



**This handbook has been prepared to acquaint students, parents, and members of the community with the organization, policies, and regulations of Argonia Elementary School. Being familiar with the contents of this handbook will help everyone know what to expect and ensure we will have a smooth-running school.**

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## **Introduction**

We at Argonia Elementary School are excited about working with you and your children. We have an enthusiastic, caring staff and we are looking forward to an outstanding year. We encourage your involvement in our school and also your cooperation in dealing with your children. We will expect appropriate behavior, respectfulness, and a positive attitude from all students while at school. If you ever have questions or concerns, please don't hesitate to contact us.

## **Nondiscrimination**

"Students, their parents, and employees of USD 359 are hereby notified that this school district does not discriminate on the basis of sex, handicap, race, color, or national origin and is required by Title VI, Title IX, and Section 504 not to discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment, or employment in, its programs and activities. Any person having inquiries concerning Unified School District No. 359 compliance with Title VI, Title IX, and section 504 is directed to contact the Superintendent of Schools of Unified School District No. 359, 202 E. Allen, Argonia, Kansas 67004; Telephone (620) 435-6311. The Superintendent of Schools has been designated by the Board of Education of Unified School District No. 359 to coordinate the school district's efforts to comply with Title VI, IX, and Section 504."

## **Mission Statement**

Argonia Public Schools is a collaborative family with a commitment to create a legacy of pride through uncompromising excellence and to develop productive, accountable, confident citizens.

### ***We believe:***

- Students will have the knowledge and determination to internalize their education to achieve personal goals.
- Our school environment is safe, energizing, educationally challenging, and inspires creative learning.
- Our staff strives to achieve a unified team through collaboration and mutual respect.
- We create an environment where students are engaged in discovering their own potential.
- The school is proactive in relating to the community and encouraging collaborative activities for community and school involvement.
- Our curriculum is focused, challenging, motivating, and relevant to the students' lives and futures.
- Modeling professionalism results in an increased level of respect and improved behavior among students.

## Contact Information

Argonia Elementary & District Office, 202 E. Allen, Argonia, KS 67004  
 Argonia Jr. & Sr. High School, 504 N. Pine, Argonia, KS 67004

### Staff Positions, Names & EMail Addresses

Supt/Principal	Dr. Rustin Clark.....	rclark@argonia359.org
Kindergarten	Aimee Lackey	..... alackey@argonia359.org
First Grade	Megan Ricke	..... mricke@argonia359.org
Second Grade	Keri Dickerson	..... kdickerson@argonia359.org
Third Grade	Hayley Poljansek	..... hpoljansek@argonia359.org
Fourth Grade	Audra Downey	..... adowney@argonia359.org
Fifth Grade	Aubrey Harrison	..... aharrison@argonia359.org
Title 1	Christine Short	..... cshort@argonia359.org
Instructional Aide.....	Denee Acord.....	dacord@argonia359.org
Phys. Ed.	Jon Mead	..... jmead@argonia359.org
Music/Band	Natalie Shirley	..... nshirley@argonia359.org
Special Ed. (IRC)	Emily Beck	..... ebeck@argonia359.org
Para .....	Patricia Jones .....	pjones@argonia359.org
	Dakota Rodd	..... drodd@argonia359.org
	Robin Weiss	..... rweiss@argonia359.org
Preschool.....	Emily Beck	..... ebeck@argonia359.org
Counselor.....	Amber Hilger.....	ahilger@argonia359.org
Library	Eddie Tracy.....	etracy@argonia359.org
Secretary	Gaylene Larson	..... glarson@argonia359.org
Cooks	Tami Courtois .....	tcourtois@argonia359.org
	Donna Hughes .....	dhughes@argonia359.org
Custodian	Pamela Coley	..... pcoley@argonia359.org
Maintenance.....	Wayne Vineyard.....	wvineyard@argonia359.org
Special Ed Dir (619)	Amanda Lowrance	..... alowrance@d619.org

### Important Phone Numbers

Elementary Office	435-6716, option 1
Elementary Fax	435-6623
High School Office	435-6611, option 2
High School Fax.....	435-6358
District Office	435-6311, option 3
District Fax	435-6623
Kitchen	435-6972
Bus Barn	435-6619



**Board of Education Members & Emails**

Tiffani Callaway  
Brian Fitch  
Scott Jones  
Melinda McCurley  
Shane Morrison  
Sarah Vineyard  
Shawn White

tcallaway@argonia359.org  
bfitch@argonia359.org  
sjones@argonia359.org  
mmccurley@argonia359.org  
smorrison@argonia359.org  
svineyard@argonia359.org  
swhite@argonia359.org

## **Enrollment/Withdrawal from School**

### **Admission Requirements**

All resident students shall be admitted to attend school in the district unless they have been expelled.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Preschool students must be four years of age on or before August 31, unless otherwise specified on their IEP. Kindergarten students must be five years of age on or before August 31.

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, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

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 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 Children and Families, a certified transcript of the student, a baptismal certificate or hospital record.

The student's social security number is used to identify their records.

### **Non-Resident Students**

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available. Non-resident students will require superintendent approval to attend.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

### **Pupil Information Form**

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s) and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

### **Address/Phone Number Change**

Please notify the school secretary within seven days if any of the following change:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

**Assignment to Grade/Class**

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal’s decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

**Schedules**

Classes will begin at 7:50 A.M. and will be dismissed at 3:45 P.M. with schedules varying according to grade. Doors will open at 7:30 A.M. Breakfast is served at 7:30 A.M. The bell schedule for grades K-5 is as follows:

Warning Bell	7:45 A.M.
Beginning Bell	7:50 A.M.
Lunch	11:20-11:45 A.M. (Grades K-2)
.....	11:50 A.M.-12:15 P.M. (Grades Pre-K, 3-5)
Dismissal	3:45 P.M.

Preschool Schedule: 12:15-3:45 P.M.

**Fees**

Textbook Fees	
Preschool	\$65.00
Kindergarten	\$70.00
Grades 1-5	\$90.00

**Lunch Prices**

Preschool-5 <sup>th</sup> Grade	
Guests	\$4.75 ea./10 for \$47.50/ 20 for \$95.00
Kindergarten Snack Fee	\$70.00
Preschool Snack Fee	\$65.00
Individual Extra Milk (for student lunches grades PK-12)	\$0.75 per carton

**Breakfast Prices**

Guests	\$2.60 ea./ 10 for \$26.00/ 20 for \$52.00
Kindergarten-5 <sup>th</sup> Grade	

**School Supplies**

A list of desired school supplies can be found in student enrollment packets.

**Withdrawal from School**

If you must withdraw your child from school, contact the school office.

**Student Records**

All student records shall be treated as confidential and are primarily for local school use unless otherwise stipulated.

**FERPA**

Under the provisions 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 the school. 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 exempted. Records will be available for your review within 45 days of the day the district receives your 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 not considered “directory information” and you have not objected to the release of such information; or
  - c. Disclosure without 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 responsibility or duties.
    - The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
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 USD 359 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Ave. SW, Room 4074, Washington, D.C. 20202-4605
5. The right to obtain a copy of USD 359 policies for complying with FERPA. A copy may be obtained from: The USD 359 District Office, 202 E. Allen, Argonia, KS 67004.

Directory Information: For purposes of FERPA, Unified School District 359 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is 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 of 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 the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District 359 at the District Office, 202 E. Allen, Argonia, KS 67004 on or before September 1 of each school year. If a refusal is not filed, Unified School District 359 assumes you have no objection to the 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 releases of this information. 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.

## **Academics**

### **Testing Programs**

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

### **Promotion and Retention**

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

### **Grading System**

The Argonia Schools use nine-week grading periods and a four (4) point grading system. Following is the letter and percentage grade to be used by the Argonia Schools:

A=90-100%	4.0 points
B=80-89%	3.0 points
C=70-79%	2.0 points
D=60-69%	1.0 points
F=59% and below	0.0 points

- Kindergarten students will receive S, S-, & U in lieu of letter grades
- K-5 PE grades will be S, S-, & U
- K – 2 music grades will be S, S-, & U
- 3 – 5 will receive letter grades in music

### **Report Cards**

Report Cards are distributed by mail following the end of each nine-week period.

### **Progress Reports**

Progress reports will be completed and sent home during the fifth week of each grading period. These reports are to alert parents and students of potential problems associated with a student's grade or class performance. They are also to reinforce and encourage positive student performance and behavior. Teachers and Administrators may also contact parents and guardians by telephone, letter, or in person.

### **Parent/Teacher Conferences**

Parent-teacher conferences will be held each semester. A notice will be sent home informing parents of their appointment to meet with the teacher. Other conferences may be scheduled during the year at the discretion of the teacher or parents. The purpose of these conferences is to discuss the student's progress and other items of mutual concern to both the teacher and the parents.

### **Homework**

Students are expected to complete homework assignments on time. See "Make-up Work," below.

### **Make-Up Work**

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

All make-up assignments must be turned in within the number of days requested by the teacher.

### **Academic Dishonesty**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as you own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures up to and including suspension or expulsion.

## Attendance

### **Attendance Policy**

If a student is not in school or under the supervision of a teacher he/she is absent and must be counted so regardless of the reason.

Argonia Elementary School Students are expected to be in school on time, all day, every day and parents are encouraged to support their child's attendance.

Regular attendance is very important to the academic achievement of the student and a day missed can never really be made up. The development of the habit of responsibility will be a valuable asset to students while in school and in their adult life.

It is recognized that there will be instances, which make it necessary for students to be absent from school. We have listed these reasons which may be excused by the principal with a note or phone call from the parent. With the exception of illness or death in the family, arrangements should be made in advance of the absence. Please notify the school office when your child is going to be absent.

**Notes or phone calls made by a parent or legal guardian excusing a student must be received within one week of the absence in order for the absence to be considered excused.**

After five (5) excused absences in a semester a letter will be sent to the parents to alert them of the potential of their child being reported as chronically absent. Students who miss more than five (5) days of school in a semester will be marked unexcused unless they have formal documentation from a medical professional and the policy regarding unexcused absences will be enforced.

**Excused Absences** - Absences which could be excused through the office.

**Illness of the student**  
**Illness or death in the family**  
**Attendance at funerals**  
**Special church services**  
**Exhibitor at fairs**  
**Medical or dental appointments**  
**Trips approved by administration**

**Unexcused Absences** - An unexcused absence exists when the principal does not approve a student's absence.

In cases of an unexcused absence, students are expected to make up all work missed and half credit will be given for the completed work. Unexcused absences will also be considered under the truancy law for the state of Kansas and handled by the proper authorities.

### **Truancy**

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first.



When a student is in jeopardy of becoming truant, the principal will contact the parent and/or legal guardian in an effort to resolve the attendance problem. If the attendance problem continues, the principal will report the child as truant to the Sumner County District Court and/or DCF (Department of Children and Families).

### **Tardies**

Students are considered tardy when they are not in their classroom by the second morning bell.

### **Release of Student During the School Day**

Students shall not be released during the school day except upon a written or verbal request from the student's parent or legal guardian. Before releasing a student during the school day, the building principal 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.

## **Student Conduct/Discipline**

### **Behavior Code**

Disruption of School: A student shall not use any conduct intentionally to cause substantial and material disruption or obstruction of any lawful function of the school. Neither shall he urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

The unacceptable conduct shall include but not be limited to: (1) occupying any school building, school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance of exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building, or corridor or room; (3) setting fire to or damaging any school building or property; (4) firing, displaying or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purposes; (5) preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) continuously and intentionally making noise or acting in any manner so as to interfere with the teachers ability to conduct class.

A student shall not intentionally cause or attempt to cause damage to private property or attempt to steal private property either on the school grounds or during a school activity.

### **Verbal/Physical Assault on a School Employee or Student**

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee or student:

1. on the school grounds during, before or after school hours;
2. on the school grounds at any other time when the school is being used by any school personnel or school group; or
3. off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken in the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

### **Bullying and Harassment**

The board of education prohibits bullying in any form on school property, in a school vehicle, or at a school sponsored activity or event. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. Types of bullying include: physical – harm to someone’s body or property; emotional – harm to someone’s self-esteem or feeling of safety; social – harm to someone’s group acceptance. Bullying and harassment behaviors include, but are not limited to: name calling, teasing, harassing, making fun of, mocking, irritating, annoying, pushing grabbing, shoving, poking, tripping, kicking, play fighting, taking property, destroying property, excluding behavior, spreading rumors, cyberbullying, Internet harassment, sexual harassment.

### **Weapons and Dangerous Instruments**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon;

1. on the school grounds during, before, or after school hours;
2. on school grounds at any other time when the school is being used by any school personnel or school group;
3. off the school grounds at a school activity, function or event.

In addition, the school district shall enforce the Federal Regulations covering the School Gun Free Zone and Kansas Statute Ann. 21-4204 as these laws relate to possession of firearms and the behavior of people possessing firearms.

### **Narcotics, Alcoholic Beverages, Drugs and Controlled Substances**

A student shall not knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance or alcoholic beverage of any kind:

1. on the school grounds during, before, or after school hours;
2. on school grounds at any other time when the school is being used by any school personnel or school group; or
3. off the school grounds at a school activity, function, or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. [Also see board policy GEA and GE on Drug Free Schools].

### ***VIOLATION OF ANY PROVISIONS OF THIS BEHAVIOR CODE SHALL RESULT IN SUSPENSION AND/OR EXPULSION.***

### **Repeated School Violations**

A student shall not fail to comply with a reasonable request of school personnel during any period of time when he is properly under the authority of school personnel.

Violation of any provision of this behavior code shall result in suspension and/or expulsion.

Adopted 5/10/93

### **Student Involvement with Drugs**

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

1. First Offense: A first time violator shall receive the following sanctions.

- (a) A punishment including a short-term suspension of five (5) days.
  - (b) Suspension from all student activities for a period of not less than one month.
2. Second and Subsequent Offenses: A student who violates the terms of this policy for a second time, and any subsequent violations, shall receive the following sanctions:
- (a) Expulsion from school for the remainder of the school term.
  - (b) Suspension from participation in and attendance at all school activities for the remainder of the school year.
  - (c) A student who is expelled from school under this policy may be readmitted with the permission of the Principal and the Superintendent but only if the student has completed a drug and alcohol education and rehabilitation program that is acceptable to the district administration.

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

A copy of this policy and available counseling and rehabilitation programs will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

### **Tobacco**

Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events, or on the school grounds.

### **Searches of Students**

Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated.

### **Interrogations and Investigations**

Building principals shall have the authority and duty to conduct investigations and to question students pertaining to infraction of school rules, whether or not the alleged conduct is a violation of criminal law. The building principal shall determine when and if law enforcement officers are to be contacted to conduct the investigation.

Every effort shall be made to contact the student's parents or guardian(s) prior to allowing interrogation of the student by law enforcement officers. Such contacts or attempted contacts with parents or guardians shall be made by the principal and documented by the principal. In the absence of the student's parents or guardian(s) the principal or his designee shall be present. In no instance shall law enforcement officers conduct an interrogation or in-school investigation without the approval of the building principal.

### **School Violence**

The Kansas School Safety Hotline 1-877-626-8203 is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol.

## **Dress Code**

The personal appearance of students attending the school of this district is primarily the responsibility of the parents. Students are expected to present themselves neatly and cleanly groomed. The personal appearance of students shall become the responsibility of the school administration when their mode of dress or personal grooming habits are deemed not acceptable or disruptive to the function of the school and/or other members of the student body. Our school has an adopted dress code.

### **Argonia Elementary School Dress Code**

Appearance does affect the learning atmosphere of a school. Neatness, decency and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. The code is not intended to work a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing.

Students will not be permitted to wear clothing that school officials determine to be improper for health reasons, safety purpose, of questionable decency, or of a disruptive nature. This includes roller skate type shoes.

School officials have the right to set specific dress codes for special days.

School officials are responsible for requiring students, whose appearance does not give indication of an effort to dress appropriately, to make improvements in their grooming.

Flip Flop shoes will not be permitted in Physical Education classes. Students who wear flip flop shoes to school will need to bring gym shoes and socks. They may be kept in the student's classroom.

The following are some examples of apparel that are considered inappropriate for school wear (not intended to be an all-inclusive list):

1. Hats may not be worn during the school hours.
2. Sunglasses, unless prescribed by a doctor.
3. Clothing that displays alcoholic beverages, illegal drugs, tobacco products, obscene or violent action, or suggestive or double-meanings.
4. Shirts not covering mid-section
5. Etc.

## Bus Regulations

Bus Conduct: Students are to consider the bus an extension of the classroom in so far as behavior is concerned. The bus driver is in charge at any time a teacher is not present. Students must obey the bus driver. Should continual misbehavior or gross misbehavior be reported by a driver, the student may lose bus riding privileges.

Parents are asked to go over the following regulations with their children.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. The driver must assign a seat to each student. Each student must be provided a seat.
3. Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on the far-left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push fellow students.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember your safety is in his hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
8. Pupils must not at any time extend arms or heads out of bus windows.
9. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion.
10. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure highway is clear.
11. Any damage to a bus is to be reported at once to the driver.
12. Food is not to be eaten on the bus.
13. Lighting in the interior of each bus shall be in operation whenever the headlights are on and there are passengers in the bus.
14. No person shall be allowed to occupy such a position in the school bus which will interfere with the vision of the driver in the front, sides, or by means of the mirror, to the rear, or interfere with the operation of the bus. Each student must be provided with a seat. No students are allowed to stand in a school bus. No jump seats are allowed.
15. No animal shall be transported with pupils.
16. No weapons of any sort shall be permitted on a school bus.
17. No bus shall stop and pick up or let off passengers except at regular designated stops, which stops shall be designated by the governing board of the school district concerned.
18. **PENALTY—FOR VIOLATING THESE RULES PUPILS WILL BE REPORTED TO THE SCHOOL PRINCIPAL WHO CAN DENY A PUPIL THE PRIVILEGE OF RIDING ON THE BUS.**

## **Consequences for Bus Rules Violations**

### **MINOR VIOLATIONS**

Example (not all inclusive)

- Out of seat
- Too Noisy
- Profanity
- Window Violation
- Paper wad, seeds, etc.
- Open pop container

### **CONSEQUENCES**

1st Offense: Warning, bus referral to principal and parent, driver call parent

2nd Offense: Warning, bus referral to principal and parent, principal call parent

3rd Offense: Bus referral to principal and parent, principal call parent, recommend short-term bus suspension (3 days)

4th Offense: Bus referral to principal and parent, principal call parent, recommend short-term bus suspension (5 days)

5th Offense: Bus referral to principal and parent, principal call parent, recommend long-term bus suspension (minimum 20 days)

### **MAJOR VIOLATIONS**

Example (not all-inclusive)

- Fighting
- Use/possession of alcohol, tobacco, or drugs
- Stealing
- Repeated insubordination

### **\*CONSEQUENCES**

1st Offense: Bus referral to principal and parent, principal call parent, recommend short-term bus suspension (5 days)

2nd Offense: Bus referral to principal and parent, principal call parent, recommend long-term suspension (minimum 20 days)

\*These are bus consequences only. Additional consequences may be imposed by the building administrators.

# School Discipline Policy

## School-Wide Rules

1. Keep hands, feet, and other objects to yourself.
2. Respect and obey school personnel.
3. No bullying.
4. No bad language or rude gestures.
5. Complete assignments in a timely manner.

## Consequences

Every third Office Referral will result in an after-school detention and start moving the student through the Levels.

### **Level 1**

FIRST TIME: After-school detention (30 minutes today or tomorrow). Student will be accompanied to the office by the teacher to call a parent and make travel arrangements. Detention form copies are to be sent to parents, kept in the office, and given to the detention room teacher who will send the report back to the building principal after the detention has been served.

2nd, 3rd, and 4th TIMES: After-school detention (30 minutes today or tomorrow). Follow the same procedure as above.

NOTE: Parents have the option of having the student complete a written assignment for each detention assigned. (Grades K-2 sentences, grades 3-5 500 word theme. Number of sentences and topic of theme is to be determined by the classroom teacher). If the completed assignment is not returned the following day, the student will serve the detention that evening after school. A written assignment will no longer be an option.

### **Level 2**

(After a specified "severe" incident or four occurrences at Level 1)

FIRST TIME: 3 days after-school detention to run consecutively, beginning today or tomorrow. (Or three separate writing assignments).

SECOND TIME: One day in-school suspension for the following school day.

THIRD TIME: In-school suspension for the next two (2) school days.

### **Level 3**

FIRST TIME: One day out of school suspension for the following school day.

SECOND TIME: Out of school suspension for the next two (2) school days.

THIRD TIME: Out of school suspension for the next three (3) school days.

NOTE: A parent or guardian will be required to spend the next school day back with the student.

FOURTH TIME: Out of school suspension for the next four (4) school days.

ALL OTHER OFFENSES: Out of school suspension for the next five (5) school days.

### **Severe Incidents**

In the following instances of severe behavior, the normal progression through the levels will be interrupted, and special consequences will apply.

1. Blatant defiance of authority: Minimum of Level 2
2. Fighting: Minimum of Level 2
3. Stealing or destruction of property: Minimum of Level 2 and reimbursement of cost.
4. Any infraction determined to be “more severe” by administrator in charge: Consequences will be determined by the administrator on an individual basis.

### **Substitute Teachers**

A substitute teacher will follow the same procedures as the regular classroom teacher. If the substitute teacher finds it necessary to send a student to the office for discipline, then additional detentions may be assigned by the principal.

### **About Level 2 and Level 3**

Students will receive full credit on assignments done during an in or out of school suspension if it is handed in the following school day. Any assignment handed in late will be given a zero. If a student has progressed to level 3 because of rule #5, not completing assignments in a timely manner, the suspension(s) will be held in-school

### **Failure to Comply**

Students who fail to properly fulfill the consequence assigned to them will immediately go to the next step. (Example: Failing to serve one detention will result in 2 consecutive detentions, etc.).

### **Expulsion**

All expulsions will be handled on an individual basis as determined by the administration.



## **Activities**

### **Assemblies**

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during school assemblies.

### **Clubs and Organizations**

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities.

### **Fund-Raising/Solicitations**

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require prior administrative approval.

### **Field Trips**

Students may participate in a field trip if the parental consent form for the trip has been turned in. A student must be in good standing academically and behaviorally or they may lose their privilege of going on a class field trip. Students will not be excused from class to attend a younger sibling's field trip.

### **Student Publications**

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

- Is obscene according to current legal definitions;
- Libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

See "Distribution of Materials," p. 28

## **Health and Safety**

### **Accidents, Reporting of**

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

### **First Aid**

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

### **Student Medication**

District staff (school employed registered nurse and designated and trained school personnel only) may administer “prescription” and “over-the-counter” drugs only with written permission from the student’s attending physician/dentist on a form supplied by the school district and written permission by the parent(s)/guardian(s) on a form supplied by the school district.

Only oral medications should be administered except in emergency situations.

Only the school nurse and the designated and trained school personnel, who have been delegated that authority, shall be allowed to handle and administer the drugs and shall be responsible for same.

A record shall be kept of each medication administered. The record shall include: student name, date prescribed, name of medication, time and date administered, signature of person administering medications, and date on parent permission form.

Any changes in type of drugs, dosage and/or time of administration shall be accompanied by a new physician and/or parent permission form and a newly labeled pharmacy container.

The original prescription container shall accompany all medication. Parents should request two (2) containers (one for the school and one for home) from the pharmacist.

All medication maintained in the school setting shall be kept in a locked container/room.

Medications shall be inventoried each nine (9) weeks by the building office staff (principal or secretary.)

(12-11-86) revised (2-9-87) (8-14-89)

### **Immunizations**

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements.

Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

### **Health Assessments**

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering preschool or before enrolling in the district for the first time.

### **Communicable Diseases**

Any student noted by a physician or school official as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

### **Fire Drills**

The signal for the fire drill is a constant buzz. Walk quickly, do not run, to the proper designated area.

### **Tornado Drills**

The signal for the tornado drill is a two-toned sound from the intercom. Students are to assemble in the locker rooms as instructed by their teachers.

West Locker Room: PreK, 2, 3, 4

East Locker Room: K, 1, 5

### **Weather Emergency/Cancellations**

When it becomes necessary to dismiss school early because of bad weather we will notify all parents via school messenger. If you anticipate that we cannot reach you at your home phone, please leave us an alternate phone number. Regardless, whether or not parents have been contacted, we will send the students home.

No School - If school is cancelled we will notify local television stations KAKE, KWCH, KSN and the radio station KFDI. The message will also be posted on the district website and parents and guardians will receive notification via School Messenger.

If a weather emergency occurs within one hour of dismissal time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may not come to school and pick up their children if the building is under a tornado warning. The building will be secured and students will remain with staff until the warning has passed. At that time parents may come pick up their children or they will be sent home through the normal method of after school transportation. If parents choose to have their child picked up by someone other than themselves, the student shall be released according to handbook policy "Release of Student During the School Day" p. 13.

### **Asbestos**

An asbestos management plan has been developed for the school district. A copy of the management plan is available in the elementary office.

### **Pest Control**

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district office.

## **General Information**

### **Complaints and Grievances**

#### Complaints about School Rules

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

(Board Policy JCE 10/12/15)

### **Distribution of Materials**

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal.

### **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.

Students are not to bring personal toys, electronic devices (i.e. Gameboy, MP3 players, iPods, etc.), or equipment of any kind to school. If an item is brought to school that is considered disruptive by the teacher it will be confiscated and taken to the office. In some cases, a parent may be required to come retrieve the item.

Items deemed as therapeutic or necessary by special education, mental health, or administration may be exempt from being considered distractful items as long as these items are preapproved by the administration and do not become a distraction in class.

### **Posters**

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

### **Awards Assemblies**

An Honors Assembly will be held at the end of the school year to recognize students' academic and personal achievements.

### **Staff-Student Relations**

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment.

Students are under the authority of ANY teacher at any time they are on school grounds.

### **Telephone Calls**

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted.

Students are not to use the telephone without permission.

## **Visitors**

To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Students are not to bring visitors to school without obtaining permission.

## **Recess/Playground Rules**

### **OFF SLAB**

1. Use equipment as designed to be used.
2. Ask permission to enter the building during recess.
3. No tackle football or any other unnecessary roughness.
4. No jumping or flipping out of swings.
5. No bouncing others off the teeter-totters.
6. Get permission before going outside of fence.
7. No bats, baseballs, or softballs (tennis balls may be used).
8. No kicking balls against the wall.
9. Stay away from classroom windows.

### **SLAB**

1. No skateboards or roller skates.
2. Sidewalks north and east of the slab are off-limits.

### **GYM RECESS**

1. Do not kick balls or throw balls at each other.
2. No jump ropes.
3. Do not use PE equipment without permission.

## **Birthday Treats**

Parents should contact the classroom teacher to arrange a time for treats to be brought to school. Bring prepackaged snacks only.

## **Invitations**

Invitations to personal parties should not be passed out during school hours.

## **Holiday Parties**

PTO/Room Parents sponsor the following parties: Halloween, Christmas, Valentine's Day, and Easter. Parties will generally be held on the holiday or the last day of school prior to the holiday. Call the school office or see a PTO representative about signing up to help with a party.

## **Gifts**

### **Student Gifts to Staff Members**

The giving of gifts between students and staff members is discouraged.

Student Organization Gifts to the School:

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

- A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.
- Any student organization gift to the district shall become district property when accepted by the board.

## **School Property**

### **Building Opening Time**

Students should not arrive at school prior to 7:30 A.M. each morning. There will be no adult supervision prior to that time.

### **Appropriate Use of Equipment and Supplies**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

### **Textbooks**

Textbooks will be checked out for student use during the school year. Misuse or loss of a textbook by a student will require replacement costs to be paid by the parent.

### **Computer Use**

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher.

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.

Students shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

### **No Right to Privacy**

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons.

Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

### **Ownership**

Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

### **Internet**



Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

### **Computer Network Use Guidelines**

All users of the schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).

### **Acceptable Use Policy**

Along with using the internet comes the obligation of using it properly and appropriately. In order for anyone (students and/or staff members) to be allowed to have internet access they must first sign a copy of our Acceptable Use policy. Only persons having a signed copy on file will be allowed access.

If you would like for your child to be allowed to have access to the internet, please read the Internet Acceptable Use Policy agreement with your child, sign it and return it to school as soon as possible.

### **Consequences of Violation of Technology Policies**

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD 359 concerning the use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

**Level 1: Warning:**

Student will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

**Level 2: Pattern of Abuse, Repeated Abuse, or Flagrant Violations:**

Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

**Level 3: Expellable Offense:**

Student could be expelled from school (removal for five days or more) if he/she engages in conduct on the internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

## **Student Services**

### **Counselor/Social Worker**

The elementary school has a Social Worker that it shares with the high school. If a parent or student wishes to visit with the social worker please make an appointment by contacting the elementary school office.

### **Library**

Students will be expected to follow school rules while using the library. Lost library books will be subject to replacement costs. In extreme cases of loss or misuse, students may be prohibited from continuing to check out books.

### **Lunchroom**

Elementary students will be using the lunchroom from 11:25 to approximately 12:15. Students are expected to be well behaved during their lunch period. Normal conversation is permitted. Students will not be permitted to exchange food and once seated will remain seated.

### **Lunchroom Rules**

1. If you need to go to the restroom, get a drink or wash your hands, please raise your hand to ask permission. (Exception - if you are sick)
2. Please wait to be dismissed.
3. Have patience. The lunchroom aide will get to you as quickly as possible.
4. Talk quietly.
5. If the lights are turned off, all talking must stop. Failure to comply will result in disciplinary action.

### **Cooks Rules**

1. Stay with your tray.
2. Please take the silverware you touch. If you take one that you do not need, just keep it until you empty your tray.
3. Use only what you need.
4. Take only one of each of item the cooks have set out for you. (Ex: jelly, peanut butter, dip, etc.)

### **Sack Lunches**

Students bringing their lunch to school are not to bring pop, candy or similar items.

## Preschool Program

### Outcomes and Objectives

Student Eligibility: Age four (4) prior to August 31 of the current year or age three (3) during the current school year and have a working IEP developed through the cooperation of the Sumner County Special Education Cooperative, Argonia Elementary School and other appropriate agencies.

**Pre-school Schedule:**  
**Tuesday through Friday**  
**12:15-3:45 P.M.**

### Program Outcome

Children who participate in early learning programs or who are provided with early learning opportunities often start kindergarten ahead of their peers. Our preschoolers are more comfortable with coming to school for all day kindergarten than their peers who may not have attended our preschool program. The preschoolers are not intimidated by being in the school and they acclimate to all day kindergarten faster than their peers. Many times, we have had students who were identified in preschool as needing special education services or being at-risk who by the time they are in first or second grade no longer require special education services or are no longer identified as being at-risk. Children come to school with all different backgrounds and home life situations. Preschool is a place where they all have the opportunity to learn and grow to the best of their ability. Preschool is also a place where it is acceptable to spend another year without the stigma of retention. For students who may not be socially or emotionally ready for all day kindergarten, we offer a transitional year of half preschool and half kindergarten to give those children the extra time they need before moving on to kindergarten.

### Community Collaboration

The Argonia preschool is the only formal learning environment that is available to the preschool age students in our community. Other options for preschool age children are staying with a babysitter, being in daycare, or staying home with a non-working parent. District leaders realize the importance of providing early childhood experiences for the children of this school district and are committed to having a preschool program available in our community.

Argonia has a very active PAT (Parents As Teachers) program and the PAT instructor is instrumental in getting parents to attend our early childhood screenings and becoming involved in our preschool program. Our preschool program can pick right up with the students as they age out of the PAT program. This has been a very positive feature for the parents in our community. The PAT instructor also holds monthly story and activity times for the young children in our community to attend whether they are in PAT or not. Fortunately, we have small enough numbers that we can accommodate the majority of our students in our PAT program and our preschool. We have rarely had to turn anyone who requested these services away. However, in order to maintain these services for the children in our community we have had to limit our programs to only those students who live in our community. At this time we are unable to accept out of district students in our PAT or our preschool programs.

### Quality Program Indicators

Primary Outcomes

Cognitive

- All young children will develop skills in general mental abilities including learning processes that aid in the development of pre-academics.
- All young children will develop skills in general mental abilities including educational skills that aid in the development of pre-academics.

#### Social-Emotional Development

- All young children will develop skills that will enable them to exhibit a sense of self and form meaningful relationships and friendships with others.
- All young children will develop a positive self-concept and sense of self-worth that will provide the confidence, energy, and optimism enabling them to live and learn to their full potential.
- All young children will be able to exhibit self-control and a sense of personal responsibility.
- All young children will exhibit the ability to participate in a variety of types of play such as large and small group activities, and imaginative and creative play.

#### Communication

- All young children will develop skills that will enable them to communicate and get along with others.
- All young children will acquire language, communication, and literacy skills through a variety of rich, multi-sensory experiences that foster learning and thinking.
- All young children will exhibit the ability to use language in many different ways.
- All young children will demonstrate early reading skills.
- All young children will demonstrate emergent writing skills.

#### Mathematics

- All young children will acquire number literacy through a variety of rich multi-sensory experiences that will foster learning and thinking.
- All young children will demonstrate understanding of number concepts and numerical operations.
- All young children will demonstrate an understanding of patterns and relationships.
- All young children will demonstrate an understanding of geometric and spatial sense.

#### General Knowledge

- All young children will acquire general knowledge of the world around them through a variety of multi-sensory experiences that will foster learning and thinking.
- All young children will demonstrate a positive approach to learning.
- All young children will demonstrate an understanding of the process of scientific inquiry and logical thinking.
- All young children will demonstrate knowledge of the fundamental concepts, principles, and interconnections of the life, physical, and space sciences.
- All young children will demonstrate an understanding of basic economic and geographic concepts.

- All young children will demonstrate creativity through the arts.

#### Physical Development

- All young children will actively participate in a program that incorporates a variety of equipment, activities, and opportunities to promote their physical development.
- All young children will actively participate in a program that integrates physical development with all other curriculum areas.
- All young children will develop their gross motor skills.
- All young children will develop their fine motor skills.
- All young children will demonstrate behaviors that promote good health.

#### Local Assessment

The preschool staff uses ProLADR (Profile of Preschool Learning & Developmental Readiness) to assess students and to evaluate student progress. ProLADR is a multi-domain comprehensive assessment tool. The primary goal is for each child to be performing at or above their age level by the end of the school year. If this goal is not attained then there is the expectation that the child will be showing progress and improvement by the end of their preschool year. The preschool staff will also evaluate each child using an age appropriate benchmark checklist based on the Kansas Early Learning Standards.

#### Family Engagement and Partnership

Parents are invited and encouraged to bring their children to our annual early childhood screening offered every spring. Preschool parents are provided weekly updates and information on their child's progress through quarterly progress reports. Parents are invited to attend a conference each semester with their child's teacher. Parents also have the opportunity to participate in classroom activities and field trips. The preschool students have holiday class parties where they often perform a short play or favorite songs for their parents. Toward the end of each school year, the students present a preschool program and invite their families to attend. The preschool families are also invited to attend the elementary school's "Family Night" events. Students attend these events with their parents to read and participate in activities designed to reinforce learning and literacy as well as health and nutrition.

#### Transitions

Our preschool staff is directly involved with our district Parents As Teachers coordinator to provide transition for students who are involved with that program. The preschool staff also works with staff from Futures Unlimited, which provides services to special education services to children in the birth to age 3 age range. The preschool staff also accommodates parents who are nervous or reluctant about sending their child to preschool. Parents are made to feel welcome and involved and this helps ease any anxiety they may be feeling about leaving their child at school.

The preschool teacher also works very closely with the kindergarten teacher to help transition the students from preschool to kindergarten. Transition meetings are held between the two teachers to discuss the needs and abilities of the students who are moving from preschool to kindergarten. School Readiness Indicators are evaluated for each child moving from preschool to kindergarten to determine the child's readiness for kindergarten.

#### Non-Discrimination Policy

Student Eligibility: Age four (4) prior to August 31 of the current year or age three (3) during the current school year and have a working IEP developed through the cooperation of the Sumner County Special Education Cooperative, Argonia Elementary School, and other appropriate agencies.

## **GAAF Emergency Safety Intervention Policy**

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### **Definitions**

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–6146, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 73-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“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.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of 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; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

#### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

Using face-down (prone) physical restraint;

Using face-up (supine) physical restraint;

Using physical restraint that obstructs the student’s airway;

Using physical restraint that impacts a student’s primary mode of communication;

Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

Use of mechanical restraint, *except*:

Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

Any device used by a certified law enforcement officer to carry out law enforcement duties; or

Seatbelts and other safety equipment when used to secure students during transportation.



#### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

#### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

#### Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and

time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

Date and time of the ESI,

Type of ESI,

Length of time the ESI was used,

School personnel who participated in or supervised the ESI,

Whether the student had an individualized education program at the time of the incident,

Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### Reporting Data

District administration shall report ESI data to the state department of education as required.

#### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt

of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process. (BOE Approved 9/10/18)





