a desired learning environment.

Teachers and administrators will monitor the dress code of students. Students are not allowed to go home and change. Take pride in your appearance, as you are a representative of your school.

DRESS CODE

The dress code applies to all locations and at all school events, athletics and activities. When in doubt, please check with your principal.

1. Hair should be kept clean and should be neatly combed at all times. Extreme make-up, unnatural hair styles or colors that are distracting, or wearing inappropriate accessories will not be allowed. The teacher and/or administration will decide what is “distracting.”
2. All students must wear shoes, boots or sandals at all times. Bare feet are not allowed.
3. (3-5thGrades) Spaghetti straps or tops with thin straps will not be allowed. (All students) Tops that expose the midriff, the chest, cleavage or the lower back will not be permitted.
4. Shirts must be appropriate. Distractive, offensive and suggestive printing is unacceptable. Approval of lettering will be left to the discretion of the principal. Shirts promoting alcohol, tobacco, or suggestive logos are not allowed. No men’s undershirts (tank tops) will be allowed.
5. Shorts will be permitted yearlong! Shorts, skorts or skirts may not be shorter than 4 inches above the knee or a 6-inch inseam whichever is longer.
6. All pants that are worn below the waistline are prohibited. No sagging.
7. Facial and body piercing (except for the nose and ears) will be prohibited. No rings may be worn in piercings other than the ears. Tongue and nose piercings that are distracting to the educational process are prohibited. Chains are not permitted.
8. Sunglasses or any colored glasses are not to be worn in the building.
9. No hats, sweatbands, bandanas, or other head coverings are allowed within the school building.
10. Pajama pants & apparel will not be allowed, except on incentive days or special days when approved by the principal.
11. Any practice judged distracting or disruptive will be dealt with on an individual basis.

POLICIES AND REGULATIONS TO PUPILS RIDING THE BUS

- The driver is in charge of the students and the bus. Students must obey the driver promptly and courteously.
- The driver may assign a seat to each student.

- Students must be on time--the bus cannot wait for those who are tardy. Students must walk on the far-left side of the road facing traffic when going to the bus stop.
- Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner.
- Outside of ordinary conversation, classroom conduct is to be observed. Please do not converse with the driver while the bus is moving.
- Students are responsible for keeping the bus clean. After activity trips, students will pick up all trash before exiting the bus.
- Students must not try to get on or off the bus or move within the bus while it is in motion.
- When leaving the bus, students must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
- Any damage to the bus is to be reported at once to the driver.
- Students riding the bus may NOT leave the school grounds after arriving at school.
- Students may not get off the bus before their intended location without prior notification.

Buss Referrals: First offense is an office visit and parent notification. Second offense is a call from the bus driver and a detention. Third offense is a call from the office and 2 detentions. The fourth offense is removal from the bus for a period of at least a week. The fifth offense will be removal from the bus for a time to be determined - it could be for the entire semester. Continued disruptions will result in the total loss of bus privileges.

Important for Bus Students:

It is very important when elementary students are to be dropped off at home that there is an adult present and can be seen by the bus driver. If the bus driver determines there is no one present, the student will not be allowed to leave the bus and will be delivered back to the elementary school until someone can be contacted.

For this policy the following will apply:

1st Offense: Warning with documentation to parents

2nd Offence: Meeting with principal and transportation director. (The student may not be allowed back on the bus without this meeting)

3rd Offence: Students will be returned to school and law enforcement will be contacted for a “child in need of care” and loss of bus privileges for a determined amount of time.

Students who are not riding the bus in the morning should call the Transportation Supervisor at 620-725-2224 or the bus driver. You may also try to call the people that are just before your stop and have them let the Bus Driver know that they will not be riding.

TITLE I PROGRAMS

The Elementary and Secondary Education Reauthorization Act provides federal funds to local school districts for supplemental education in qualified schools. Title I funds are provided to give additional help to students in reading and math.

Title I Parent Involvement Policy Reminders

As Title I schools, we are required to inform you of the following items:

- That you may request information regarding the professional qualifications of your student’s classroom teachers and classroom paraprofessionals.
- That the school must notify you if your student is instructed for four continuous weeks by a teacher that does not meet the definition of “highly qualified”.
- That you may request access to your student’s state assessment scores.
- That an annual evaluation is conducted of our Title I program, and that you have the right to be actively involved in this evaluation that includes parent involvement policies and activities.

- Each Title I school has convened an annual meeting to which all parents of participating children are invited for the purpose of explaining the Title I program, its requirements, and their right to be involved, including parents of children who are disabled, migrant, or Limited English Proficiency (LEP).
- Each year, we want to remind parents about access to our district and school “Report Cards”. Information can be found by following the link on our district website at <http://www.usd286.org> or using the Kansas State Department website at <http://online.ksde.org/rcard/county>

COMPUTER USE

Students and staff are encouraged to use district computers and computer software to enhance learning. Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

AcceptableUsePolicy for Network Services/Internet Access

Our goal in providing Internet services is to promote educational excellence by facilitating resource sharing and communication. Use of the computer for programs, software, and access to the Internet is a privilege, not a right. Access entails responsibility. Internet users will be held responsible for their language, pictures, text, or any other data on the Internet. Users are warned that the Internet provides access to a wide range of materials, some of which may be offensive to the user.

Students should understand the following:

- Student use of the Internet must be supported by a lesson plan for an educational purpose.
- Administrators, teachers, technology personnel, or other authorized personnel have the right to view or remove any communication/information in students’ files on any drives and/or directories.
- Purchases are not to be made online.
- Only use your first name. Do not give out your phone number, home address, or school name.
- Never send or respond to any messages that are suggestive, obscene, or threatening. Students should show any questionable messages and/or sites to an adult/teacher immediately.
- Any student accessing or copying any information outside the intended purpose of instruction is in violation of this policy and will face disciplinary action.
- Any student who has knowledge of, or is involved in any of the above unethical or illegal acts, and has not reported this to an adult, will also be held responsible.
- Administrators, teachers, and technology personnel will determine what constitutes a student’s inappropriate use of the Internet/Network/Electronic Mail.
- Violating this policy may result in: Restricting or loss of Internet/Network access or other disciplinary action including, but not limited to, suspension or expulsion.

It is impossible to restrict access to all controversial materials without restricting access to all materials. If students follow the above guidelines and instructions from their teachers, the risk of student access to improper materials will be minimized. However, the school, USD 286, nor any of its employees will be held responsible for materials a student acquires or sends via the network.

NONDISCRIMINATION STATEMENT

In compliance with Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and all other federal, state, school rules, laws, regulations and policies, the Chautauqua County Community Unified School District #286, Sedan, KS shall not discriminate on the basis of sex, race, color, national origin, handicap or age in the educational programs or activities which it operates.

It is the intent of Chautauqua County Community Unified School District #286, Sedan, KS to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

Nathan Hinrichs has been designated as the district's Compliance Coordinator. Complaints can also be filed with the U.S. Department of Education, Region VII, Office of Civil, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302 or ocr.kansascity@ed.gov

COMPLAINT PROCEDURE

The Board of Education of USD 286 Chautauqua County Community Schools encourages all complaints of discrimination on the basis of race, color, national origin, sex, religion, disability or age regarding the district to be resolved at the lowest possible administrative level. Individuals should attempt to resolve problems informally before utilizing this complaint procedure. Whenever a complaint is made, it will be promptly and thoroughly investigated.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to programs or treatment or employment in the district's education programs and activities is prohibited. The Superintendent of Schools (404 N. Sherman, Sedan, KS, phone 620-725-5611) has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendment of 1972 and the Age Discrimination Act. Information concerning the provisions of these Acts and the rights provided thereunder are available from the compliance coordinator.

Complaints by an employee should be addressed to the building principal and/or the compliance coordinator. Complaints by a student should be addressed to the building principal and/or the compliance coordinator. Complaints about discrimination will be promptly and thoroughly investigated and resolved through the following complaint procedure:

1. A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.
2. A complaint should be filed within 20 school days after the complainant becomes aware of the alleged violation.
3. An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an independent investigation officer. In other instances, the investigation shall be conducted by the Compliance Coordinator or his or her designee. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit relevant information, written or oral, to the investigator.
4. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
5. Records relating to complaints and their resolution shall be maintained by the Compliance Coordinator and shall be kept confidential to the extent allowed by law.
6. The complainant may appeal the resolution of the complaint to the Board of Education. The request to appeal the resolution shall be made within 15 days after the date of the written resolution of the complaint at the lower level. The Board of Education may appoint a hearing officer to hear the appeal. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence either orally or in writing, within 30 days after the appeal is filed. A written determination of the complaint's validity and a description of its resolution will be provided to the Board of Education within 15 days after the investigation is completed.
7. Use of the complaint procedure is not a prerequisite to the pursuit of any other remedies.
8. Retaliation against a person who files a complaint or persons who participate in the grievance proceedings is prohibited.

BULLYING PREVENTION PLAN

CHAUTAUQUA COUNTY SCHOOLS-USD #286

1. Introduction

The Chautauqua County School District has developed a plan to prevent bullying. Bullying is dangerous and disrespectful behavior that will not be permitted or tolerated.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy. Some bullying behaviors may require a report to local law enforcement.

2. Definition

(1) "Bullying" means: (A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

(B) Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(2) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

3. District Policy

The following bullying policy was adopted by the USD #286 Board of Education at the regular meeting held on June 13, 2011 .

JDDC Bullying (See GAAB, JCE, JGEC, JGEC, JGECA JDD and EBC) JDDC Update to 286 Board Policy

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at 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 including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

4. Character Development Program/Bullying Prevention

Each building in the Sedan School District will develop a character development program, as a way to encourage anti-bullying behavior, which meets the following requirements:

a. "Character development program" means a program which is secular in nature and which stresses positive character qualities.

b. "Character qualities" means positive character qualities, which include, but is not limited to, honesty, responsibility, attentiveness, patience, kindness, respect, self-control, tolerance, cooperation, initiative, patriotism and citizenship.

5. Staff Training

The district will provide bullying training for all staff members each year totaling at least two (2) hours within the teachers contracted school year. All school employees must either attend the provided training session live or watch the official film provided by the district in lieu of attendance, with written proof in the form of signing in at the beginning of the live session, or signing the film in and out. Staff supervision by administrators will include attention to employee efforts to implement the anti-bullying and character education plans required by board policy.

6. Data Collection

Each building will gather bullying data and report the results to the Board of Education at the end of each school year. The data will be gathered from the following sources:

- a. Bullying Discipline Referrals
- b. School Climate Surveys

7. Reporting

Students may report any bullying incident to any adult employee of the Chautauqua County School District. Once they have received a report from a student, it is the responsibility of the employee to promptly contact the principal of the building and inform him/her of the complaint. A letterbox will be placed in a location accessible to all students in each building, so students who feel unable to talk to staff can have a point of contact. Once a report has been made, it is the responsibility of the building principal or his/her designee to investigate the incident, and act according to the policies of the Sedan School District.

8. Bullying Committee

Each building shall establish a bullying committee that is responsible for coordinating the school's bullying prevention program. The committee shall include the building principal, one counselor, at least one teacher, a parent, and at least one student.

FERPA is a federal law designed to protect the confidentiality of student records and the school district must comply with this law, as well as similar state law. When the school administrator contacts a parent about the school district's response to a bullying incident, he/she may discuss information about an investigation, but only to the extent that it may be done without disclosing information about any students other than the student subjected to the bullying.

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.

Article 42. - Emergency Safety Interventions 91-42-1. Definitions. As used in this regulation and in K.A.R. 91-42-2, each of the following terms shall have the meaning specified in this regulation: (a) "Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. (b) "District" means a school district organized under the laws of this state that is maintaining a public school for a school term pursuant to K.S.A. 72-1106, and amendments thereto. This term shall include the governing body of any accredited nonpublic school. (c) "Emergency safety intervention" means the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention. (d) "Mechanical restraint" means any device or object used to limit a student's movement. (e) "Physical escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location. (f) "Physical restraint" means bodily force used to substantially limit a student's movement. (g) "School" means any learning environment, including any nonprofit institutional day or residential school and any accredited nonpublic school, that receives public funding or over which the Kansas state department of education has regulatory authority. (h) "Seclusion", when used with a student, means that all the following conditions are met: (1) The student is placed in an enclosed area by school personnel. (2) The student is purposefully isolated from adults and peers. (3) The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area. (i) "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective P- .) 91-42-2. Policy, documentation, and reporting requirements. (a) Each district shall develop and implement written policies to govern the use of emergency safety interventions over all schools. At a minimum, written district policies shall conform to the definitions and requirements of these regulations, including that seclusion and physical restraint shall be used only when student conduct meets the definition of necessitating an emergency safety intervention. Parents shall be annually provided with the written policies on the use of emergency safety interventions. The written policies shall include the

following: (1) Policies and procedures for the use of emergency safety interventions: (A) Policies and procedures shall prohibit the following: (i) The use of prone, or face-down, physical restraint; supine, or face-up, physical restraint; physical restraint that obstructs the airway of a student; or any physical restraint that impacts a student's primary mode of communication; (ii) the use of chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments; and (iii) the use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seatbelts and any other safety equipment when used to secure students during transportation; and 91-42-2 Page 2 (B) written policies developed pursuant to this regulation shall be accessible on each school's web site and shall be included in each school's code of conduct, school safety plan, or student handbook, or any combination of these; (2) school personnel training consistent with nationally recognized training programs

Fifteen Principles for Emergency Safety Interventions:

1. Every effort should be made to prevent the need for the use of restraint and for the use of seclusion.
2. Schools should never use mechanical restraints to restrict a child's freedom of movement, and schools should never use a drug or medication to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified health professional).
3. Physical restraint or seclusion should not be used except in situations where the child's behavior poses imminent danger of serious physical harm to self or others and other interventions are ineffective and should be discontinued as soon as imminent danger of serious physical harm to self or others has dissipated.
4. Policies restricting the use of restraint and seclusion should apply to all children, not just children with disabilities.
5. Any behavioral intervention must be consistent with the child's rights to be treated with dignity and to be free from abuse.
6. Restraint or seclusion should never be used as punishment or discipline (e.g., placing in seclusion for out-of-seat behavior), as a means of coercion or retaliation, or as a convenience.
7. Restraint or seclusion should never be used in a manner that restricts a child's breathing or harms the child.
8. The use of restraint or seclusion, particularly when there is repeated use for an individual child, multiple uses within the same classroom, or multiple uses by the same individual, should trigger a review and, if appropriate, revision of strategies currently in place to address dangerous behavior; if positive behavioral strategies are not in place, staff should consider developing them.
9. Behavioral strategies to address dangerous behavior that results in the use of restraint or seclusion should address the underlying cause or purpose of the dangerous behavior.
10. Teachers and other personnel should be trained regularly on the appropriate use of effective alternatives to physical restraint and seclusion, such as positive behavioral interventions and supports and, only for cases involving imminent danger of serious physical harm, on the safe use of physical restraint and seclusion.
11. Every instance in which restraint or seclusion is used should be carefully and continuously visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.
12. Parents should be informed of the policies on restraint and seclusion at their child's school or other educational setting, as well as applicable federal, state, or local laws.
13. Parents should be notified as soon as possible following each instance in which restraint or seclusion is used with their child.
14. Policies regarding the use of restraint and seclusion should be reviewed regularly and updated as appropriate.

15. Policies regarding the use of restraint and seclusion should provide that each incident involving the use of restraint or seclusion should be documented in writing and provide for the collection of specific data that would enable teachers, staff, and other personnel to understand and implement the preceding principles.

U.S. Department of Education, Restraint and Seclusion: Resource Document (2012), <https://www2.ed.gov/policy/seclusion/restraintsand-seclusion-resources.pdf>. The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, Kansas 66612; 785-296-3201.

Safe School Hotline

Safe School Hotline is a tool that provides students, parents, and educators a confidential means of reporting unsafe conditions that may imperil students and staff in a totally anonymous, non threatening way. It can give school officials the information they need to enhance safety and improve the quality of education. Students or parents with something important to report can call the Safe School Hotline 24 hours a day with complete assurance of confidentiality. The Safe School Hotline Number is: 877-626-8203. (Your Name is Never Asked.)

McKinney-Vento Homeless Assistance Act

HOMELESS SITUATIONS

IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.

If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a

- Written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.

- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.

The homeless liaison for USD 286 is Carolyn Williams, District Employee of Chautauqua County Community Schools. 302 Sherman Sedan, KS 67361. williamsc@usd286.org 620-725-3187 The State Homeless Liaison: 785-296-6714 | www.ksde.org

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 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 may discuss the complaint with the student to determine if it can be resolved. A form to initiate this complaint is attached and can also be secured from the building principal.

The principal of the school the student attends, or their designee, shall be considered to be the impartial investigator. If the principal, or their designee, is not independent or does not believe that they can conduct an independent investigation, then the matter is to be referred to the District Compliance Coordinator. The District's Superintendent has been designated to coordinate compliance with nondiscrimination requirements of this policy. **The Compliance Coordinator can be contacted at 302 Sherman, Sedan, KS 67361, 620-725-3187 or by email at hinrichsn@usd286.org.**

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. Conduct found to be sexual harassment is subject to the full range of disciplinary measures including expulsion.

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 of a student or termination of 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.

RACIAL HARASSMENT

The board is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in the school district. Racial 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.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII 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 (visit, 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 or another employee from filing a complaint, or to fail to

investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee 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 working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.
4. Racial harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately (within 10 days). Complaints of racial harassment will be promptly (within 10 days) investigated and resolved.

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure found in the certified and classified staff handbooks and board policy 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 conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors that are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of racial harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the immediate supervisor or the district compliance officer. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. Administrators, directors, and supervisors who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. 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 that may include termination of employment.

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.

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

This policy shall be posted in each district facility and will be published yearly in the staff handbooks.

PUBLIC NOTICE

SEARCH TO FIND CHILDREN IN NEED OF SPECIAL EDUCATION

The *Chautauqua & Elk County Special Services Cooperative* is seeking to identify every student from birth through age 21 who lives within the boundaries of *Chautauqua County* who has developmental delays or may be in need of special education. If you have a child or know of a child who you think has development delays or special needs,

Contact: *Director of Special Education Tonya Barnes,*

Areas of special education include: birth through age two (infant-toddler), early childhood - disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, intellectual disability, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted. Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment.

Contact:

Tonya Barnes, Director of Special Education
Chautauqua & Elk County Special Services Cooperative
West Elk #282
PO Box 607
1201 State Hwy 99
Howard, Kansas 67349
620-374-2113 office 620-330-7148 cell
barnest@westelk.us

If you have a child or know of a child who may need special education services.

Early Childhood, Special Education, and Title Services
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